



Updated 10-29-18

Weekly Production Report Due Each Tuesday

Student Name: _____ Reporting Date: _____

Company Name: _____ Mentor Name: _____

Briefly describe TWO (2) Tasks that you worked on this week at your job. Place a STAR ★ next to a task that is listed in your training plan.

1. _____
2. _____

Career Journal Short Reflection: How was your week at work? What interesting things happened? Summarize any relationships, reactions, and/or observations that were out of the ordinary this week.

STUDENTS: Check this box if you need to speak privately with the WBL Coordinator regarding a work situation.

WEEKLY TIME and EARNINGS SUMMARY

Fill out only the days that you worked. For days that you did not, please leave blank. **NO SCHOOL = NO WORK**

Day	Date	Time Started	Time Ended	Total Hours	Student or Supervisor Comments
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Hours Worked _____ (x) Hourly Rate \$ _____ = Weekly Earnings \$ _____

Student's Signature

Date

Mentor/ Supervisor Hours Verification Date

Mentors: Check this box if you need to speak privately with the WBL Coordinator regarding a work situation.

____ 20% Completeness & Accuracy ____ 40% Career Journaling ____ 40% Weekly Time & Summary = _____ 100%
(WPR's Without the Supervisor's Signature will not be accepted and will earn a late grade of a zero)