



Martha's Vineyard Regional High School Career and Technical Education

Jack O'Malley – Director

jomalley@mvyps.org

Biweekly Timesheet and Journal

Student Name: _____ Blocks Scheduled: _____

	Monday	Tuesday	Wednesday	Thursday	Friday
Date:					
Hours worked:					

S=Sick, Dr. Appt. Sp=Sports F=Family obligation CV=College visit In=In school

	Monday	Tuesday	Wednesday	Thursday	Friday
Date:					
Hours worked:					

Work Study/Mentorship Reflection Journal

- Is a required portion of the biweekly time sheet.
- Is not a list of duties or jobs.
- Addresses one of the suggestions below.
- 5-6 sentences are sufficient.

Some content suggestions:

1. Target a particular skill and tell how you are gaining in that skill.
2. Write short anecdote illustrating an interaction with a boss, co-worker, or customer, and show how you handled the situation.
3. Give an account of a lesson you learned on the job.
4. Write about a challenge you faced on the job.
5. What part of your job makes you feel most accomplished?

Work Reflection Journal

Using one of the Content Suggestions from the above list, reflect on your work situation over the last 2 weeks. Choose different topics each time to provide different perspectives of your work experience.

First week dates: _____

Second week dates: _____

Grade is based on

1. attendance at job or mentorship on scheduled days,
2. on-time submission of timesheets, and
3. sufficient, detailed account of work experience in journals.