

WORK LOGS

Student's Name: _____

Student's Signature: _____

Advisor's Name: _____

Advisor's Signature: _____

1. At the top of each page of your work logs, you must include the above 5 items. Title, names and signatures.
2. You need documentation of the twenty (20) minimum hours that you have spent with your advisor. An example has been provided below of the style that your work log is expected to contain.
3. Your typed work logs must be included in your portfolio and turned in the day the portfolio is due. Don't forget to get your project advisor's signature for each page and to follow these formatting guidelines:
 - Minimum of 100 words for each log, maximum of 300 words
 - Typed and single spaced
 - 12 point font, Ariel or Times New Roman
 - One inch margins

****EXAMPLE SHOWN BELOW****

Today was my first meeting with my advisor, Susan Tehani. Susan is the owner and principal broker of the real estate company, Tehani Properties. She has been a realtor for the past 25 years on Oahu.

Susan has been friends with my parents my entire life and she agreed to teach me about the different duties of a real estate agent. Today, she showed me the company's website and the many properties that she has listed for sale throughout the island. Her secretary, Melissa, was kind enough to run through the set-up of the company's web page.

After two hours in Susan's office, I returned home as Susan had some clients to help. We set up our next meeting for next week Sunday and she told me that she would take me to an open house she would have in Alewa Heights.

Date: October 17, 2011

Hours: 2

4. After you have completed your hours (20 minimum), on the final page of your work log, please add up all of your hours and write a total.
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Total Hours: _____