

TIME CARD 1 Weeks 1-8 – Spring 2020

50 points. Required to pass course. Due **Wednesday, March 11** – ALL SECTIONS. **-10% per day late!**

PAID UNPAID OCED 90 91 #OCED Units: 1 2 3 4 5 6

STUDENT'S NAME: _____

STUDENT'S PHONE #: _____

COMPANY: _____

ADDRESS: _____

SUPERVISOR: _____

SUPERVISOR PHONE#: _____

Indicate total hours worked each week.

WEEK 1	01/13-01/19	_____
WEEK 2	01/20-01/26	_____
WEEK 3	01/27-02/02	_____
WEEK 4	02/03-02/09	_____
* WEEK 5	02/10-02/16	_____
WEEK 6	02/17-02/23	_____
WEEK 7	02/24-03/01	_____
WEEK 8	03/02-03/08	_____
Total hours for weeks 1-8		_____

How many units of OCED are you taking? _____

How many hours do you need for the semester? _____

Are you on track to get all of your hours? YES NO

SUPERVISOR'S SIGNATURE: _____

Supervisor comments:

*This is the date 12 week students start tracking hours.

#This form will be due on **Wed. March 11 for all full semester and 12 week sections**. Make a copy of this time sheet before submitting to Work Experience Office and add the hours here to the appropriate space on Timesheet number 2. Credit cannot be issued if time sheet is not complete or not turned in. We may contact supervisor to verify hours posted on this sheet.

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