



- This report **MUST** remain at the workplace.
- Sign in and sign out each day.
- Must be completed in pen.
- Due Tuesday by 4:00 p.m.

Weekly Time sheet and Activity Report

STUDENT: _____ PLACEMENT: _____

DAY	DATE	HOURS		TOTAL # OF HOURS
		Start	Finish	
MONDAY			to	
TUESDAY			to	
WEDNESDAY			to	
THURSDAY			to	
FRIDAY			to	
Put extra Hours on back of time-sheet			TOTAL HOURS WORKED:	

Provide an overview of the Tasks/Activities (Performed, Assisted, Observed) this week:

Monday: _____

Tuesday: _____

Wednesday: _____

Thursday: _____

Friday: _____

Weekly Performance Appraisal by Supervisor

Level of Performance	Unacceptable	Poor	Satisfactory	Good	Excellent
Attendance					
Punctuality					
Attitude at Work					
Showing Initiative					
Quality of Work Completed					

Supervisor's Signature

Student's Signature



Weekly Time sheet and Activity Report continued

Problems/Concerns/Other Information You Wish To Share?

EXTRA HOURS RECORD

DAY	DATE	HOURS		TOTAL # OF HOURS
		Start	Finish	
MONDAY			to	
TUESDAY			to	
WEDNESDAY			to	
THURSDAY			to	
FRIDAY			to	
SATURDAY			to	
SUNDAY			to	
TOTAL EXTRA HOURS WORKED:				

SPSS Phone # : (705) 745-1358

SPSS Fax # : (705) 745-5025

Level	1	2	3	4
Time-sheet				

