

# Eden High School Cooperative Education

## Weekly Log Sheet # \_\_\_\_\_

Student Name: \_\_\_\_\_

Teacher: \_\_\_\_\_

Placement: \_\_\_\_\_

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

### Weekly Time Sheet

	MONTH	DAY	TIME (FROM – TO) i.e. 8:30 am – 11:30 am or 12:30 pm – 3:30 pm	TOTAL HOURS
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
<b>Total hours for the week</b>				
<b>Total accumulated hours for semester</b>				

Please record 3 significant duties that you performed this week at your placement.

1. ....
2. ....
3. ....

**FOR SUPERVISOR'S USE ONLY** (Please circle below to indicate the student's progress/performance)

Attendance & Punctuality	Good	Satisfactory	Needs Improvement
Attitude	Good	Satisfactory	Needs Improvement
Job Performance	Good	Satisfactory	Needs Improvement
Initiative	Good	Satisfactory	Needs Improvement
Work Ethic	Good	Satisfactory	Needs Improvement

Additional Comments: .....

.....

.....

**Student Signature:** \_\_\_\_\_ **Supervisors' Signature:** \_\_\_\_\_

(AM Sheets due Friday afternoon before 3:00 pm; PM Sheets due Monday morning before 9 am)

\*\* Include your reflective journal (at least 1/2 page) on the back \*\*