Whitworth University Career Services & Student Employment

Internship Time Log

This sheet tracks the internship hours for the term in which your internship experience is registered for academic credit. You are required to complete a minimum of **40 hours for every one (1) credit** for which you are registered over the course of the term (Example: 1 credit=40 hours, 2 credits=80 hours, 3 credits=120 hours). The internship worksite supervisor will need to sign this document verifying completion of the hours worked and activities listed. You are required to provide a copy of this time log to the internship facilitator at the end of the term as part of your closing internship requirements.

Student/Intern Name: _____ **Internship Worksite:** _____

Worksite Supervisor's Name: _____ **Semester & Year:** _____

Date	Hours worked per *(check box)* ☐ DAY ☐ WEEK	Total number of hours worked to date	Activity
	Total Hours		

Student/Intern Signature: _____ **Date:** _____

Internship Worksite Supervisor Signature: _____ **Date:** _____

After receiving required supervisor signature, please send the signed copy to internships@whitworth.edu or you can deliver it in person to the Center for Career & Professional Development in the HUB during regular business hours.

Forged signatures will be considered academic dishonesty and will be processed according to Whitworth's policy.

Questions can be directed to internships@whitworth.edu or by calling (509)777- 3272.

Internship Contract I.D. # _____