BUFFALO STATE COLLEGE
BUSINESS DEPARTMENT INTERNSHIP
TIME SHEET

NAME_____

WORK WEEK: FROM_____ TO _____ 19_____
MONTH DAY MONTH DAY

INTERNSHIP COMPANY_____

DAY	DATE	IN	OUT	IN	OUT	TOTAL
MON.						
TUES.						
WED.						
THURS.						
FRI.						
SAT.						
SUN.						
MON.						
TUES.						
WED.						
THURS.						
FRI.						
SAT.						
SUN.						
					TOTAL	

STUDENT'S
SIGNATURE_____
DATE

SUPERVISOR'S
SIGNATURE_____
DATE

*Attach original timesheets to your internship log and include in your internship paper.

Balance Forward	
Total From Above	
Grand Total	