



**ALBANY HIGH SCHOOL
CAREER AND TECHNICAL EDUCATION**

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Work Based Learning: Student Weekly Log

			mm/dd/yyyy
Last Name	First Name	Student ID#	Sunday of Work Week
CTE Pathway	Work Site		
<p>Students placed in a Cooperative Career & Technical Education Work Experience Program (CO-OP) must submit a weekly log as required by the NYS Education Department. Students must submit logs to their classroom teacher the Monday following each work week. Each section must be filled out.</p>			

Day(s) Worked (circle all that apply): Sun / Mon / Tue / Wed / Thu / Fri / Sat / Did not work this week

Hours Worked This Week: _____

1. Routine Tasks:

2. New Tasks:

3. Describe the work you were assigned this week and how it impacted your site/organization:

4. Describe what you learned about your job:

5. Give specific examples of mathematics or science concepts and skills you used or observed being used:

6. Give an example of oral or written communication skills you used or observed being used:

7. Describe technology or equipment you used or observed being used:

(OVER)

8. Describe any materials you had to read and interpret to complete an assigned work activity:

9. Describe any initiative you took to learn something new:

10. List a problem you solved or observed being solved and tell how you or others arrived at the solution:

11. Describe a meeting you attended, list decisions made or actions taken, contributions you made, and the results of the meeting:

12. List something new you learned about your site/organization:

13. Additional Comments:

By submitting this log, you are certifying that the above information is true and correct to the best of your knowledge.

Student's Signature

Today's Date

