**Weekly Journal Cover Page – append to weekly journal submission**.

**Name of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submission Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Hours Worked This Week\_\_\_\_\_\_\_\_\_\_\_\_**

List assignments, activities or relevant ways you have contributed to the workplace during the past week. Provide specificity, e.g. “Drafted memo on confidentiality of court-ordered mediations.” Include in parentheses the name of the attorney or other staff member who provided supervision.

1.

2.

3.

List of the skills or subject matter knowledge you have gained this week. (For example, “”Learned the elements of a disability discrimination case; learned how to research legislative history of statute).”

1.

2.

3.

Describe the feedback/supervision you received this week and whether it was written, by phone, or in person. Include name of the person who provided feedback and not if they are not an attorney.

1.

2.

3.