



# Cooperative Education Program

B-8a

Weekly Log - Week # \_\_\_\_\_

Teacher: \_\_\_\_\_

**A. Completed by Student:**

Student: \_\_\_\_\_

School: \_\_\_\_\_

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

Placement: \_\_\_\_\_

Placement Supervisor: \_\_\_\_\_

Date	Time		Length of Lunch	Total Hours
	In	Out		
Mon.				
Tues.				
Wed.				
Thurs.				
Fri.				
Other				
<b>Week Total Hours</b>				

Day	Summary of Week's Activities

(Continue on separate sheet if necessary)

Highlight New Learning/Responsibilities this week: \_\_\_\_\_

Outline Homework Preparation for Placement this week: \_\_\_\_\_

**B. This Section is to be Completed by Student and Placement Supervisor:**

Number of Days Absent: \_\_\_\_\_ Number of Days Late: \_\_\_\_\_

Were you informed if student was to be absent? YES  NO

**Successes/Strengths Shown During the Week/Concerns or Problems/Recommendations:**

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Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

Signature of Placement Supervisor \_\_\_\_\_ Date \_\_\_\_\_

NOTE: Students must complete and return this weekly log to the co-op/experiential learning teacher at the beginning of the week following the end date above. Without these forms submitted, co-op credits cannot be granted. Students please complete journal (on reverse).

## Weekly Co-op Journal

Weekly Focus:

**Note:** If additional space is required, attach another sheet. If journal reflections are of a confidential nature, please submit on a separate sheet. (They will not be stored in the student file)

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

Student logs will be maintained in the CoOp-Experiential Learning student's record file, in confidence, for a minimum of 12 months after the completion of the co-op/experiential learning course. Disposal of the student record file will then take place.