



IRVINE VALLEY COLLEGE

5500 Irvine Center Drive, Irvine, CA 92618 | T: 949-451-5100 | www.ivc.edu

Cooperative Work Experience (CWE)

Student – Time Report

Student Name:				STUDENT CWE COURSE INFORMATION			
Student ID:		Phone #:		School Year:		Term:	
Student IVC Email:				CWE Course:		Ticket #:	
Faculty Name:				# of Units:		Work Hrs.:	
Faculty Email:				CWE Type:	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid		
Company Name:				Supervisor Phone#:			
Supervisor Name:				Supervisor Email#:			

CWE UNIT INFORMATION CHART							
(Units are based on total hours worked during the semester)							
PAID CWE				UNPAID/VOLUNTEER CWE			
1 unit = 75 hrs.	2 units = 150 hrs.	3 units = 225 hrs.	4 units = 300 hrs.	1 unit = 60 hrs.	2 units = 120 hrs.	3 units = 180 hrs.	4 units = 240 hrs.

- Double click on the table below to view excel sheet and complete hours worked each day.
- Be prepared to report hours worked to your instructor when requested per your CWE course.
- Use 2-digit dates (i.e. 6/15) and 15-minute (.25) increments to the highest quarter (i.e. 4 hr. 10 min. = 4.25).

Week	Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Weekly Total
	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	Date	Hours Worked	
1															0.00
2															0.00
3															0.00
4															0.00
5															0.00
6															0.00
7															0.00
8															0.00
9															0.00
10															0.00
11															0.00
12															0.00
13															0.00
14															0.00
15															0.00
16															0.00
Course Total															0.00

I hereby certify that this time sheet is a true statement of the hours worked by the student and has been performed in a satisfactory manner.

Signatures:			
Student Signature		Date:	
Employer Signature:		Date:	
Instructor Signature:		Date:	