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| **Company** |  |
| **Department** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Name of Student** |  |
| **Position of Student in the Company** |  |
| **Job Description**  **of the Student** |  |
| **Hours Completed** |  |

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| --- | --- | --- | --- | --- |
| **Date** | **Time In** | **Time Out** | **Number of Hours** | **Signature**  **OF SUPERVISOR** |
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|  |  | **TOTAL # OF HOURS** |  |  |

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| --- | --- | --- | --- |
|  | Signature of Supervisor (over Printed Name) : | |  |
|  | | Title/ Position of Supervisor : |  |
|  | | Date : |  |