Month _____

Instructor _____

Student _____

Course # _____

Ref/Sect # _____

San Bernardino Valley College
Cooperative Work Experience

Monthly Time Sheet

Instructions

- Write the number of hours you worked next to the date you worked
- Round to the nearest quarter hour
- Write the time as a decimal (6.25, 8.50 or 3.75)
- Total the hours at the bottom
- Submit timesheets to your Instructor the first week of each month.

Keep a copy!

EXAMPLE:

DATE	# HOURS WORKED
3	6.25
4	8.5
5	3.75

Date	# of hours worked	Date	# of hours worked
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		TOTAL	

My signature certifies that the information on this form is complete and accurate:

Student Signature _____

Supervisor's Signature _____