

PELLISSIPPI STATE COMMUNITY COLLEGE – BCT INTERNSHIP TIMESHEET

Semester: _____

First 8 Weeks Second 8 Weeks

Student Name: _____

Major: _____

| DATES | | Mon. | Tues. | Weds. | Thurs. | Fri. | Sat. | Sun. | Total for Week |
|-------------------------|---------------|------------|-----------|-----------|------------|-----------|------------|------|----------------|
| Week 1 (Example) | | In | 9:00 a.m. | 9:00 a.m. | 9:00 a.m. | 9:00 a.m. | 10:00 a.m. | | 25 |
| Starting | June 6, 2011 | Out | 2:00 p.m. | 1:00 p.m. | 12:00 p.m. | 1:00 p.m. | 1:00 p.m. | | |
| Ending | June 11, 2011 | Total Hrs. | 7 | 4 | 3 | 4 | 3 | | |
| Week 1 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Week 2 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Week 3 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Week 4 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Week 5 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Week 6 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Week 7 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Week 8 | | In | | | | | | | |
| Starting | | Out | | | | | | | |
| Ending | | Total Hrs. | | | | | | | |
| Total Hours | | | | | | | | | |

Student Signature: _____

(Date Signed)

Approved By: _____

(Signature of Supervisor)

(Date Signed)

RETURN TO: BCT Internship Coordinator, MC251, FAX:
(865) 694-6426

NOTE: Other timesheets are acceptable if signed and dated by both the supervisor and the student. Copies of pay stubs may also be submitted in place of timesheets.