

Free Internship Timesheet Form Sample

Download our **free internship timesheet form sample** to efficiently track work hours and tasks completed during your internship. This customizable template helps interns and supervisors monitor progress and ensure accurate time reporting. Streamline your internship management with this easy-to-use timesheet.

Intern Name: _____ **Internship Position:** _____

Department: _____ **Supervisor:** _____

Week Starting: _____ **Week Ending:** _____

Date	Day	Time In	Time Out	Break (hrs)	Total Hours	Tasks/Comments
__/__/__	Monday					
__/__/__	Tuesday					
__/__/__	Wednesday					
__/__/__	Thursday					
__/__/__	Friday					
__/__/__	Saturday					
__/__/__	Sunday					
Total Hours This Week:						

Intern Signature: _____ **Date:** __/__/__

Supervisor Signature: _____ **Date:** __/__/__