

# Weekly Internship Timesheet Form Sample

This **weekly internship timesheet form sample** helps interns accurately record their hours and tasks throughout the week. It ensures efficient tracking of work completed, aiding both interns and supervisors in monitoring progress. Utilizing this form streamlines time management and project documentation.

Intern Name:  Supervisor:

Week Starting:

Date	Day	Time In	Time Out	Total Hours	Tasks/Projects Worked On	Supervisor Initials
<input type="text"/>	Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Saturday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	Sunday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Hours This Week:				<input type="text"/>		

Additional Comments/Remarks:

Intern Signature:  Date:

Supervisor Signature:  Date: