



# 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: \_\_\_\_\_

<b>Student's Name:</b>		<b>Student ID:</b>	
<b>Employer's Name:</b>		<b>Supervisor's Phone:</b>	
<b>Instructor's Name:</b>			

Record your hours worked throughout the semester on this worksheet.

### 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
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
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
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours

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
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
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
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours
date	date	date	date	date	date	date
# of hours	# of hours	# of hours	# of hours	# of hours	# of hours	# of hours

Total number of hours worked this month: \_\_\_\_\_

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			
<b>Student's Signature:</b>		<b>Date:</b>	
<b>Employer's Signature:</b>		<b>Date:</b>	
<b>Instructor's Signature:</b>		<b>Date:</b>	