

Time sheets MUST be turned in WEEKLY to the Work-Based Learning Coordinator. Failure to do so may result in the suspension of the Work-Based Learning opportunity.

Student:	Program:

Work Week:\_\_\_\_\_

Day of Week	Date	Start Time	End Time	Total Hours	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
			Total Hours Worked		

## Each day must have an entry, i.e. hours, "sick", "in class", etc.

Student Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

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