STUDENT Hours & Wage Tracking

Student Name:

Student Interns are responsible for tracking their hours. This record must keep current each week and turned in to the intern coordinator at the end of each two week period. Mentor's information and signature are required to confirm internship hours. Hours will not be accepted without the required signatures.

	Date (Ex. 8-1-16)	Start Time (Ex. 5:30pm)	End Time (Ex. 7:15pm)	Hours Worked (Ex. 1.25)	Estimated Wages (hours worked X hourly wage)
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
			WEEKLY TOTALS		

I certify that these hours are accurately reflected for this period

Student Signature Date

Business Partner (Mentor) Signature Date

	Date (Ex. 8-1-16)	Start Time (Ex. 5:30pm)	End Time (Ex. 7:15pm)	Hours Worked (Ex. 1.25)	Estimated Wages (hours worked X hourly wage)
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
			WEEKLY TOTALS		

I certify that these hours are accurately reflected for this period

Student Signature Date

Business Partner (Mentor) Signature Date