

**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**