**Texas State University**

**Public Administration Program**

**Weekly Internship Timesheet**

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

For the Week of: \_\_\_ / \_\_\_ / 20\_\_ to \_\_\_ / \_\_\_ / 20\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Date  (MM/DD) |  |  |  |  |  |  |  |
| Hours worked  N:nn to N:nn |  |  |  |  |  |  |  |
| Number of hours |  |  |  |  |  |  |  |
| **Total hours for the week:** | | | | | | | |

**Summary of Activities**

**[in bullet form and typed, summarize your major activities for the week]**