

Internship Daily Timesheet Form Sample

The **internship daily timesheet form sample** is a valuable tool for tracking daily work hours and activities during an internship. It helps both interns and supervisors monitor progress and maintain accurate records. Using this form ensures efficient time management and accountability throughout the internship period.

Intern Information

Name:	_____	Intern ID:	_____
Department:	_____	Supervisor:	_____
Date:	____ / ____ / ____	Week No:	_____

Daily Timesheet

Time In	Time Out	Lunch Break	Total Hours Worked	Tasks / Activities Performed	Supervisor Comments
_____	_____	_____	_____	_____	_____

Intern's Signature: _____ Date: ____ / ____ / ____
Supervisor's Signature: _____ Date: ____ / ____ / ____