**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.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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)**

**=================================================================================================**

**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)**