BURNABY
SCHOOL DISTRICT 41

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? What skills, software and / or equipment did you use or observe?

Sample

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TOTAL NUMBER OF HOURS AT THIS PLACEMENT: _____

RETURN TO CAREER PROGRAMS SCHOOL ADVISOR

Sample