

Teacher's Worksite Sample

**SECONDARY SCHOOL
WORK PLACEMENT REPORT**

Student Name _____

Grade _____ Program _____

Placement/Co. _____

Placement Address _____

Placement Supervisor _____

Email _____ Phone _____

Notes about the placement _____

TO BE COMPLETED DURING PLACEMENT

Visit date _____ Teacher/visitor _____

Pre placement interview (ask student) yes _____ no _____

Comments (from employer, student)

Remind students of the following:

- Give the report card to the employer (in the student's package). Ask to have it completed by Friday and give to you, if possible. Hand it in with your package.
- Do a thank you card or letter. Leave it with them or give to your teacher as soon as you return.
- Hand in your package the first week when you return to school following your work experience.