



# Sample Internship Time Sheet

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

Employer: \_\_\_\_\_

Work Location: \_\_\_\_\_

Supervisor/Mentor: \_\_\_\_\_

	Date (mm/dd/yy)	Time in	Lunch *	Time out	Total Hours
<i>Example</i>	10/10/02	9:00	12-12:45	3:00	5.25
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

*\*Lunch breaks are NOT working hours and should not be included in Total Hours*

Total Hours: \_\_\_\_\_

Your time should be calculated as follows:

- 1 hour = 1.0
- <sup>3</sup>/<sub>4</sub> hour = .75
- <sup>1</sup>/<sub>2</sub> hour = .50
- <sup>1</sup>/<sub>4</sub> hour = .25

**I certify that the above information is true and correct.**

HS/HT Participant Signature: \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

All time sheets are due to the HS/HT program operator on \_\_\_\_\_ (day), by \_\_\_\_\_ (time).

*Adapted from the Florida HS/HT Summer Internship Manual*