



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
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Internship Hours To Units Earned

54 hours = 1 unit

108 hours = 2 units

162 hours = 3 units

216 hours = 4 unit

☐ CHECK THIS BOX IF HOURS EARNED ARE FROM YOUR CURRENT PLACE OF EMPLOYMENT

Student Name (Last Name, First Name)

SWC ID

Employer/Agency

Work Experience Instructor

Work Experience Course -Section

Semester & Year

Internship [Start Date] – [End Date]

*Time to Decimal Hour Conversion Chart: ⌚ 15 minutes = .25 ⌚ 30 minutes = .5 ⌚ 45 minutes = .75 ⌚ 60 minutes = 1 hr

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

WEEK 1 - 9 Total Internship Hours: _____

	Week 10		Week 11		Week 12		Week 13		Week 14		Week 15		Week 16		Week 17		Notes
	Date	Intern Hours	Date	Intern Hours	Date	Intern Hours	Date	Intern Hours	Date	Intern Hours	Date	Intern Hours	Date	Intern Hours	Date	Intern Hours	
Monday																	
Tuesday																	
Wed																	
Thursday																	
Friday																	
Saturday																	
Sunday																	
Weekly Totals:																	

WEEK 10 - 17 Total Internship Hours: _____

Week Number #1 through #17 - total hours: _____

Student Signature & Date: _____ Intern Supervisor/Manager Signature _____