Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 1 Sept 5-11, 2016 Due Sept 19, 2016

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: General

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. Describe your work station.

2. What are your duties and responsibilities there?

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____

Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 2 Sept 12-18, 2016 Due Sept 26, 2016

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: Reading

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. What types of reading are you required to do at your job? (reading materials such as manuals, graphs, schedules, signs, warning labels, etc.)

2. What kinds of decision are you required to make based on your reading?

3. What could you do to enhance your reading and interpretation skills?

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____

Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 3 September 19-25, 2016 Due Oct. 3, 2016

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: Writing

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. What types of written communication do you use at your job? (i.e. letters, directions, receipts, etc)

2. Why is written communication important?

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____

Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 4 September 26-October 2, 2016 Due Oct. 10

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: Mathematics

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. Basic math is used on a daily basis. Give examples of basic math you perform at your workstation.

2. Rate yourself on a scale of 1 to 5 of how adequate your math skills are for your job.

Circle: 1 2 3 4 5

Capable Not sufficient

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____

Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 5 October 3 – 9, 2016 Due October 17, 2016

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: Listening

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. How important are listening skills at your job?

2. Give 3 examples of situations where listening was essential.

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____

Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 6 October 10 – 16, 2016 Due October 24, 2016

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: Speaking

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. Who are all of the people you orally communicate (speak) with at your job?

2. What are some of the things you talk to the various people about?

3. Explain the differences in how you communicate with individuals you listed above.

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____

Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 7 October 17-23, 2016 Due October 31, 2016

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: Career Development

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. Describe the application process for your job.

2. What improvements would you recommend for this process?

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____

Weekly Time Sheet

----------Cooperative Learning----------

Name _____

Week 8 October 24– 30, 2016 Due Nov. 7, 2016

	Time In	Time Out	Hours Worked
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
		Total Hours	

COOPERTIVE LEARNING JOURNAL QUESTIONS – Category: Career Development

- Remember to write all answers in good complete sentences, minimum of three sentences using grade level writing.-

1. What personal career goals have you set for yourself?

2. What is your "road map" to get there (in other words, how are you going to accomplish your goal?

This section to be completed by the employer.

Weekly grade for the employee (on a 1 – 10 scale) based on work habits, skills, personality, and work ethic. Please comment if below average.

1 2 3 4 5 6 7 8 9 10

Poor Average Excellent

Supervisor Signature _____ Date _____