

Career Preparation Center

Work Assignment Tracking Timesheet

Intern Activities Status

Week of [Month Date]

Total Hours: [# per week]

Active Projects

Client / Project Description	Overall Status	Dead-Line	Project Activity	Weekly (Total) Hours
<u>i.e. CLIENT NAME</u> Market research	Nearly Complete	Date	Description (keep ongoing notes). For hours [at right]: Top number is for week; bottom is total project hours.	<u>1.25</u> (4.5)

Ongoing Projects

Client / Project Description	Overall Status	Dead-Line	Project Activity	Week's (Total) Hours