

WEEKLY INTERNSHIP AGENDA/TIMESHEET

Date Details	Tasks / Assignments	Mentor(s) / Trainer(s)

NOTES AND CONTACT INFORMATION

Supervisor Contact:
 Internship Program Coordinator: Erica L. Pratz, State HR Analyst IV - erica.pratz@delaware.gov - 302-672-5161
 Contact: Employment Services - 302-739-5458

INTERN TIME SHEET

Weekday	Time In	Time Out	Hours	Intern Initials
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Total Hours				

APPROVED

 Intern

 Date

 Agency Supervisor

 Date

 Intern Program Coordinator

 Date