**Work Journal**

**□Would you agree to let others read**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Class  (E.g.: ITM 2) |  | Name | |  |
| Student ID |  | Current Week  (E.g.: Month 1 - Paper 2) | |  |
| Time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (E.g.: From October 16, 2023 to October 30, 2023) | | | | |
| 1.Highlight of the week  2.What I did  3.What I learn  4.Reflection & Suggestion | | | | |
| Picture 1 | | | Picture 2 | |
|  | | |  | |

Note:

1. Times New Roman, 12-point font size, a minimum 500 words and one photo are requested.

2. With a chronological order, a total of 4 journals are required.

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