



# SADDLEBACK COLLEGE

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

## Cooperative Work Experience (CWE)

### End of the Semester Check List (Instructor)

#### Part I: Instructor's Information

Last, First Name:		Employee ID:	
Email Address:		CWE Ticket #:	

#### Part II: Student's Information

Last, First Name:		Student ID:	
# of CWE units currently enrolled in:		Number of hours worked:	
		Employment Status Type:	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid

#### Part III: Employer's Information

Company Name:	
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√	Student's Packet must include the following forms:	Date: (when submitted)
	Program Enrollment Application	
	Job Oriented Learning Objectives	
	Student Time Report	
	Employer's Evaluation of the Student	
	Student's Program Evaluation Survey	

√	Instructor's Packet must include the following forms:
	Final Roster
	Grade Sheet
	Payroll Timesheet

Note: Instructor is paid 1 hour for each student that registers and 1 hour for each student that receives a final grade (Does Not include an "F" grade).

#### FOR CWE OFFICE USE ONLY

Received by:		Date:	
Comments:			