



Name: _____ WBL Periods 6, 7, 8 (Circle one)

November Checklist – Seniors

_____ Check Stubs (Mandatory for PAID Employees) & Hours Documentation Form (Mandatory for Everyone)

_____ Electronic Picture at Job Site sent to Ms. Boyer

_____ Portfolio: Complete the **time management report**. Print and fill out in PEN.

_____ In a separate document type your responses for the following questions in detailed complete sentences (at least 50 words per question:

1. What surprises did you find in your quest of calculating your time?
2. What changes would you change to your balance if you could?
3. What balance do you believe in when it comes to juggling work, home, school, and fun?

Be sure to include appropriate header.

SEND BOTH documents assignments to me.

_____ Evaluation (Print the Employability skills evaluation to take to your employer)

_____ Work Journal: Experience Reflection (Directions below)

Directions: Entries can include activities, training, observations, instructions, personal notes, etc. You can include things you saw and did and what equipment and technology was used. Your responses may be shared with your mentor. Please be COMPLETE in your reflections/thoughts/answers. Answers must be written in complete sentences, a minimum of 50 words per question. Remember you are receiving a grade for this assignment.

1. Explain how you are balancing work, home, and school.
2. What is effective time management to you?

Due November 30, 2014



General Employment Traits Student Progress Report



Student Name: _____ Company: _____

Review Date: _____

Directions: Please evaluate the student-employee as fairly as possible as compared with workers with the same experience. Circle the number for each statement that most accurately reflects the student's performance in that category.

Category	Above Average (A-B)	Average (C)	Below Average (D)	Unsatisfactory (F)
Produces Quality Work	10-9	8-7	6-5	4-3-2-1-0
Reports to work promptly when scheduled	10-9	8-7	6-5	4-3-2-1-0
Uses time wisely	10-9	8-7	6-5	4-3-2-1-0
Demonstrates honesty and integrity	10-9	8-7	6-5	4-3-2-1-0
Demonstrates responsible behavior	10-9	8-7	6-5	4-3-2-1-0
Cooperates with others	10-9	8-7	6-5	4-3-2-1-0
Responds to feedback constructively	10-9	8-7	6-5	4-3-2-1-0
Uses/maintains materials and equipment properly	10-9	8-7	6-5	4-3-2-1-0
Follows company policies	10-9	8-7	6-5	4-3-2-1-0
Maintains appropriate personal appearance	10-9	8-7	6-5	4-3-2-1-0

General Comments: _____

Training Supervisor: _____ (Signature)

Work –Based Learning Coordinator: _____ (Signature)

Discussion with student held on: _____

Student: _____ (Signature)

TIME MANAGEMENT ACTIVITY

This activity is intended to help students anticipate the time they will need to remain healthy, happy, and engaged learners.

Fill out for your busiest term:

School Activities	Average Hours/Week
School Days (5 days x 7 hours)	35
Anticipated Hours of Homework – Use the formulas below for each course fitting the criteria	
Honors/Advanced Placement: 1+ Hour x 5 Nights Weekly x # Courses	
Accelerated/Enriched: .75 Hour x 4 Nights Weekly x # Courses	
College Prep: 0.5 Hour x 4 Nights Weekly x # Courses	
Standard Prep: 0.5 Hour x 3 Nights Weekly x # Courses	
Total School Hours:	
Extra-Curricular Activities	Average Hours/Week
Paid Job	
Hobbies/Interests/Clubs	
Community Service	
Sports	
Music/Performances	
Other Obligations (Driver's Ed, SAT Prep, College Apps., etc.)	
Total Extra-Curricular Hours:	
Daily Living Activities	Average Hours/Week
Sleep (7 Days x 9 Recommended Hours)	
Physical Activity (1 Hour Recommended – May be Sports or PE)	
Necessities (Eating, Showering, Chores, etc.)	
Travel To/From School	
Family Time	
Free Time (Friends, TV, Phone, Internet, etc.)	
Total Daily Living Hours:	

TOTAL HOURS

Available Hours/Week

HOURS in a week	
<p>School Hours = _____</p> <p>Extra-Curricular Hours = _____</p> <p>Daily Living Hours = _____</p> <div style="display: flex; align-items: center; justify-content: center; margin-top: 20px;"> <div style="border: 1px solid black; width: 100px; height: 100px; margin-right: 10px;"></div> <div style="font-size: 2em; font-weight: bold;">VS.</div> </div> <p>YOUR TOTAL HOURS:</p>	<div style="font-size: 4em; font-weight: bold; margin-top: 50px;">168</div>