English Department
California State University, Sacramento
6000 J Street | Sacramento, CA | 95819-6075
Fax 916.278.5410

INTERNSHIP TIMESHEET RECORD

PRINT NAME _____

PLACE OF INTERNSHIP _____

COURSE **195__** **410__** **SEMESTER**_____ **YEAR** _____

DATE	HOURS	DUTIES
		Total Hours Completed

The internship requires at least 150 hours of completed work. If you need more space, please use a copy of this form.
This form must be completed, signed, and submitted with the Internship Summary Report to earn course credit for the internship.

Intern Signature: _____ **Date** _____

Supervisor Signature: _____ **Date** _____