

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

Work site: \_\_\_\_\_

### ENDERSESSION TIMESHEET

Students are expected to complete **145+** internship hours (approx 30 hours per week). Please document hours below and attach additional hours logged if needed.

Day	Date	Clock In and Clock Out	Time	Notes
<i>Example</i>	<i>May 17, 2019</i>	<i>9:00-4:00PM</i>	<i>7 hours</i>	<i>Toured office and met staff. Had a meeting with my mentor about my project creating a promotional video. Took notes. Sent emails to marketing staff...</i>
Monday	May 13	6:00pm-10:00pm	4 hours	Cleaned, helped customers, scooped ice cream, and make ice cream with liquid nitrogen. Had to close store which required mopping, spraying, sanitizing, and washing dishes.
Tuesday	May 14			
Wednesday	May 15			
Thursday	May 16			

Friday	May 17	6:00pm-9:00pm	3 hours	Normal work day
Saturday	May 18	12:00pm-5:00pm	5 hours	Normal work day
Sunday	May 19	12:00pm-6:00pm	6 hours	Normal work day
Monday	May 20			
Tuesday	May 21			
Wednesday	May 22			
Thursday	May 23			
Friday	May 24	6:00pm-9:00pm	3 hours	Normal work day
Saturday	May 25	12:00pm-5:00pm	5 hours	Normal work day

<i>Sunday</i>	<i>May 26</i>	12:00pm-6:00pm	6 hours	Normal work day
<i>Monday No School</i>	<i>May 27 Memorial Day</i>			
Tuesday	May 28			
Wednesday	May 29			
Thursday	May 30			
Friday	May 31	5:00pm-12:00am	7 hours	Normal work day (closing shift)
<i>Saturday</i>	<i>June 1</i>	12:00-5:00pm	5 hours	Normal work day
<i>Sunday</i>	<i>June 2</i>	12:00pm-6:00pm	6 hours	Normal work day
Monday	June 3			

Tuesday	June 4			
Wednesday	June 5	6:00pm-9:00pm	3 hours	
Thursday	June 6			
Friday	June 7	6:00pm-9:00pm	3 hours	
<i>Saturday</i>	<i>June 8</i>	12:00pm-5:00pm	5 hours	
<i>Sunday</i>	<i>June 9</i>	12:00pm-6:00pm	6 hours	
Monday	June 10			
Tuesday	June 11			
Wednesday	June 12			

Thursday	June 13			
Friday	June 14	6:00pm-9:00pm	3 hours	
<i>Saturday</i>	<i>June 15</i>	12:00pm-5:00pm	5 hours	
<i>Sunday</i>	<i>June 16</i>	12:00pm-6:00pm	6 hours	
Monday	June 17 TPOL			

**Mentor Comments:**

**Mentor Name** \_\_\_\_\_ **Mentor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Name** \_\_\_\_\_ **Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_