

WEEKLY REPORT—Seniors Youth Apprenticeship

Directions: A printed copy of each weekly report must be turned in to Ms. Brady on the first meeting of each week (usually Monday), reflecting on the previous workweek. Be sure to:

- Detail your hours worked for the PREVIOUS week;
- Type your answers;
- Use complete sentences;
- Check your spelling and grammar;
- Be prompt for full points awarded;
- SAVE your work; and
- Reflect your sincere thoughts.

Name _____

WEEKLY REPORT
Week 19

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What are your plans for next year? What have you done so far to follow through on this (applied to colleges, decided on a career or major, talked to employer about permanent employment, etc.?)

2. Would you recommend that another work experience/apprenticeship student work at your job after you graduate? Why or why not?

3. If you could change anything about your job, what would it be? Describe.

4. If you could change anything about your high school experience, what would it be?

Name _____

WEEKLY REPORT
Week 20

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Choose one skill that you have learned on your job and discuss how it can relate to your long-term career goals.

2. About 1st Semester:

How did your classes go? What did you like best? Least?

Set two goals related to school for 2nd Semester. Indicate what you will do to achieve these goals.

Goal #1

Steps to Achieve:

Goal #2

Steps to Achieve:

Name _____

WEEKLY REPORT
Week 21

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Which part of your job do you enjoy most? Describe in detail.

2. More about 1st Semester:

What was your 1st Semester grade point average? _____ Cumulative? _____

Did you fail any courses this semester? ____ No ____ Yes, if so, what?

What could help you improve in relation to coursework?

3. What advice would you give to students considering enrolling in this program next year? (How much time does this program take out of your daily life, etc.)

4. Comment on your Wisconsin Employability Skills Certificate document. How many of the 13 Employability Skills have you completed? (If you don't know what this in, hustle yourself in to see me ASAP!)

Name _____

WEEKLY REPORT
Week 22

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What part of your job do you least enjoy? Why?

2. Pick one topic or unit from one of your high school or Youth Apprenticeship classes this year and discuss how you can use the information at your **current job**.

3. Pick one topic or unit from one of your high school or Youth Apprenticeship class this year and discuss how you can use the information in your **future career**.

5. Provide an update on your after-graduation plans.

Name _____

WEEKLY REPORT
Week 23

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Ask your employer what type of goal setting your company does. Give an example of your company's goals or a department goal.

2. Have you received a promotion, raise, award, commendation, etc... at work? If so, describe. If not, what could you do to receive one?

3. What could you do to improve the morale of the employees at your workplace? Think of at least two ideas to make your workplace a better place to spend time.

Name _____

**WEEKLY REPORT
Week 24**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe a recent situation at work that was difficult for you, and detail how you handled this.

2. How has your job changed since you were first employed? Be specific – list as many things as you can.

3. What advice would you give to someone who is considering a Work Experience or Youth Apprenticeship position for next year? How do you balance school and work?

Name _____

WEEKLY REPORT
Week 25

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What are the “closing procedures” that your business uses each day? If you are there at that time, what are your responsibilities in this regard? Or, if you “open,” respond about “opening procedures” and your responsibilities.

2. Describe a situation that you are aware of where poor “customer” service techniques were used. What would you have done differently?

3. Describe a challenging situation at school recently. How did you deal with this?

4. Comment on your Wisconsin Employability Skills Certificate document. How many of the 13 Employability Skills have you completed?

Name _____

WEEKLY REPORT
Week 26

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Spring Break is coming up soon. What are your plans? Have you requested time off if you are planning to miss work?

2. What duties/responsibilities would you like to learn/do that you haven't yet?

3. Ask your manager to tell you what your greatest strengths are (2) and weaknesses (2).

Strengths: 1.
 2.

Weaknesses 1.
 2.

4. Discuss your thoughts on question #3. Do you agree? Disagree? Why?

Name _____

WEEKLY REPORT
Week 27

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What situations at your job have been challenging? Describe in detail.

2. List other topics that you would like to study in class and/or learn on the job before the year ends.

3. Choose two of your current classes and discuss something that you've learned at school that relates to your workplace.

Class #1 _____

Class #2 _____

4. Your portfolio is due April 5! Describe your progress on your portfolio. What do you have left to do? (Let me know if I can help.)

Name _____

**WEEKLY REPORT
Week 28**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. This week you will complete a self-evaluation of your progress to date at your place of work. Complete the chart with your rating and suggested improvements.

Rate yourself on each of these characteristics (4 is excellent, 3 is good, 2 is fair, 1 is poor). In the last box, indicate some specific things that you can do to improve in this area (even if you've rated yourself as excellent – there's always room for improvement).

