# 

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

# **WORK EXPERIENCE EDUCATION TIMESHEET**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **UNPAID Internship** | | | |  | **PAID Internship** | | | |
| **60hrs=1unit** | **120hrs=2units** | **180hrs=3units** | **240hrs=4units** | **75hrs =1unit** | **150hrs=2units** | **225hrs=3units** | **300hrs=4units** |

COMPLETE THIS

           

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Student Name *(Last Name, First Name)*** |  | **SWC ID** |  | **Employer/Agency** |

**Work Experience Instructor** **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)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week 1** | | **Week 2** | | **Week 3** | | **Week 4** | | **Week 5** | | **Week 6** | | **Week 7** | | **Week 8** | | **Week 9** | |
| **Day** | 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** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Weekky Totals:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**WEEK 1 - 9 TOTAL HRS WORKED:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Week 10** | | **Week 11** | | **Week 12** | | **Week 13** | | **Week 14** | | **Week 15** | | **Week 16** | | **Week 17** | | **Week 18** | |
| **Day** | 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:**

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