

	Stellar Career College					<u>General Instructions</u>				
	Externship Timesheet					1. For shifts greater than 4-1/2 hrs, you must take a minimum 30 minute meal break. A maximum of 30 minutes break time can be counted towards the total clinical hours for the day.		2. For each day of attendance, please include a brief description of duties performed.	3. Timesheet must be signed and dated by both the student and clinical site supervisor.	4. E-mail Timesheet to: sweyer@stellarcollege.edu
Program:										
Student Name:				Clinical Site:						
Home Phone:				Clinical Super:						
Alt Phone:				Phone Number:						
Week Ending:										
Day	Dates	Time In	Lunch Out	Lunch In	Time Out	Total	General Duties Performed			
Monday										
Tuesday										
Wednesday										
Thursday										
Friday										
Saturday										
Sunday										
					Total Hours					
Student Signature:					Date					
Clinical Site Supervisor Signature:					Date					
Time Checked for Accuracy and Recorded:										
Stellar Signature:					Date					