

Engineering Internship Timesheet Form

Intern Name: _____
Intern ID: _____
Department: _____
Supervisor: _____
Week Starting: _____ to _____

Date	Day	Time In	Time Out	Break (Minutes)	Total Hours Worked	Project/Task Description	Supervisor Initials
YYYY-MM-DD	Monday	09:00	17:00	60	7	Assisted with preparing CAD drawings	
YYYY-MM-DD	Tuesday						
YYYY-MM-DD	Wednesday						
YYYY-MM-DD	Thursday						
YYYY-MM-DD	Friday						
Total Hours This Week							

Intern Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

This **engineering internship timesheet form** sample provides a structured format for interns to accurately record their work hours and project activities. It helps in tracking daily tasks and ensuring proper documentation of internship efforts. Using this form streamlines time management and enhances reporting efficiency.