**Work Journal**

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| --- | --- | --- | --- |
| Class |  | Name |  |
| Student ID |  | Current Week  (E.g.: Month 1 - Paper 2) |  |
| Time (E.g.: From 08:00 to 17:00 on October 16, 2023) | | | |
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Note:

1. Times New Roman, 12-point font size, a minimum of one photo are requested.

2. With a chronological order, two papers are required each month.

3. Please describe your job responsibilities and personal reflection in the workplace.