



VILLANOVA
School of Business

Daily Activity Log for CoOp

Instructions

CoOp student must maintain a Daily Activity Log in which he/she records the dates worked, the number of hours completed, the nature of projects, tasks, responsibilities, etc., and the relationship of activities to the Learning Objectives. The Log must be initialed by Supervisor on a regular basis (i.e., once a week).

PLEASE SUBMIT DAILY ACTIVITY LOG WITH YOUR CoOp PAPER AND STUDENT EVALUATION.

CoOp Name: _____ CoOp Position: _____

Sponsoring Employer: _____ Supervisor Name: _____

Supervisor E-mail Address: _____ Supervisor Phone: _____

Date	# Hours Completed	Nature of Projects, Tasks, Responsibilities, etc.	Targeted Learning Objective	Supervisor Initials