



# 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:

**Sadie Damon, Externship Coordinator**  
Oregon Culinary Institute  
1717 SW Madison Street, Portland, Oregon 97205  
PHONE 503.961.6211 FAX 503.200.1140 EMAIL Sadie.Damon@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>			<b>Hours</b>	<b>Minutes</b>

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

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

