

Form to be completed by student and signed by On-Site Supervisor. Student should submit all completed and signed timesheets to the Program Coordinator at the end of the Practicum.

PRACTICUM TIMESHEET

STUDENT INFORMATION		
Name of Student:		
Name of On-Site Supervisor:		
Name of Organization:		
HOURS & ACTIVITIES COMPLETED		
<i>To be completed by the student each week and signed by the On-Site Supervisor within 7 days of completing the Practicum. Submit final Timesheets to both the Program Coordinator and Program Director.</i>		
Date	Hours completed	Description of tasks completed
TOTAL HOURS COMPLETED:		
APPROVALS		
Student Signature:		DATE:
On-Site Supervisor Signature:		DATE:

Note: Attach multiple pages if necessary, but make sure to sign each page and list total hours completed per page.