

**CUYAHOGA VALLEY CAREER CENTER  
 INTERNSHIP / EARLY PLACEMENT / APPRENTICESHIP WEEKLY REPORT**

STUDENT LEARNER \_\_\_\_\_ WEEK OF \_\_\_\_\_ TO \_\_\_\_\_ DUE DATE

COMPANY NAME \_\_\_\_\_ SUPERVISOR NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**JOBS I PERFORMED THIS WEEK:**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**NEW INFORMATION I LEARNED:**

- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_
- ✓ \_\_\_\_\_

| DAY       | DATE        | TIME START | TIME STOP | HOURS WORKED |
|-----------|-------------|------------|-----------|--------------|
| MONDAY    | ___/___/___ |            |           |              |
| TUESDAY   | ___/___/___ |            |           |              |
| WEDNESDAY | ___/___/___ |            |           |              |
| THURSDAY  | ___/___/___ |            |           |              |
| FRIDAY    | ___/___/___ |            |           |              |
| SATURDAY  | ___/___/___ |            |           |              |
| SUNDAY    | ___/___/___ |            |           |              |

**NOTE:** Your instructor may ask you to submit paystubs at any time.

TOTAL WEEKLY HOURS

➔

STUDENT LEARNER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Supervisor To Complete The Section Below**

**SUPERVISOR**

Place a check next to the description of the student learner's performance this week.

- \_\_\_ EXCEEDED REQUIREMENTS OF THE JOB
- \_\_\_ MET REQUIREMENTS OF THE JOB
- \_\_\_ DID NOT MEET REQUIREMENTS OF THE JOB
- \_\_\_ PERFORMANCE WAS UNSATISFACTORY / JOB IN JEOPARDY
- \_\_\_ CHECK HERE TO HAVE INSTRUCTOR CONTACT YOU

**Comments:**

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**INSTRUCTOR - PLEASE SUBMIT A COPY OF THIS REPORT TO THE JOB PLACEMENT OFFICE**