

Cooperative Work Experience
Work Term Production Record



Student Name _____ CWE Program _____ Credits _____

Employer _____

Supervisor _____ Phone _____

Report Period (term) _____ 20 _____

Week	Total Hours	Jobs Performed	Supervisor Initial
Week 1			
Week 2			
Week 3			
Week 4			
Week 5			
Week 6			
Week 7			
Week 8			
Week 9			
Week 10			
Week 11			
Total Hours			

(Total must show minimum required for the credits taken)

Student signature to certify hours worked _____

Summary of Term's Work
 (Use other side of this sheet if necessary)

What do you feel would be the most important thing for a new person to know about this job?

What areas or skills could you improve? How do you plan to make these improvements?

What transferable skills did you gain from your work this term?

Other comments concerning your work experience.

*****Give this completed form to your Co-op Instructor at the end of the term *****