

MERIVALE HIGH SCHOOL CO-OPERATIVE EDUCATION DAILY LOG SHEET #12

WEEK OF _____ DATE DUE _____ HANDED IN _____

STUDENT _____ STUDENT SIGNATURE _____

EMPLOYER _____ SUPERVISOR SIGNATURE _____

SUPERVISOR'S COMMENTS — PLEASE CHECK OFF THE APPROPRIATE LEARNING SKILL LEVEL

LEARNING	NEEDS IMPROVEMENT	SATISFACTORY	GOOD	EXCELLENT
WORKS INDEPENDENTLY				
TEAMWORK				
ORGANIZATION				
WORK HABITS				
INITIATIVE				

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.

TOTAL HOURS

Monday _____

IN _____

OUT _____

TOTAL _____

Tuesday **Remember to meet with your coop teacher BEFORE going to your placement!** _____

IN _____

OUT _____

TOTAL _____

Wednesday _____

IN _____

OUT _____

TOTAL _____

Thursday _____

IN _____

OUT _____

TOTAL _____

Friday _____

IN _____

OUT _____

TOTAL _____

MERIVALE HIGH SCHOOL CO-OPERATIVE EDUCATION

WEEKLY JOURNAL #12

EVALUATION /10

Journal needs improvement in:

- GRAMMAR/SPELLING
- CONTENT
- CLARITY of THOUGHT
- PUNCTUATION
- NEATNESS
- OTHER _____
- _____

Use the following sentences to help you get started this week

- Sometimes I have to make a decision at work and I*
- If I make a mistake, I*
- Making and accepting apologies is*
- This week I learned that ...*
- The low point of my week was ...*

⚡ PLEASE NOTE: ALL CO-OP LOGS MUST BE VALIDATED BY A SUPERVISOR’S SIGNATURE or his/her DESIGNATE. THIS LOG SHEET IS TO BE ENDORSED ONLY IF THE STUDENT CONCERNED HAS FILLED IN TASKS PERFORMED AND HOURS WORKED.