

## Career Programs Student's Daily Work Record & Journal

Student: \_\_\_\_\_ Program: \_\_\_\_\_

Company: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Finishing Date: \_\_\_\_\_

- Use this form to document duties you perform or observe during your work experience. Record in chronological order. Also indicate the skills, software and/or equipment used or observed. You do not have to rewrite entries for duties that are repeated; simply note that they were part of your routine.
- Give the start and finish dates as accurately as possible
- Return this and other Work Experience forms to your Career Programs Advisor.

| Indicate Day or Date if Applicable | What duties did you perform or observe today?<br>What skills, software and/or equipment did you use or observe? |
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