

Personal Log Sheet # _____

Youville Centre

Student's Full Name: _____

Mark: _____
(see rubric on reverse for breakdown of mark)

Employer's Full Name: _____

Week of: _____

DAY	TIME IN	TIME OUT	TOTAL HOURS If Absent Explain Why	SUMMARY OF WEEK'S ACTIVITIES
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
TOTAL HOURS THIS WEEK				

Supervisor's Section	Student's Section																									
<p>Employer informed in advance of <u>absence</u> or <u>late</u>?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, or</p> <p><input type="checkbox"/> Not Applicable</p> <p>Supervisor → Please Circle the Appropriate Level</p> <table border="1"> <thead> <tr> <th></th> <th>Needs Improvement</th> <th>Satisfactory</th> <th>Good</th> <th>Excellent</th> </tr> </thead> <tbody> <tr> <td>Punctual</td> <td>NI</td> <td>S</td> <td>G</td> <td>E</td> </tr> <tr> <td>Attendance</td> <td>NI</td> <td>S</td> <td>G</td> <td>E</td> </tr> <tr> <td>Attitude</td> <td>NI</td> <td>S</td> <td>G</td> <td>E</td> </tr> <tr> <td>Work Quality</td> <td>NI</td> <td>S</td> <td>G</td> <td>E</td> </tr> </tbody> </table> <p>Employer Comments (Optional): Problems, Success...</p> <p>_____</p> <p style="text-align: center;"><i>Supervisor's Signature → Verifies Hours Worked</i></p> <p>_____</p> <p style="text-align: center;"><i>Date</i></p>		Needs Improvement	Satisfactory	Good	Excellent	Punctual	NI	S	G	E	Attendance	NI	S	G	E	Attitude	NI	S	G	E	Work Quality	NI	S	G	E	<ul style="list-style-type: none"> • Students, have you: <ul style="list-style-type: none"> - Checked "Crucial Dates" on the back? - Practiced Perfect: "<u>Attendance</u>" + "<u>Punctuality</u>?" - Given 110% at <u>Work & School</u> • Students <u>must work every Tuesday, Thursday, Friday</u> for a <u>minimum of 5 hours a day</u>. • <u>Absent</u> or <u>late students</u> must phone their <u>employer</u> and <u>teacher</u> in advance. • Failure to attend weekly <u>Monday Meetings</u> and hand in <u>Your Log</u> = 0 % • Logs 2 weeks late will NOT be accepted → Zero Hours <p>_____</p> <p style="text-align: center;"><i>Student's Signature → Conveys Work Done</i></p> <p>_____</p> <p style="text-align: center;"><i>Date</i></p>
	Needs Improvement	Satisfactory	Good	Excellent																						
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CO-OP LOG SHEET TOPICS LIST

1. **Logs:** Explain why it is important to fill in your log sheet properly, and hand it on time.
2. **Reliability Warning:** The single most common reason **co-op students** are **FIRED and lose course credits** is reliability. (Meaning not **showing up for work everyday and being on time**).
 - a. You should have **two goals** this semester
 - i. Never Be Late
 - ii. Never Be Absent (Maximum 2-3 days absent, (i.e., Dr. appointments))
 - b. Explain what strategies you will use to make sure you: **arrive at work on time every day and have perfect attendance.**
3. **Communication:** In the event that it is **absolutely unavoidable** to be late, or absent for work, describe how you will make sure that you make two phone calls. Who do you need to call? Who are the three people and what are their phone numbers?
4. **New Employees:** (co-op students) usually get the least desirable work, i.e., boring and repetitive tasks. Explain why employers are often forced to do this with new employees, and how you as a new employee can cope with doing such tasks.
5. **Your Co-workers:** Who are they and what are their jobs? Do you work as part of a team? Do you report to anyone in particular? Is everyone friendly to you?
6. **Work Place Safety:** Imagine that your supervisor has just asked you to complete a task that you are unqualified to do and as a result, may place you in an unsafe situation. Maybe the task he/she is asking you to do, requires you to use complex equipment (i.e. forklift). The task may involve something that is beyond your capability, or it may be you lack the physical attributes, (i.e. carrying heavy items). Explain how you might resolve this situation.
7. **Balanced Lives:** Individuals who lead balanced lives which include outside activities or social activities are better prepared to work in a high stress working environment. What activities are you currently doing and what lifestyle changes could you make that would better prepare you to work in a stressful environment? (What do you do to relieve stress?)

8. **Telephone Skill:** Explain why it is important to develop and implement effective telephone communication skills.
 - a. Describe several aspects/components of effective business related telephone conversation. (i.e., the phone rings at your co-op placement and you answer it - what is the first thing you say...)
 - b. In addition, list what you should avoid with respect to the use of a telephone at the workplace.

9. **Dispute:** Imagine that you are having an ongoing dispute with a co-worker. You have had several arguments with this person, and as a result your ability to work effectively as a team member is being diminished (negatively impacted). Explain how you will handle this situation. NOTE: Remember, one of the most common skill/attributes employers are looking for when hiring employees is "interpersonal skills" i.e., your capacity to work in a team with individuals you like **and dislike**.

10. **Confused at work:** Imagine your boss has given you a complex task to complete. In addition, your boss has taken considerable time to explain how to complete the task. Despite this, after working on the task for one hour you encounter a problem which you cannot resolve. Explain how you will deal with this dilemma.

11. **Skills:** List, and briefly describe the skills you have developed in your co-op placement that you believe will be marketable when pursuing future employment opportunities. List the skills that you would like to develop during the remaining time at your co-op placement.

12. **Fun at Work:** Did something funny happen to you or a co-worker during your placement? Please describe and/or describe a task that you completed at your workplace that was a lot of fun to do.

13. **Finish in Style:** Describe how you can leave a positive impression with your boss and your co-workers.

14. **Money:** After looking at the organization you are in, you may have noticed that some people are paid very well for what they do, and others are not. Why are some jobs highly paid and others are not? Do you think that the career you are interested in is fairly compensated (the work and responsibility is = to the \$), why or why not?

- 15. Would You Hire You?** When answering the questions, consider your work habits, e.g., punctuality, attendance record, attention to detail, capacity to listen and follow instructions, capacity to work in a team
(Be a professional: a true measure of your character is how well you work with, and get along with co-workers you dislike).
- 16. Job Satisfaction:** What I find satisfying and rewarding about my work is _____. Why is it particularly satisfying or rewarding?
- 17. You're The Boss:** Imagine that you are the boss at your current workplace. In addition, imagine that an employee has recently quit at your workplace and that someone who is currently employed there will be promoted to fill the vacant position. Explain who you (the boss) would promote to fill this position, and the reason for your selection. i.e., why did you select this employee for a position that carries more responsibilities and is more demanding and comes with benefits such as higher pay and longer vacations?
- 18. Letter of Reference:** Name five qualities you have which your supervisor could honestly include in a letter of reference for you. For each quality, give concrete examples of a time that you demonstrated this particular quality. (Examples: Honesty, team worker, punctuality, self starter, good listener, excellent attendance record, positive attitude - even when things did not go perfectly...)
- 19. Last day of Co-op:** Choose your own topic.