

**COOPERATIVE EDUCATION**

**Student’s Weekly Work/Learning Record**

Week of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Month/day/year Month/day/year

Student’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Day # Hrs. Brief Summary of Work Performed

|  |  |  |
| --- | --- | --- |
| SUNDAY |  |  |
| MONDAY |  |  |
| TUESDAY |  |  |
| WEDNESDAY |  |  |
| THURSDAY |  |  |
| FRIDAY |  |  |
| SATURDAY |  |  |

**Weekly Total**

What new jobs or procedures did you learn from your work this week?

What mistakes did you make? How did you handle the situation?

What skills have improved this week?

Describe the most interesting incident or experience you had this week.

**SUPERVISOR SIGNATURE & DATE** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s comments:

**Please fill out completely. This is part of your grade. Submit weekly.**