

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>

Week _____	Date	Time In	Time Out	Total
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekend				
		Total Weekly Hours		
Week _____	Date	Time In	Time Out	Total
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Weekend				
		Total Weekly Hours		

Student's Signature: _____

Supervisor's Signature: _____