## **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 <u>UC Davis Academic Code of Conduct</u>, 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**

Name	Student ID	
Email	Telephone	
Internship Organization/ Employer	Internship Title	
Supervisor's Name	Internship Site Telephone	
Supervisor's Position Title	Supervisor's Email	

<b>Date</b> <i>i.e.</i> 12/31/2021	Total # Hours	Supervisor Initials (optional for non-HRI supervisors)	<b>Date</b> i.e. 12/31/2021	Total # Hours	Supervisor Initials (optional for non-HRI supervisors)

<b>Total Hours</b>	
Intern Signature	
Supervisor Signature	