

# COLLEGIATE SCHOOL OF MEDICINE AND BIOSCIENCE INTERNSHIP PROGRAM TIMESHEET

Student Name: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Supervisor: \_\_\_\_\_

**Comments:**

Note all absences or changes in normal hours. Include date and reason: illness, internship cancellation, snow days, spring break, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date	Day of the Week	Time In	Time Out	Total Time	Supervisor Signature
		<b>TOTAL TIME ON SHEET:</b>			

**Due dates for time sheets, daily notes, and reflection journals: January 10, January 24, February 7, February 21, March 7, March 13/24\*, April 4, April 18, April 25**

**Important notes:**

- Time sheets should be signed by a supervisor **daily**, not at the end of the week or biweekly.
- Each time sheet must include an entry and/or comment for every Tuesday and Thursday of that internship period. If a Tuesday or Thursday is not included, students will lose points. In addition, they may need to resubmit for the hours to count toward the 90-hour minimum.
- Points will be deducted, and resubmission may be necessary if the form is not self-consistent, e.g., total time does not match time in and out on a given day.
- **If you are absent on a due date:**
  - **To earn full credit: Turn in your timesheet through Microsoft Teams by 3:00 p.m. on the due date. Then, turn in the hard copy the day you return to the school building. If you do not follow both steps, you will only be eligible for late credit.**
  - **For Learn and Earn Payment: turn in your timesheet through Microsoft Teams and SchoolLinks by 9:00 a.m. on the due date.**

\*Thursday, March 13 is a Learn and Earn deadline only. Submit timesheets through Teams and SchoolLinks by 9:00 a.m. for payment. Hard copies and other items can be turned in Monday, 3/24.