

## Work-Based Learning Timesheet & Hours Log

**Before you use this template:** This is a starting point. Review it with your district and against your state and local requirements before use, including child-labor hour rules for students under 18 and what student information you collect (FERPA).

### Version 3: Activity Log (short WBL experiences)

For one-time or short experiences such as job shadows, guest speakers, industry tours, and mock interviews.

District logo

[District Name] · [School Name]

| Student name | Program / pathway | School year |
|--------------|-------------------|-------------|
| _____        | _____             | _____       |

| Date | Activity type                                                                                                                                                                                  | Organization / host | Host contact (name, phone or email) | Hours | Student reflection (1 line) | Host or teacher signature / initials |
|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-------------------------------------|-------|-----------------------------|--------------------------------------|
|      | <input type="checkbox"/> Job shadow <input type="checkbox"/> Guest speaker <input type="checkbox"/> Industry tour <input type="checkbox"/> Mock interview <input type="checkbox"/> Other: ____ |                     |                                     |       |                             |                                      |
|      | <input type="checkbox"/> Job shadow <input type="checkbox"/> Guest speaker <input type="checkbox"/> Industry tour <input type="checkbox"/> Mock interview <input type="checkbox"/> Other: ____ |                     |                                     |       |                             |                                      |
|      | <input type="checkbox"/> Job shadow <input type="checkbox"/> Guest speaker <input type="checkbox"/> Industry tour <input type="checkbox"/> Mock interview <input type="checkbox"/> Other: ____ |                     |                                     |       |                             |                                      |
|      | <input type="checkbox"/> Job shadow <input type="checkbox"/> Guest speaker <input type="checkbox"/> Industry tour <input type="checkbox"/> Mock interview <input type="checkbox"/> Other: ____ |                     |                                     |       |                             |                                      |
|      | <input type="checkbox"/> Job shadow <input type="checkbox"/> Guest speaker <input type="checkbox"/> Industry tour <input type="checkbox"/> Mock interview <input type="checkbox"/> Other: ____ |                     |                                     |       |                             |                                      |
|      | <input type="checkbox"/> Job shadow <input type="checkbox"/> Guest speaker <input type="checkbox"/> Industry tour <input type="checkbox"/> Mock interview <input type="checkbox"/> Other: ____ |                     |                                     |       |                             |                                      |
|      | <input type="checkbox"/> Job shadow <input type="checkbox"/> Guest speaker <input type="checkbox"/> Industry tour <input type="checkbox"/> Mock interview <input type="checkbox"/> Other: ____ |                     |                                     |       |                             |                                      |

**Total hours on this page:** \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Coordinator / teacher signature: \_\_\_\_\_ Date: \_\_\_\_\_