CAREER & TECHNICAL EDUCATION
It's Academic!

WAKE COUNTY PUBLIC SCHOOL SYSTEM
INTERNSHIP PROGRAM

INTERNSHIP TIME SHEET

Please keep one record in your handbook and give one time sheet to your business sponsor to serve as a sign-in sheet to document your internship hours. Give a copy of the completed time sheet to your certified staff sponsor at the halfway point, either 55 hours or 112 hours, and at the end of your internship.

Student Name: _____ Internship Site: _____

For the Period _____ To _____
Beginning date Ending date

Date	Arrival Time	Departure Time	Business Site	Total Hours	Verified By
TOTAL HOURS:					

Business Sponsor Signature Date

Student Intern Signature Date