

Internship Transcript Notation Timesheet

Career Center | University of California, Davis
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Legibly print or type the following information to report your internship hours. Upload the completed timesheet to your Experience request on Handshake as a JPEG or PDF. Internships are subject to the [UC Davis Academic Code of Conduct](#), which applies to all elements of the internship including timesheets and transcript notation.

*Supervisor evaluations are to be completed by a professional staff and cannot be an undergraduate student. Supervisor evaluations will be sent to the supervisor’s email (inbox/spam folder) from Handshake towards the end of the quarter.

Quarterly Time Sheet

Name		Student ID	
Email		Telephone	
Internship Organization/ Employer		Internship Title	
Supervisor’s Name		Internship Site Telephone	
Supervisor’s Position Title		Supervisor’s Email	

Date <i>i.e. 12/31/2021</i>	Total # Hours	Supervisor Initials <i>(optional for non-HRE supervisors)</i>	Date <i>i.e. 12/31/2021</i>	Total # Hours	Supervisor Initials <i>(optional for non-HRE supervisors)</i>

Total Hours	
Intern Signature	
Supervisor Signature	