## Merrick School of Business Student Timekeeping Record

It is important that you and your employer document your hours worked. Your faculty advisor may require this form and/or others. Please consult with your faculty advisor.

Name: Organization: Telephone #:			Major:_	Major: Supervisor:		
			Superv			
			E-Mail:			
SEMEST	ER	YEAR				
Fall	Spring	Summer	20			
	Week of:	# of Hours		Week of:	# of Hours	

## **TOTAL NUMBER OF HOURS WORKED AT PLACEMENT:**

\*\*Important: Students must complete a minimum of 120 hours per semester. Non-Paid interns should not exceed 150 hours per semester.

Date MSB Received:	
Initials:	



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