

Summer Intern Timesheet Template

Intern Details

Full Name: _____

Internship Title: _____

Company/Organization: _____

Supervisor's Name: _____

Contact Number: _____

Weekly Activity Summary

I confirm that I have adhered to all company policies and completed tasks as assigned for the week.

Timesheet Table

Day of the Week	Start Time	End Time	Total Hours	Key Activities
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				

Certification and Acknowledgment

I verify that the hours and tasks reported above are correct.

Signature Section

Intern Name: _____

Signature: _____

Date: _____

Supervisor Name: _____

Signature: _____

Date: _____