

HTHNC INTERNSHIP ATTENDANCE & TIMESHEET FORM

During the Internship, students must contact their mentor and school in the event of an absence.
Punctuality and excellent attendance is an expectation.

Weeks	Date	Time In	Time Out	Total Hours	Mentor initials
Week #1	May 5, 2025				
	May 6, 2025				
	May 7, 2025				
	May 8, 2025				
	May 9, 2025				
				Total Hours	
Week #2	May 12, 2025				
	May 13, 2025				
	May 14, 2025				
	May 15, 2025				
	May 16, 2025				
				Total Hours	
Week #3	May 19, 2025				
	May 20, 2025				
	May 21, 2025				
	May 22, 2025				
	May 23, 2025				
				Total Hours	
Week #4	Memorial Day - No Internship				
	May 27, 2025				

Intern, be sure to scan and submit the completed form to your cohort leader/team teacher by
Monday June 9, 2025

	May 28, 2025				
	May 29, 2025				
	May 30, 2025				
				Total Hours	

Week #5	June 2, 2025				
	June 3, 2025				
	June 4, 2025				
	June 5, 2025				
	June 6, 2025				
				Total Hours	

Student's name: _____ Student's signature: _____ Date: _____

Mentor's signature: _____ Date: _____