

# MONTHLY WORK EXPERIENCE (WE)/INTERNSHIP TIME SHEET VERIFICATION

**Please note: Hours must be reported in quarter increments. Example: 3.25, 4.5, 5.75 or a whole number**

Student Name: \_\_\_\_\_ ID# \_\_\_\_\_

WE/Internship Site Name: \_\_\_\_\_

Student Job Title: \_\_\_\_\_

Name of Supervisor: \_\_\_\_\_ Job Title: \_\_\_\_\_

Supervisor Phone#: \_\_\_\_\_ Supervisor Email: \_\_\_\_\_

Month: \_\_\_\_\_ Year: \_\_\_\_\_

| Date | # of Hours Worked | Activities                                     | Supervisor Initials |
|------|-------------------|------------------------------------------------|---------------------|
| 1    |                   |                                                |                     |
| 2    |                   |                                                |                     |
| 3    |                   |                                                |                     |
| 4    |                   |                                                |                     |
| 5    |                   |                                                |                     |
| 6    |                   |                                                |                     |
| 7    |                   |                                                |                     |
| 8    |                   |                                                |                     |
| 9    |                   |                                                |                     |
| 10   |                   |                                                |                     |
| 11   |                   |                                                |                     |
| 12   |                   |                                                |                     |
| 13   |                   |                                                |                     |
| 14   |                   |                                                |                     |
| 15   |                   |                                                |                     |
| 16   |                   |                                                |                     |
| 17   |                   |                                                |                     |
| 18   |                   |                                                |                     |
| 19   |                   |                                                |                     |
| 20   |                   |                                                |                     |
| 21   |                   |                                                |                     |
| 22   |                   |                                                |                     |
| 23   |                   |                                                |                     |
| 24   |                   |                                                |                     |
| 25   |                   |                                                |                     |
| 26   |                   |                                                |                     |
| 27   |                   |                                                |                     |
| 28   |                   |                                                |                     |
| 29   |                   |                                                |                     |
| 30   |                   |                                                |                     |
| 31   |                   |                                                |                     |
|      |                   | <b><u>Total Hours worked for the Month</u></b> |                     |

**By signing below, the Supervisor verifies and attests that the student worked the hours stated above.**

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

WE/Internship Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*For your Reference*

1-unit: 54-107 hours  
2-units: 108-161 hours  
3-units: 162-215 hours  
4-units: 216 - 269 hours