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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 : |   |