



**Attendance Journal – Proof of Hours**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Program: \_\_\_\_\_ Date: \_\_\_\_\_

In order to successfully complete the co-op credit requirements you will be required to submit an Attendance Journal (**proof of hours**) at the end of your Co-op Work Term. When you have completed your required hours to fulfill your co-op credit, please submit this Attendance Journal signed by your Supervisor. Other acceptable proof of hour documents include a **final pay stub** (showing accumulated hours or year-to-date earnings) or a **Record of Employment**.

Submit to Anne Torwesten, Co-operative Education Officer: [anne.torwesten@flemingcollege.ca](mailto:anne.torwesten@flemingcollege.ca)

<b>Week</b> (ie. May 1-7)	<b># Hours</b>	<b>Accumulated Hours</b>

I verify that the above mentioned student has completed the recorded number of hours for their Co-op Work Term with \_\_\_\_\_

**Company/Organizational Name**

**Supervisor’s Signature:** \_\_\_\_\_