

## JOB CALL LOG FORM

**INSTRUCTIONS:** Fill out this form for each workshop and or call that you attend. This will serve as a record of your attendance and completion. Please print legibly using blue or black ink pen. Each of the three sections must be filled out for the form to be considered a valid record. Section I - Student and work shop or call information Section II - Student notes on duties and or topics covered. Section III - For Instructor use only.

I. **Student Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**T.E.T. Course Title:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

**Venue Name:** \_\_\_\_\_ **Contact Phone #:** \_\_\_\_\_

**Assignment / Workshop Topic:** \_\_\_\_\_

\_\_\_\_\_

**Workshop Instructor's Name:** \_\_\_\_\_

**Steward's Name:** \_\_\_\_\_

**Instructor's or Steward's Title:** \_\_\_\_\_

**Check In Time:** \_\_\_\_\_ **Time Released:** \_\_\_\_\_

II. **Work Shop / Call Notes**

*In your own words please describe the topic(s) and or information covered in this work shop. Please be very complete in your description. This will serve as your notes for this experience. Use the space provided below. If more space is required you may use the back of this form.*

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III. *Proof of Call and or Workshop and assignment completion. This section must be completed by the instructor or steward.*

*Instructor / Steward Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_