

HCHS Work-Based Learning Weekly Production Report

Name of Student: _____ Date of Report: _____

Firm's Name: _____ Business Phone: _____

What were your job responsibilities this past week? What specific tasks were involved, be specific and name 4-5?

Related assignments at school: Indicate in paragraph form the subject(s) studied, topic(s) considered, and how these related to the activities that you were engaged in on the job this past week.

Weekly Time and Earning Summary

Day	Date	Time Started	Time Ended	Total Hours	Worksite Supervisor's Comments
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Total Hours Worked _____ (X) Hourly Rate \$ _____ = Weekly Earnings \$ _____

Student's Signature _____ Date _____

Supervisor's Name _____ Date _____

(Please Print)

Supervisor's Signature _____