



## Work-Based Learning Program - Weekly Performance & Attendance

Career & Technical Education Program  
 179 County Route 64, Mexico, NY 13114  
 Phone: 315.963.4419

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Work Experience Site: \_\_\_\_\_

Days Absent: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Days Late: \_\_\_\_\_

### STUDENT DAILY WORK SCHEDULE

(Do Not Include Lunch)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Date							
Time							

Total Hours: \_\_\_\_\_

Student Signature: \_\_\_\_\_

**PLEASE SELECT THE APPROPRIATE RATING:**

	Excellent	Good	Average	Below Average	Poor	N.A.
Personal Appearance						
Basic Knowledge						
Manipulative Skills						
Care of Equipment						
Dependability						
Initiative						
Rapport with Customers						
Rapport with Staff						
Rapport with Supervisor/s						
Safety						
Employability						

**Please make additional comments on strengths and/or limitations, special jobs, etc. below in comment area.**

Student Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Supervisor Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**Work-Based Learning Program**  
**Weekly Performance & Attendance – Activity Log**

Student Name: \_\_\_\_\_ CTE Program: \_\_\_\_\_

<b>Day</b>	<b>Date</b>	<b>Activities</b>
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		