**GCC WORK EXPERIENCE PROGRAM**

**WEEKLY JOURNAL REPORT**

 **Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Week #: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day/Date** | **Time In** | **Time Out** | **Hours Worked** | **Name of position/main tasks & responsibilities** |
| **Sun****Date:** |  |  |  |  |
| **Mon****Date:** |  |  |  |  |
| **Tues****Date:** |  |  |  |  |
| **Wed****Date:** |  |  |  |  |
| **Thurs****Date:** |  |  |  |  |
| **Fri****Date:** |  |  |  |  |
| **Sat****Date:** |  |  |  |  |
|  |  | **TOTAL****HOURS:** |  | **Note: do not exceed 40 hours per week** |

**I certify that the above time report is a true I certify that the above time report is a true statement**

**statement of the hours worked for this period. of the hours worked for this period.**

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**Student’s Signature Date Supervisor’s Signature/Name & Title**

**Note to Intern: Always keep a copy of your journals before you submit (Xerox or take a photo with your cell phone)**

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**SUMMARY OF WEEK’S WORK**

**(If you need more space, please use the back of this paper)**

1. **Describe the work you performed this week:**
2. **What new skills, procedures, or work issues did you learn from your work this week?**
3. **What challenges or problems did you encounter? How did you handle or resolve these situations?**
4. **Describe an interesting experience you had this week (with customers, supervisor, or colleagues)**