

# WEEKLY TIMECARD

Department of Applied Computing and Engineering Technology  
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Student \_\_\_\_\_

Employed By \_\_\_\_\_

Week Ending \_\_\_\_\_

Supervisor \_\_\_\_\_

Please list all main duties and responsibilities relating to your job:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

Did you learn anything new on the job this week? \_\_\_\_\_

Do you need special or additional training in any specific area to help you on your job?  
\_\_\_\_\_

What seems to be the most difficult task? \_\_\_\_\_

List any difficulties, errors, or challenging situations you experienced during the week.  
\_\_\_\_\_

How do you get along with fellow workers? \_\_\_\_\_ Supervisor? \_\_\_\_\_

Did you receive any special compliments relating to your work this week?  
\_\_\_\_\_

Date	Time In	Time Out	Total Hours
<b>Total:</b>			

Supervisor – signature \_\_\_\_\_

Date \_\_\_\_\_