



**THE PHILIP MERRILL  
COLLEGE OF JOURNALISM**



**SUPERVISED INTERNSHIP TIMESHEET — SPRING 2008**

\_\_\_\_\_  
NAME OF INTERN

\_\_\_\_\_  
ORGANIZATION

\_\_\_\_\_  
NAME OF SUPERVISOR

\_\_\_\_\_  
ORGANIZATION PHONE

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Please fill out the timesheet form, providing dates and the number of completed hours for that week.

Midterm and final semester signatures verifying the hours worked are also required by the site supervisor.

When complete, return to:  
Internship Coordinator ♦ 1117 Journalism Building ♦ University of Maryland ♦ College Park, MD 20742-7111 ♦ fax: 301-314-9166

Students enrolled in JOUR 199 must complete a minimum of 60 hours over six weeks.  
Students enrolled in JOUR 399 must complete a minimum of 135 hours over at least 10 weeks.

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

**Midterm Signature of Supervisor** \_\_\_\_\_ **TOTAL HOURS**

**Deadline: Friday, March 14**

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

Week of \_\_\_\_\_, \_\_\_\_ hours

**Final Signature of Supervisor** \_\_\_\_\_ **TOTAL HOURS** \_\_\_\_\_

**Deadline: Monday, May 5**

**FAX ABOVE TO 301-314-9166**