



**Wilkes University**  
*Bi Weekly Time Sheet*

**CENTER FOR CAREER DEVELOPMENT & INTERNSHIPS**  
**PHONE: 570/408-2950**  
**1-800-WILKESU, EXT. 2950**  
**FAX: 570/408-7794**  
**EMAIL: interns@wilkes.edu**

**Student's Name:** \_\_\_\_\_

*All applicable forms are available online at: <http://www.wilkes.edu/coop>*

<i>Week _____</i>	<i>Date</i>	<i>Time In</i>	<i>Time Out</i>	<i>Total</i>
<i>Monday</i>				
<i>Tuesday</i>				
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				
<i>Weekend</i>				
		<i>Total Weekly Hours</i>		
<i>Week _____</i>	<i>Date</i>	<i>Time In</i>	<i>Time Out</i>	<i>Total</i>
<i>Monday</i>				
<i>Tuesday</i>				
<i>Wednesday</i>				
<i>Thursday</i>				
<i>Friday</i>				
<i>Weekend</i>				
		<i>Total Weekly Hours</i>		

**Student's Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_