

# Externship Time Sheet

Please submit this time sheet EACH WEEK, signed by the site supervisor.  
You can fax, deliver or email the documented time sheet to:

**Melinda Casady, Externship Coordinator**  
Oregon Culinary Institute  
1717 SW Madison Street, Portland, Oregon 97205  
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FAX 503.961.6240  
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Student Name (please print) \_\_\_\_\_

OCI Program     Culinary Arts     Baking and Pastry     Restaurant Management

Externship Site \_\_\_\_\_ Date \_\_\_\_\_

DATE (Month/Day/Year)	BEGINNING TIME	ENDING TIME	TOTAL HOURS
WEEKLY TOTAL:			

Supervisor Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Site Supervisor (please print) \_\_\_\_\_

Signature \_\_\_\_\_