

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

Instructions for Completing Student Logs.

Purpose of the Log Sheet:

- It is a time sheet - it is to verify that you have completed the necessary hours to earn Co-operative Education credits.
- Summary of weekly learning - including all activities performed and new information learned.
- Reflection - gives you an opportunity to say how you feel about the way things are going at your placement.
- Employer information - helps you supervisor track your work.

Log expectations:

- Logs are to be handed in by each Monday to the Co-op office (for your convenience, reports can be dropped in the large basket in the Co-op office). If logs are submitted late, they do not serve the purpose for which they were intended and will be assigned a mark of zero. For verification of hours and work done, ***the supervisor must sign all logs***. Ask your supervisor to sign your log each Friday. In the event your supervisor will not be available, ask your supervisor who else might have the authority to sign.
- Be careful how you write your weekly reports. Below are some examples that have been done poorly and the questions that should be answered to make them better.

“I met some people and they are very nice”.

What people? Why are they nice? What are their responsibilities? What department or area are you working in?

“I played with the children and did some activities”.

How old are these children? What sort of activities?

“I stamped brochures”.

Why? What kind were they? What were they stamped with?

“I made some phone calls”.

To whom? Reason?

“I learned a lot about word processors”.

Just what was learned? What kind of computers? Who taught you?

“I sat in on a presentation”

Who gave it? Topic? How related to your job?

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET #

1

Student _____

WEEK OF:

Feb. 17 - 20

Supervisor _____

DUE:

Feb. 23

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 2

Student _____

WEEK OF: Feb. 24 - 27

Supervisor _____

DUE: March 2

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 3

Student _____

WEEK OF: March 2 - 6

DUE: March 9

Supervisor _____

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 4

Student _____

WEEK OF: March 10 - 13

Supervisor _____

DUE: March 23

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCERKBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET #

5

Student _____

WEEK OF:

March 23-27

Supervisor _____

DUE:

March 30

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 6

Student _____

WEEK OF: Ma. 31-April 2

Supervisor _____

DUE: April 7

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 7

Student _____

WEEK OF: April 7 - 10

Supervisor _____

DUE: April 13

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 8

Student _____

WEEK OF: April 13 - 17

Supervisor _____

DUE: April 20

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY DISTRICT COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET #

9

Student _____

WEEK OF:

April 21 - 24

Supervisor _____

DUE:

April 28

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY DISTRICT COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET #

10

Student _____

WEEK OF:

April 28-May 1

Supervisor _____

DUE:

May 4

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET #

11

Student _____

WEEK OF:

May 4 - 8

Supervisor _____

DUE:

May 11

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 12

Student _____

WEEK OF: May 12 - 15

Supervisor _____

DUE: May 19

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET #

13

Student _____

WEEK OF:

May 19 - 22

Supervisor _____

DUE:

May 25

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 14

Student _____

WEEK OF: May 25 - 29

DUE: June 1

Supervisor _____

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET #

15

Student _____

WEEK OF:

June 1 - 5

June 8

Supervisor _____

DUE:

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 16

Student _____

WEEK OF: June 9 - 11

DUE: June 15

Supervisor _____

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____

LOCKERBY COMPOSITE SCHOOL – CO-OP DEPARTMENT

LOG SHEET # 17

Student _____

WEEK OF: June 15 - 18

Supervisor _____

DUE: extra hours only

Placement _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
FINISH TIME					
HOURS WORKED					

TOTAL HOURS WORKED THIS WEEK _____

WEEKLY LEARNING SUMMARY: Students, include all activities performed and new information learned. New activities should be described in detail.

SUPERVISOR COMMENTS:

SUPERVISOR SIGNATURE: _____