

Weekly Co-op Log and Hour Tracking Sheet

Student Name: _____

Dates: _____ to _____, 20____
(Month/date) (Month/date) (Year)

Co-op Teacher name: _____

Sunday ➔ Saturday

Placement (Company Name): _____

Sunday

Monday

Time IN: _____
 Time OUT: _____
 Total Hours: _____
 ABS Late

Time IN: _____
 Time OUT: _____
 Total Hours: _____
 ABS Late

Tuesday

Wednesday

Time IN: _____
 Time OUT: _____
 Total Hours: _____
 ABS Late

Time IN: _____
 Time OUT: _____
 Total Hours: _____
 ABS Late

Thursday

Friday

Time IN: _____
 Time OUT: _____
 Total Hours: _____
 ABS Late

Time IN: _____
 Time OUT: _____
 Total Hours: _____
 ABS Late

Saturday

Time IN: _____
 Time OUT: _____
 Total Hours: _____
 ABS Late

Total Hours for this week:

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

One thing I am working to improve is:

I would rate myself as follows for this week:

	Excellent	Good	Satis.	Need Imp
Effort Level				
Communication with staff/customers				
Attendance and Punctuality				
Taking initiative				

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

My goal for next week is...
