



# Arrupe Jesuit High School Corporate Work Study Program

## TIME CARD

**STUDENT NAME:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

Directions: Please enter the date, log your attendance and have your supervisor initial the entries. At the end of the day, complete your reflection and ask your supervisor to complete any comments and sign it. You need to give the time card to your bus driver at the end of the day. If you ride the light rail, return the time card to the CWSP office no later than noon the day after you work.

Work Date	Start Time	Lunch Out	Lunch In	End Time	Supervisor Initials

**STUDENT:** Write a brief reflection on how your day went: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SUPERVISOR:** Comments on today's work performance: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Please check this box if you would like a member of CWSP to contact you regarding the student's performance

**Supervisor** (print name) \_\_\_\_\_ Phone Number \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

Students please return this portion to the CWSP office. You can give it to the bus driver or bring it to the CWSP office by noon the day after you work.

### CWSP News – 18-22 August

- Here it is ... the first week of work! Thanks in advance for your support of your Arrupe student! Here are a few notes to start off the work year.
- The daily timesheet is a new wrinkle this year. The students are responsible for working with you to ensure that it's completed each workday. We don't want this to be an administrative burden for you – we hope that it will be a means to facilitate communication between you and your student. Any questions please let us know.
- Our cell phone and iPod policy has been modified this year – students have been briefed that electronic device use must be in compliance with your organization's policies. Please make your expectations clear to your students. If you have any issues with non-compliance, please let us know immediately.
- If your organization has any late changes to DNC-related work plans for the week of Aug 25-29, please contact Tom as soon as possible.

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