

# DAILY LOG SHEET

WEEK OF \_\_\_\_\_ DATE DUE \_\_\_\_\_ HANDED IN \_\_\_\_\_

STUDENT \_\_\_\_\_ STUDENT SIGNATURE \_\_\_\_\_

EMPLOYER \_\_\_\_\_ SUPERVISOR SIGNATURE \_\_\_\_\_

SUPERVISOR COMMENTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## EVALUATION /10

Log needs improvement in checked areas:

- ACCURACY
- GRAMMAR/SPELLING
- COMPLETENESS
- LEGIBILITY/NEATNESS
- DESCRIPTION OF TASKS/DUTIES

**PLEASE NOTE: CO-OP LOGS MUST BE READ BY A SUPERVISOR & VALIDATED BY HIS/HER SIGNATURE ONLY IF THE STUDENT HAS FILLED IN TASKS PERFORMED AND HOURS WORKED. PLEASE CONTACT MERIVALE COOP at 613-224-1807 ext. 238 SHOULD YOU HAVE ANY CONCERNS WITH THIS PROCESS.**

Describe learning at the placement and chart progress made with all assigned tasks. Acknowledge interaction with customers, supervisors, co-workers and coop teacher. *If absent — cite reason & acknowledge phone call to placement and school in log.*

### TOTAL HOURS

Monday \_\_\_\_\_

IN \_\_\_\_\_

\_\_\_\_\_

OUT \_\_\_\_\_

\_\_\_\_\_

TOTAL \_\_\_\_\_

Tuesday \_\_\_\_\_

IN \_\_\_\_\_

\_\_\_\_\_

OUT \_\_\_\_\_

\_\_\_\_\_

TOTAL \_\_\_\_\_

Wednesday \_\_\_\_\_

IN \_\_\_\_\_

\_\_\_\_\_

OUT \_\_\_\_\_

\_\_\_\_\_

TOTAL \_\_\_\_\_

Thursday \_\_\_\_\_

IN \_\_\_\_\_

\_\_\_\_\_

OUT \_\_\_\_\_

\_\_\_\_\_

TOTAL \_\_\_\_\_

Friday \_\_\_\_\_

IN \_\_\_\_\_

\_\_\_\_\_

OUT \_\_\_\_\_

\_\_\_\_\_

TOTAL \_\_\_\_\_