



SADDLEBACK COLLEGE

28000 Marguerite Parkway • Mission Viejo, CA 92692
949.582.4500 • www.saddleback.edu

CWE unit information CHART
(units are based on a total hours worked/volunteered during the semester)

Paid employment		Unpaid/volunteer employment	
75 hours	= 1 CWE unit	60 hours	= 1 CWE unit
150 hours	= 2 CWE units	120 hours	= 2 CWE units
225 hours	= 3 CWE units	180 hours	= 3 CWE units
300 hours	= 4 CWE units	240 hours	= 4 CWE units

Cooperative Work Experience (CWE)

Student Time Report

Date: _____

CWE ticket #: _____

Number of CWE units enrolling: _____

Student's Name:		Student ID:	
Employer's Name:		Supervisor's Phone:	
Instructor's Name:			

Keep track of hours worked throughout the semester on this worksheet. Be prepared to report hours worked to your Instructor at the scheduled objective evaluation meeting near the end of the semester (15th week/16 weeks; 7th week/8 weeks).

Indicate Total Hours Worked Each Day:

(gray box = date; white box = # of hours worked that calendar day)

Month: _____

Sun	Mon	Tue	Wed	Th	Fri	Sat
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
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Month: _____

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Total number of hours worked this month: _____

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Signatures			
Student's Signature:		Date:	
Employer's Signature:		Date:	
Instructor's Signature:		Date:	

Month:

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date	date	date	date	date	date	date
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Total number of hours worked this month: _____

I hereby certify that this time sheet is a true statement of the hours worked by myself and the work assigned has been performed in a satisfactory manner:

Signatures			
Student's Signature:		Date:	
Employer's Signature:		Date:	
Instructor's Signature:		Date:	