Characteristic	Your Rating	How You Can Improve
Personal appearance and grooming	4 3 2 1	
Dependability	4 3 2 1	
Ability to follow directions	4 3 2 1	
Initiative (seeks new duties/responsibilities)	4 3 2 1	
Cooperation and teamwork	4 3 2 1	
Communication skills	4 3 2 1	
Quality of work	4 3 2 1	
Attendance	4 3 2 1	

2. Your thoughts:

Name _____

WEEKLY REPORT
Week 29

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe new duties/responsibilities performed on the job over Spring Break or lately. Highlight those that were different to you. If you had no new experiences, indicate what you would like to learn or do and how you will make this happen.

2. Have you worked with people from other cultures? Describe your interaction with them. Tell me how they approach the workplace, coming from a different background.

3. **TOTAL HOURS WORKED THROUGH SPRING BREAK:** _____
(Total hours means how many total hours you have worked at your business since you started this work experience or youth apprenticeship program.)

5. Comment on your Wisconsin Employability Skills Certificate document. How many of the 13 Employability Skills have you completed?

Name _____

WEEKLY REPORT
Week 30

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Would you recommend using your place of employment for another student next year? Why or why not?

2. If you could change anything about your school experience, what would it be?

3. About mid-term progress (5 points):

How are your classes going? What do you like best? Least?

What help could you use to improve in your classes?

What have you learned about studying and course preparation that will help you with future educational endeavors?

Name _____

**WEEKLY REPORT
Week 31**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. If you were to stay with your present employer after graduation, what would be the title of the next position to which you could expect to be promoted? What are the basic responsibilities of this position?

2. Is your present place of employment a place you could picture yourself working years from now? If so, in what capacity? If not, why not?

Name _____

WEEKLY REPORT
Week 32

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Talk with your supervisor. Find out about his/her background, how s/he got this job, other experience, etc. Write a summary of your findings.

2. Outline the history of your business. Include details such as when it was founded, who founded it, how has it changed, etc...

Name _____

**WEEKLY REPORT
Week 33**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. What are your plans for summer?

2. Will you be staying with your current employer after the school year ends? If not, have you given notice? If so, will your position change? Give details.

3. In order from most important to you to least, list the benefits you received from being involved in the Youth Apprenticeship program.
 - 1.

 - 2.

 - 3.

 - 4.

Name _____

WEEKLY REPORT
Week 34

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

PLEASE ASK YOUR EMPLOYER FOR AN UPDATE ON TOTAL HOURS WORKED SINCE YOU STARTED THIS PROGRAM. YOU WILL BE ASKED TO SUPPLY THIS NUMBER IN TWO WEEKS! (Total hours means how many total hours you have worked at your business since you started this Youth Apprenticeship program.)

Remember that your goal is to get at least **450 hours** each year of involvement.

Questions

1. What are your plans for further education after high school? How have they changed since you started the Youth Apprenticeship program?

2. Describe how you are time managing your school, work, and “play” at this busy time of year.

3. List any frustrations that you are currently experiencing. Can I help?

Name _____

**WEEKLY REPORT
Week 35**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

- 1. TOTAL NUMBER OF HOURS WORKED UP TO THIS DATE:** _____

- 2. TOTAL NUMBER OF HOURS EXPECTED TO WORK THROUGH JUNE 1, 2018:**

- 3. TOTAL HOURS WORKED TO EARN WORK EXPERIENCE/YOUTH APPRENTICESHIP CREDIT:** _____ This may include last year's hours for Youth Apprenticeship students.

****Remember that your Youth Apprenticeship requirements include at least 450 hours per year.**

Name _____

**WEEKLY REPORT
Week 36**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

1. Describe the steps you took that helped you choose a career pathway.
(Experiences, coursework, employment)

2. As a district, we have incorporated Career Cruising as a tool toward career exploration. Identify which Career Cruising components you found helpful.

3. Many MHS students have not had the exploration experiences you have enjoyed. How do you feel we could change that?

Name _____

**WEEKLY REPORT
Week 37**

Hours Worked:						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
-	-	-	-	-	-	-
Total Hours Worked:						
Date Turned In:						

Questions

This is your final report! Congratulations on your success this year!

1. Why did you choose to be a part of Youth Apprenticeship?
2. What made it a good experience for you? (Or, why did it not turn out as you had hoped?)
3. List suggestions you have for improvements. How could I have been more helpful?
4. This is your opportunity to write about anything that you choose! It is important for you to share anything you would like to share at this point without feeling like it will impact on your grade (it won't!). I look forward to your comments!

TOTAL HOURS WORKED: _____

Congratulations on a successful year! Good luck in your personal and professional future! Stay in touch! ☺