**Work Experience Journals**

**JOURNAL 1**

**Company Information**

**The first week**

Are you happy with the work experience so far? Give details.

Are you doing useful work? Give details.

Are you using skills and knowledge related to your major? Give details.

**Communication (CLO 2)**

Who do you communicate with most at work? (Colleagues, manager, customers, others)

How do you communicate most often? (Face-to face, by phone, by email?)

What language(s) do you use most in the workplace?

What language skills do you use? (Listening, speaking, reading, writing). What language do you use for each task? (For example, speaking English to customers on the phone, writing a letter or report in Arabic.)

Give one example of a challenge you had this week related to communication. How did you deal with it?Were you able to handle the situation yourself or did you need advice or help?

**Professional Responsibilities (CLO 1)**

Attach the signed code of conduct letter and academic honesty documents to BBLearn.

**The following must be included for every Journal:**

At least one different example\* of your work each journal. This could be a screen shot of your work

* An uploaded file
* Photo or diagram
* Blank form (that you use during your work)

\*Example/Evidence – collecting the example should not interfere with your or your employer’s work. It should not include confidential information.

**Complete the work plan table for week 1.**

**Work Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| Week/s | Department | Activities (at least 4 tasks) | Supervisor, Job Title,  Telephone, e-mail |
| 1 |  |  |  |

Were you late or absent this week?

If yes, give reasons

* Days late - reason
* Days absent - reason