



Hostos Community College

CAREER SERVICES OFFICE

120 E. 149th STREET, D210, BRONX, NY 10451 | (718) 518-4468 | F (718) 518-4252 | WWW.HOSTOS.CUNY.EDU/CSO

Mailing Address: 500 GRAND CONCOURSE | BRONX, NY 10451 | (718) 518-4468 | F (718) 518-4252

COOPERATIVE EDUCATION PROGRAM - TIMESHEET

STUDENT'S NAME: _____ EMPLOY ID: _____

TELEPHONE: _____ EMAIL: _____

MAJOR: _____ SITE SUPERVISOR'S NAME: _____

COMPANY/ORGANIZATION: _____

DAY	DATE	TIME-IN	TIME OUT	HOURS WORKED	COMMENTS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

DAY	DATE	TIME-IN	TIME OUT	HOURS WORKED	COMMENTS
MONDAY					
TUESDAY					
WEDNESDAY					
THURSDAY					
FRIDAY					
SATURDAY					
SUNDAY					

*When keeping track of time worked at internship site, minutes must be in 15 minutes increments (0, 15, 30, or 45).

* All hours must be entered in the Symplicity online system.

TOTAL HOURS FOR THIS PERIOD

ADDITIONAL COMMENTS: _____

Please Submit Timesheets To: Career Services Office, Savoy Building, Room D-210

SITE SUPERVISOR SIGNATURE: _____ DATE: _____

STUDENT SIGNATURE: _____ DATE: _____

FOR OFFICIAL USE ONLY

RECEIVED BY: _____ DATE: _____

White: Career Services Office Yellow: Student Pink: Employer

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