

MERIVALE HIGH SCHOOL CO-OPERATIVE EDUCATION
DAILY LOG SHEET #2

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 **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 #2

Use the following sentences to help you get started this week

- *The first two weeks are over and I ...*
- *I think I made a good first impression when I*
- *The following made me feel welcome*
- *I really like it when ...*
- *I was surprised ..*

<p>EVALUATION /10 Journal needs improvement in:</p> <ul style="list-style-type: none"> <input type="checkbox"/> GRAMMAR/SPELLING <input type="checkbox"/> CONTENT <input type="checkbox"/> CLARITY of THOUGHT <input type="checkbox"/> PUNCTUATION <input type="checkbox"/> NEATNESS <input type="checkbox"/> OTHER _____ <p>_____</p>
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⚡ **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.**