

CSUN NAZARIAN

COLLEGE OF BUSINESS & ECONOMICS

Internship Log of Hours

Student Intern Name _____ Student ID _____

Company _____ Supervisor _____

Professor Name _____ Semester _____

Week	Date	MON	TUE	WED	THU	FRI	SAT	SUN	Weekly Hours	Supervisor Signature
EX.	2/10	4	4	4	4	4			20	<i>Supervisor Signature</i>
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
Total Hours										

Quick Guide:

All Internships – Minimum of 135 total hours. No more than 8 hours per day. Round to the nearest half hour.

Unpaid Internships – No more than 20 hours per week.

Paid Internships – No more than 40 hours per week. Must provide copies of pay stubs with Log of Hours Sheet

Supervisor must sign every week worked and total hours.

*It is highly recommended that you make a copy of this time log for your own personal record.