

DAILY LOG SHEET #6

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 _____

WEEKLY JOURNAL #6

Use the following sentences to help you get started this week

- *I was surprised when ...*
- *I felt good when*
- *My supervisor is*
- *My colleagues/co-workers are ...*
- *I was disappointed when ...*
- *When my work is finished I ...*

EVALUATION /10
Journal needs improvement in:
<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 _____

•⇨ 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.