**Internship Transcript Notation Timesheet**

Internship and Career Center | University of California, Davis

2nd Floor, South Hall, 1 Shields Avenue, Davis, CA 95616

Office: (530) 752-2855 | Fax: (530) 752-0411 | <https://icc.ucdavis.edu/>

Legibly print or type the following information to report your internship hours. Upload the completed timesheet to your Experience request on Handshake as a JPEG or PDF. Internships are subject to the [UC Davis Academic Code of Conduct](https://ossja.ucdavis.edu/code-academic-conduct), which applies to all elements of the internship including timesheets and transcript notation.

\*Supervisor evaluations are to be completed by a professional staff and cannot be an undergraduate student. Supervisor evaluations will be sent to the supervisor’s email (inbox/spam folder) from Handshake towards the end of the quarter.

**Quarterly Time Sheet**

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| **Name** |  | **Student ID** |  |
| **Email** |  | **Telephone** |  |
| **Internship Organization/ Employer** |  | **Internship Title** |  |
| **Supervisor’s Name** |  | **Internship Site Telephone** |  |
| **Supervisor’s Position Title** |  | **Supervisor’s Email** |  |

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| **Date** *i.e. 12/31/2021* | **Total # Hours** | **Supervisor Initials** *(optional for non-HRI supervisors)* | **Date** *i.e. 12/31/2021* | **Total # Hours** | **Supervisor Initials** *(optional for non-HRI supervisors)* |
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| **Total Hours** |  |
| **Intern Signature** |  |
| **Supervisor Signature** |  |