## Field Training Weekly Log Sheet

**Instructions:**

1. This record should be filled out at the end of each week by the trainee in English, or in both Arabic and English, if the supervisor/trainer doesn’t speak English.
2. The Report should be submitted at the end of each week to the supervisor/trainer for evaluation and signature; the supervisor/trainer should give the trainee suggestions to enhance their performance.
3. An electronic (scanned) copy of the weekly report should be sent directly to the academic supervisor.
4. Every month hard copies of four reports should be sent by the trainee in a sealed envelope to the Academic Supervisor.
5. When writing the report, the trainee has to use Times New Roman font and 12 in font size.

**Weekly Record of Training**

|  |  |
| --- | --- |
| **Date:** | **Week No:** |
| **Student ID:** | **Student Name:** |
| **Company:** | **Major:** |

**Briefly write about:**

* **The work you have done this week.**

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**Company Supervisor’s Assessment of the Student’s Performance this week:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Excellent | Very Good | Good | Satisfactory | Non Satisfactory |
| □ | □ | □ | □ | □ |

**Any other comments:**

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**Suggestions to enhance Trainee’s performance:**

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**Supervisor's Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
|  | **Absence days** |
|  | **Excused hours** |