

 **Student Name:**

 **Teacher Mentor:**

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

**Date Received**

**Weekly Activity Report**

|  |  |
| --- | --- |
| DATE | DAILY LOG |
| MONDAY  |
| TUESDAY |
| WEDNESDAY  |
| THURSDAY  |
| FRIDAY  |
| MONDAY  |  |
| TUESDAY |  |
| WEDNESDAY  |  |
| THURSDAY  |  |
| FRIDAY  |  |

 **Student Reflection**

**FOR TEACHER MENTOR’S USE ONLY** (Please circle below to indicate the student’s progress/performance)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendance & Punctuality | Excellent | Good | Satisfactory | Needs Improvement |
| Attitude | Excellent | Good | Satisfactory | Needs Improvement |
| Job Performance | Excellent | Good | Satisfactory | Needs Improvement |
| Initiative | Excellent | Good | Satisfactory | Needs Improvement |
| Work Ethic | Excellent | Good | Satisfactory | Needs Improvement |

Additional Comments:

……………………………………………………………………………………………………………………………………………………**Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |
| --- |
| Evaluation of Log Sheets |
| ***#*** | **Item:** | **Description:** | 1 | 2 | 3 | 4 |
| 1 | Information | Student, teacher’s & supervisor’s name/ correct # of previous, weekly and totaled hours/ student signature, employer signature included |  |  |  |  |
| 2 | Thought & Reflection  | Insight and personal reflection included when describing daily activities and new tasks learned |  |  |  |  |
| 3 | Student Comment | **Comments** (summary of **thoughts** and **feelings)** and **new insights** as a result of the week’s activities |  |  |  |  |
| 4 | Conscientious Effort | Log sheet is neat, complete, includes accurate details, etc. |  |  |  |  |
| 5 | Submitted on Time | Submitted on time (due by Monday of the following week) |  |  |  |  |
| 6 | Communication Skills | Spelling &/or Grammar is correct |  |  |  |  |