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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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# **WORK EXPERIENCE EDUCATIONTIMESHEET**

|  |  |  |
| --- | --- | --- |
| **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 | HoursWorked |
| **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 | HoursWorked |
| **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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