

# 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: \_\_\_\_\_  
 Supervisor: \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

**SEMESTER**

**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: \_\_\_\_\_