



# Student 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:

**Florice Lim, Externship Coordinator**

Oregon Culinary Institute

1717 SW Madison Street, Portland, Oregon 97205

PHONE 503.961.6213 FAX 503.961.6240 EMAIL Florice.Lim@pioneerpacific.edu

Student Name \_\_\_\_\_

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

DATE (Month/Day/Year)	BEGINNING TIME	ENDING TIME	TOTAL TIME	
			Hours	Minutes
			Hours	Minutes
			Hours	Minutes
			Hours	Minutes
			Hours	Minutes
			Hours	Minutes
			Hours	Minutes
			Hours	Minutes
			Hours	Minutes
<b>WEEKLY TOTAL:</b>			Hours	Minutes

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

\_\_\_\_\_

\_\_\_\_\_

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

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_