

MERIVALE HIGH SCHOOL CO-OPERATIVE EDUCATION

DAILY LOG SHEET #4

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 _____

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WEEKLY JOURNAL #4

Use the following sentences to help you get started this week

- On Day 1, everything seemed so confusing ...
 - Being ready for work at my placement means
 - This placement is what I expected because
 - This placement is not what I expected because
 - Situations that made me feel good were ...
 - Situations that made me feel anxious were ...
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EVALUATION /10

Journal needs improvement in:

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

⇨ 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.