

# FACULTY ADVISOR CHECKLIST

## CWEE - OCCUPATIONAL INTERNSHIP

**PROGRAM:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

Please use this form to track which documents are required by the CWEE Office for each of your students. Make sure all required documents are filled out completely, have the appropriate signatures and are submitted no later than the last day of the semester to the CWEE Office on the Menifee campus, Technology Building, Room 916.

	Student Name	Timesheets with Hours	Student Essay	Employer Evaluation	Student Evaluation	Comm. Log	Job Skills Workshop	Student grades
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

### CWEE STAFF

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