

Intern Hours Tracking and Verification Sheet

Intern & Organization Information

Intern Name: Intern ID:
Organization/Company: Department:
Supervisor Name: Tracking Period (e.g., Month/Year):

Hours Log Table

Date	Description of Tasks / Activities Completed	Hours Worked	Supervisor Initials
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Total Hours Completed during this period:

Verification and Signatures

By signing below, the intern and supervisor certify that the hours logged above are accurate and true representation of the intern's work hours.

Intern Signature (or Printed Name): Date:
Supervisor Signature (or Printed Name): Date: