**OJT WEEKLY JOURNAL**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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### **Weekly Task Tracking**

#### **Week Selection**

(Place a checkmark [✔] on the applicable week for task completion. If the duration exceeds 14 weeks, specify below.)

**WEEK:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ >14: \_\_\_\_\_\_

#### **Date Range**

**Task Duration:** From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (*Note: The gap between dates should not exceed 7 days.*)

### **Weekly Objective**

(Describe the objective for this week. Use an additional sheet if necessary.)

### **Task Reflection**

(Detail the specific tasks performed to accomplish the objective. Use another sheet if needed.)

| **DATE STARTED** | **TASK TO BE PERFORMED** |
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# **OJT WEEKLY ACCOMPLISHMENT REPORT**

**Student Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Course:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### **Week Selection**

(Place a checkmark [✔] on the applicable week. If more than 14 weeks, specify below.)

**WEEK:** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12 ☐ 13 ☐ 14 ☐ >14: \_\_\_\_\_\_

### **Date Coverage**

**From:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **To:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 (*Note: The gap between dates should not exceed 7 days.*)

### **Weekly Accomplishment Report**

(Attach additional sheets if necessary.)

| **DATE ACCOMPLISHED** | **OUTPUT / ACCOMPLISHMENT** |
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### **Reflection on Tasks Completed**

(Describe values, skills, and knowledge gained. Use another sheet if needed.)