



WORK EXPERIENCE EDUCATION TIMESHEET

Southwestern College
CTC/Student Employment Services
Cesar E. Chavez Bldg. 68 - 208 900
Otay Lakes Rd. Chula Vista, CA 91910
Contact: Julie Swanson
jswanson@swccd.edu

Internship Hours To Units Earned

54 hours = 1 unit	108 hours = 2 units	162 hours = 3 units	216 hours = 4 unit
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Student Name (Last Name, First Name) _____ SWC ID _____ Employer/Agency _____

Work Experience Instructor _____ Work Experience Course _____ Semester & Year _____ Inclusive Dates Covered _____

CHECK THIS BOX IF HOURS EARNED ARE FROM YOUR PLACE OF EMPLOYMENT (EITHER FROM YOUR PART-TIME OR FULL-TIME JOB)

Day	Week 1		Week 2		Week 3		Week 4		Week 5		Week 6		Week 7		Week 8		Week 9	
	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Saturday																		
Sunday																		
Weekly Totals:																		

WEEK 1 - 9 TOTAL HRS WORKED: _____

Day	Week 10		Week 11		Week 12		Week 13		Week 14		Week 15		Week 16		Week 17		Week 18	
	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked
Monday																		
Tuesday																		
Wednesday																		
Thursday																		
Friday																		
Saturday																		
Sunday																		
Weekly Totals:																		

WEEK 10 - 18 TOTAL HRS WORKED: _____

Total Combined Hours (Week 1 through Week 18): _____

Student Signature & Date: _____

Supervisor Signature & Date: _____