



Bluewater District School Board

Co-op Department Student Log Sheet

John Diefenbaker Secondary School

For the Week Ending _____

Student _____

Week Number

11

Placement _____

Teacher Monitor _____

	TASKS AND ACTIVITIES		
Monday Start Time _____ End Time _____ Hours <input style="width: 50px; height: 20px;" type="text"/>			
Tuesday Start Time _____ End Time _____ Hours <input style="width: 50px; height: 20px;" type="text"/>			
Wednesday Start Time _____ End Time _____ Hours <input style="width: 50px; height: 20px;" type="text"/>			
Thursday Start Time _____ End Time _____ Hours <input style="width: 50px; height: 20px;" type="text"/>			
Friday Start Time _____ End Time _____ Hours <input style="width: 50px; height: 20px;" type="text"/>			

Total Hours This Week <input style="width: 50px; height: 20px;" type="text"/>	Supervisor Comments: <i>Credits will not be awarded if this form is not completed, signed and returned on time</i>
Previous Hours <input style="width: 50px; height: 20px;" type="text"/>	
Total Hours To Date <input style="width: 50px; height: 20px;" type="text"/>	
Supervisor Signature _____ Date _____	

Days Absent	Teacher Comments	On Time Y/N	Legible Y/N	Complete Y/N	Other	Mark
<input style="width: 20px; height: 20px;" type="checkbox"/>						

WEEK 11

a. What are some of the routines that must be accomplished every "business" day?

b. What are the steps involved in opening and closing the business each day?

c. Why are routines necessary in your job?