

## Attendance Sheet

This form is to be completed by the intern and signed by the organization supervisor the student interns with. Excellent attendance is an expectation of all employees. When you need to be absent or if you need to modify your schedule, please notify your supervisor as soon as possible.

Students working remotely should agree their schedule with the supervisor and fix the dates in the below time table.

First and Last Name of Intern: \_\_\_\_\_

First and Last Name of Company Supervisor: \_\_\_\_\_

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

Supervisor Contact Information: \_\_\_\_\_

Organization: \_\_\_\_\_

Internship start date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ internship end date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

<b>Week Beginning</b> <b>(month/day/year) Week</b> <b>Ending (month/day/year)</b> ____ / ____ to ____ / ____	<b>Working Hours</b>	<b>Type of Activity</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<b>Total Hours for Internship</b> <b>Period</b>		

Additional Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Intern Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_