

Weekly Time Sheets

Week of:

Name:

Write down what you did that day and the progress that you made. Also write down the amount of minutes that you worked on each part of your project.

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Student Name: _____ Class: _____ Week of: ____/____/____

Employability Traits

	Good 10-9	Fair 8-7	Poor 6-5	Unacceptable 4-0	Your Score	Instructor Score
Prepared for class	Always brings pencil, safety glasses, tools, etc. to class.	Seldom needs to be reminded to bring class materials.	Seldom is prepared for class. Needs to be reminded to bring class materials	Not prepared for class. Does not bring class materials.		
Uses time wisely	Does more than is expected, on task, completes all assignments on time; self motivated.	Conscientious most of the time; time spent productively during all of class time.	Needs to be reminded to return to work. Does not work through the end of the hour.	Off task, unproductive, distracts others, does not seek out help or instructions.		
Teamwork skills	Always willing to work with fellow students and teachers; gets along with others.	Usually cooperative, uses good team skills; avoids conflict; listens to others.	Needs to develop a cooperative attitude and initiative to complete his/her part of the work.	Does not contribute to group projects, negative influence in the group, no constructive effort.		
Quality of work	Work is exceptionally done, attention is paid to the instructions, and no wasted material.	Work is almost always accurate and neat; corrects errors; makes improvements.	Needs to check work, avoid unnecessary errors and seek out instructors help.	A quality product is not produced, instructions are not followed; materials are wasted.		
Proper Language	Always uses verbal and written language in good taste and in a positive manner.	Conscientious and aware of language used towards peers and instructor	Has directed negative comments at peers and instructor.	Verbal comments are not appropriate. Comments are abusive and require office interventions.		

TOTAL _____

Outstanding: 50 to 41
 Good: 40 to 31
 Needs Improvement 30 to 21
 Unsatisfactory 20 to 0

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| 1. Unexcused absence | 10 pts | |
| 2. Unexcused Tardy | 5 pts | |
| 3. Detention not made up | 10 pts per day until made up | |
| 4. Late work | 5 pts | |
| 5. Talking out of turn | 5 pts | |
| 6. Swearing | 10 pts | |
| 7. No safety glasses | 5 pts | |
| 8. Not wearing safety glasses | 10 pts | |
| 9. Horseplay | 10 pts to 100 pts | |
| 10. Use tool dangerously | 10 pts to 100 pts | |
| 11. Intentionally damage property | 100 pts minimum | |
| 12. Stealing | 100 pts minimum | |