



Stellar Career College

Address: 205 W. Randolph St. Suite 200 Chicago, IL 60606. Tel: (312) 687-3000.

Email: externship@stellarcollege.edu

Externship Timesheet

Student Name:	
Program:	
Clinical site:	
Clinical site Supervisor Name:	
Clinical site Email:	Clinical site phone number:

- Each timesheet serves **one** calendar week
- Timesheets must be signed by **Clinical Supervisor & Student**
- Timesheets must be submitted on **LMS** every week before **Monday**
- For questions email: externship@stellarcollege.edu

Date	Date (mm/dd/yr)	Time In	Time Out	General Duties performed	Supervisor initials/ signature
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					

Total Hours:	
Student Signature:	