

INTERNSHIP LOG OF HOURS

Student Name: _____

Student ID: _____

Company: _____

Supervisor Name: _____

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.

It may be submitted **In-Person** (Bookstein Hall 2234) or via **email**

- If email, please email business.internships@csun.edu with the subject line: "Completed 498 Time Log: Student Name (ID Number)"

CSUN NAZARIAN

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