# Weekly Co-op Log and Hour Tracking Sheet

**Student Name:** __________________________

**Dates:** ____________ to ____________, 20____

**Co-op Teacher name:** __________________________

**Placement (Company Name):** ______________________

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**Sunday**

- **Time IN:** ________
- **Time OUT:** ________
- **Total Hours:** ________
- **ABS** □ Late □

**Monday**

- **Time IN:** ________
- **Time OUT:** ________
- **Total Hours:** ________
- **ABS** □ Late □

**Tuesday**

- **Time IN:** ________
- **Time OUT:** ________
- **Total Hours:** ________
- **ABS** □ Late □

**Wednesday**

- **Time IN:** ________
- **Time OUT:** ________
- **Total Hours:** ________
- **ABS** □ Late □

**Thursday**

- **Time IN:** ________
- **Time OUT:** ________
- **Total Hours:** ________
- **ABS** □ Late □

**Friday**

- **Time IN:** ________
- **Time OUT:** ________
- **Total Hours:** ________
- **ABS** □ Late □

**Saturday**

- **Time IN:** ________
- **Time OUT:** ________
- **Total Hours:** ________
- **ABS** □ Late □

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**One NEW skill I learned this week or one thing I feel I improved upon is:**

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**One thing I am working to improve is:**

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**I would rate myself as follows for this week:**

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<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Satis.</th>
<th>Need Imp</th>
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</thead>
<tbody>
<tr>
<td><strong>Effort Level</strong></td>
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<tr>
<td><strong>Communication</strong></td>
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<td><strong>with staff/customers</strong></td>
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<td><strong>Attendance and</strong></td>
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<tr>
<td><strong>Punctuality</strong></td>
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<td><strong>Taking initiative</strong></td>
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</tbody>
</table>

**Something interesting/new/unusual, etc. I experienced this week is...**

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**My goal for next week is...**

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