



Health Sciences
Continuing Education

4800 Preston Park Blvd., Plano, TX 75093

972.985.3761

Email time sheet to: cetimesheet@collin.edu or

FAX: 972.985.3782

Externship Timesheet: **TIME STARTS ON SUNDAY / ENDS ON SATURDAY**
Health Unit Coordinator **120 HOURS**

WEEK ENDING DATE (SATURDAY) _____

CLINICAL SITE: _____

SITE PHONE #: _____

STUDENT NAME _____

STUDENT PHONE # _____

Day	Date	Time In	Lunch OUT	Lunch IN	Time Out	Total Time	Skills practiced / Duties performed
Sunday							
Monday							
Tuesday							
Wednesday							
Thursday							
Friday							
Saturday							
			This week total hours				
			Accumulated (Total hours from past weeks)				
			Total Hours to date (this week + accumulated)				

Student MUST turn in signed weekly time sheet for externship credit

Student Signature _____

Site Coordinator Signature: _____ Date time was validated: _____