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# **INTERNSHIP TIME SHEET**

# Cooperative Work Experience Education (CWEE)

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| --- | --- | --- |
| **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**             |

**CWEE Instructor** **Course** **Semester & Year Inclusive Dates Covered**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **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** |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
| Weekly 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:**

 **Student Signature & Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Supervisor Signature & Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NOTE: This time card must be submitted along with CWEE contract and consultation form; which is due the last week of the semester.

TO:

STUDENT EMPLOYMENT SERVICES
 Cesar E. Chavez, Bldg. 1400, 2nd Floor, Room S208 | Office: 619.482.6356 REV 6/12/18 SES\_PRE-CWEE