**ArtsECO Spring 2019 Internship Work Record**

*UWM Student workers are limited to 25 hours of work per week at ALL UW-System appointments during the academic year, 40 hours when school is not in session. You must include hours worked at non-ArtsECO UWM appointments (ie, food service, Union Gallery, departmental offices, etc.) with your ArtsECO hours so that you do not exceed 25 or 40 hours per week.*

You will still be paid your full ArtsECO stipend, just perhaps over a longer time frame.

Intern Name: ____________________________________________

Internship Site: __________________________________________

Please complete this form for **each week** that you work at your ArtsECO Internship site. Submit via hardcopy (Art Building, Room 273) or email (artseco-interns@uwm.edu) by the **Sunday following the week of work.** Time sheets are approved on Mondays and paid every two weeks on the following schedule:

- **Jan B 2019** • Work weeks: 1/6/19 - 1/19/19 • Work records due: 1/13/19 & 1/20/19 • Paydate: 1/31/19
- **Feb A 2019** • Work weeks: 1/20/19 - 2/2/19 • Work records due: 1/27/19 & 2/3/19 • Paydate: 2/14/19
- **Feb B 2019** • Work weeks: 2/3/19 - 2/16/19 • Work records due: 2/10/19 & 2/17/19 • Paydate: 2/28/19
- **Mar A 2019** • Work weeks: 2/17/19 - 3/2/19 • Work records due: 2/24/19 & 3/3/19 • Paydate: 3/14/19
- **Mar B 2019** • Work weeks: 3/3/19 - 3/16/19 • Work records due: 3/10/19 & 3/17/19 • Paydate: 3/28/19
- **Mar C 2019** • Work weeks: 3/17/19 - 3/30/19 • Work records due: 3/24/19 & 3/31/19 • Paydate: 4/11/19
- **Apr A 2019** • Work weeks: 3/31/19 - 4/13/19 • Work records due: 4/7/19 & 4/14/19 • Paydate: 4/25/19
- **Apr B 2019** • Work weeks: 4/14/19 - 4/27/19 • Work records due: 4/21/19 & 4/28/19 • Paydate: 5/9/19
- **May A 2019** • Work weeks: 4/28/19 - 5/11/19 • Work records due: 5/5/19 & 5/12/19 • Paydate: 5/23/19
- **May B 2019** • Work weeks: 5/12/19 - 5/25/19 • Work records due: 5/19/19 & 5/26/19 • Paydate: 6/6/19

<table>
<thead>
<tr>
<th>Dates</th>
<th>Hours Worked (ie, 10:00-12:00)</th>
<th>Total ArtsECO Hours</th>
<th>Site Supervisor Approval (signature)</th>
<th>Comments</th>
<th>Non-ArtsECO UWM student worker hours</th>
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