

# 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>Total Hours worked for the Month</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*

<u>1 unit</u>	<u>2 units</u>	<u>3 units</u>	<u>4 units</u>
60 non-paid or 75 paid	120 non-paid or 150 paid	180 non-paid or 225 paid	240 non-paid or 300 paid