



**Mendocino College**  
**COOPERATIVE WORK EXPERIENCE EDUCATION**

**MONTHLY TIME SHEET**

Time sheets are due by the 5<sup>th</sup> day of each month for the previous month's work. You MUST TOTAL your hours before submitting the form. You may fax a copy to meet your deadline, but the original with signatures must be mailed or hand delivered to the CWEE office as soon as possible. Ukiah, Willits fax: 467-1017; Lakeport fax: 263-1908; Covelo fax: 983-6655

Name of Student \_\_\_\_\_ Date Submitted \_\_\_\_\_

Business Name \_\_\_\_\_ Report for the Month of: \_\_\_\_\_

<b>Date</b>	<b>Hours Worked</b>	<b>Date</b>	<b>Hours Worked</b>
1		17	
2		18	
3		19	
4		20	
5		21	
6		22	
7		23	
8		24	
9		25	
10		26	
11		27	
12		28	
13		29	
14		30	
15		31	
16		<b>TOTAL HOURS</b>	

I certify that I have worked the hours indicated above

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_