



**MOORPARK COLLEGE
INTERNSHIP/WORK EXPERIENCE
TIMESHEET**

Semester: Summer [] Fall [] Spring []	Year 20_____
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Student:	CRN:	Paid []
	WEXP Units:	Unpaid []
Faculty Advisor:	Hours Required:	
Employer:	Workplace Supervisor:	

DIRECTIONS: 1) Fill in the beginning date for each week of the semester. 2) For each work/intern shift, indicate the time in hours and then the minutes in quarter hour increments. Round minutes to the nearest quarter hour (Example: 4.25 hrs). Do not report the shift beginning and ending time, but the total time worked/interned. (Example: 4.5 hrs). **Complete recording your work/intern hours prior to the last meeting with your faculty advisor. It is all right to ESTIMATE your work/intern hours for the last two weeks of the semester.** 3) Your work/internship supervisor will sign at the bottom of the form to verify your hours.

Week	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Month	Jan.	Jan.	Jan.	Jan.	Feb.	Feb.	Feb.	Feb.	Mar.	Mar.	Mar.	Mar.	Mar.	Apr.	Apr.	Apr.	Apr.	May.	May.	May.
Date	4	11	18	25	1	8	15	22	1	8	15	22	29	5	12	19	26	3	10	17
Mon																				
Tues																				
Wed																				
Thurs																				
Fri																				
Sat																				
Sun																				
Week Total																				

- In boxes across from "DATE" at the top of each week, enter the date (mm/dd) for each Monday of the session
- Enter employment/Internship hours worked (Not hours devoted to objective accomplishment alone)

Units	1	1.5	2	3	4
Unpaid Hours	60	90	120	180	240
Paid Hours	75	112.5	150	225	300

Please circle appropriate units and hours above

TOTAL SEMESTER HOURS ACHIEVED: _____

Student Signature: _____ Date: _____

I verify that the dates and hours indicated above have been accomplished by this student.

Workplace Supervisor Signature: _____ Date: _____

I have reviewed the student hours after the workplace supervisor has verified.

Faculty Advisor Signature: _____ Date: _____