

# TEMPLATE TIMESHEET

# STUDENT INTERNSHIP WEEKLY TIMESHEET

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher Coordinator: \_\_ Mr. Cilento \_\_ Ms. Lynch

\_\_Triple Period \_\_Double Period \_\_Single Period: Period \_\_\_\_ (1-7)



**TIMESHEET #**\_\_\_\_ **FROM:** \_\_\_\_\_ **TO** \_\_\_\_\_

| Date | Day       | Time In | Time Out | Hours Worked |
|------|-----------|---------|----------|--------------|
|      | Saturday  |         |          |              |
|      | Sunday    |         |          |              |
|      | Monday    |         |          |              |
|      | Tuesday   |         |          |              |
|      | Wednesday |         |          |              |
|      | Thursday  |         |          |              |
|      | Friday    |         |          |              |

**TOTAL ONSITE HOURS WEEK 1:** \_\_\_\_\_

| Date | Day       | Time In | Time Out | Hours Worked |
|------|-----------|---------|----------|--------------|
|      | Saturday  |         |          |              |
|      | Sunday    |         |          |              |
|      | Monday    |         |          |              |
|      | Tuesday   |         |          |              |
|      | Wednesday |         |          |              |
|      | Thursday  |         |          |              |
|      | Friday    |         |          |              |

**TOTAL ONSITE HOURS WEEK 2:** \_\_\_\_\_

**2 WEEK BI-WEEKLY HOURS TOTAL:** \_\_\_\_\_

*By signing below, I confirm that the student named above completed the reported hours under my supervision or that of an authorized representative.*

\_\_\_\_\_  
Teacher Sponsor or Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Teacher Sponsor or Supervisor Printed Name

\_\_\_\_\_  
Student Signature

Any questions or concerns? Please email Sherwood High School's Internship Coordinator, Maisie Lynch, at [margaret\\_e\\_lynch@mcpsmd.org](mailto:margaret_e_lynch@mcpsmd.org) or at 240-476-1262.

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Student Entered into Navigator? \_\_\_\_\_ Canvas? \_\_\_\_\_ Teacher entered into Synergy? \_\_\_\_\_ Tracker? \_\_\_\_\_

# EXAMPLE TIMESHEET

# STUDENT INTERNSHIP WEEKLY TIMESHEET

Student Name: Maisie Lynch Date: 9/8/25

Teacher Coordinator: Mr. Cilento ☒ Ms. Lynch

Triple Period ☒ Double Period Single Period: Period      (1-7)



Colored  
Sticker with  
Time Sheet  
Number goes  
here!!!

**TIMESHEET # 1 FROM: 8/23/25 TO 9/5/25**

| Date    | Day       | Time In | Time Out | Hours Worked |
|---------|-----------|---------|----------|--------------|
| 8/23/25 | Saturday  |         |          |              |
| 8/24/25 | Sunday    |         |          |              |
| 8/25/25 | Monday    | 1:00pm  | 3:00pm   | 2            |
| 8/26/25 | Tuesday   | 1:00pm  | 3:00pm   | 2            |
| 8/27/25 | Wednesday | 1:00pm  | 3:00pm   | 2            |
| 8/28/25 | Thursday  | 1:00pm  | 3:00pm   | 2            |
| 8/29/25 | Friday    | 1:00pm  | 3:00pm   | 2            |

**TOTAL ONSITE HOURS WEEK 1: 10**

| Date    | Day       | Time In | Time Out | Hours Worked |
|---------|-----------|---------|----------|--------------|
| 8/30/25 | Saturday  |         |          |              |
| 8/31/25 | Sunday    |         |          |              |
| 9/1/25  | Monday    | 1:00pm  | 3:00pm   | 2            |
| 9/2/25  | Tuesday   | 1:00pm  | 3:00pm   | 2            |
| 9/3/25  | Wednesday | 1:00pm  | 3:00pm   | 2            |
| 9/4/25  | Thursday  | 1:00pm  | 3:00pm   | 2            |
| 9/5/25  | Friday    | 1:00pm  | 3:00pm   | 2            |

**TOTAL ONSITE HOURS WEEK 2: 10**

**2 WEEK BI-WEEKLY HOURS TOTAL: 20**

By signing below, I confirm that the student named above completed the reported hours under my supervision or that of an authorized representative.

Viola Lopsinger  
Teacher Sponsor or Supervisor Signature

September 8, 2025  
Date

Viola Lopsinger  
Teacher Sponsor or Supervisor Printed name

Maisie Lynch  
Student Signature

Any questions or concerns? Please email Sherwood High School's Internship Coordinator, Maisie Lynch, at [margaret\\_e\\_lynch@mcpsmd.org](mailto:margaret_e_lynch@mcpsmd.org) or at 240-476-1262.

Student Entered into Navigator? ☒ Canvas? ☒ Teacher entered into Synergy? ☒ Tracker? ☒