

Woodshop Time Card

(Due every Monday!)

Regular, timely attendance is the number one request of employers! As a young adult, it is your responsibility to organize and advocate for yourself in order to receive the credit and/or pay that you have earned. Citizens who are responsible and organized generally earn more and get promoted into more preferred positions faster than those who aren't.	Name: Class: Period: Week of _____ to _____ Total Points (from back): _____
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Wood Shop Rules:

Safety: Work without injury, damage or distraction to others.

Respect: Respect your learning by working to the best of your ability.

Integrity: Complete this chart accurately. False reporting will result in loss of points.

Work Habits (one point each):

Safe (Working without injury or damage)	Participating (Actively involved in group activities)	Cooperating (Sharing the workload and space with others)	Persevering (Using every minute of time, right up to the bell)	Cleanup (Completing a cleanup job)
Respectful (Allowing others to work without distraction)	Engaged (Actively involved in your work)	Focused (Working on your plan without distraction)	Organized (Keeping materials and tools neat and ready to use)	Service (Doing a task that doesn't benefit you directly)

Day: Monday **Date:** _____

Today's Instruction: (attach notes)

Attendance: ☐ (10) On time and prepared ☐ (7) On time ☐ (5) Late **Attendance Score:** _____

Plan for today:	Going to:	Teacher Initial:	Did you follow your plan?
	<input type="checkbox"/> Computer Lab <input type="checkbox"/> Finish Room <input type="checkbox"/> Other Class: _____		

Work Habits Student Score (see chart): _____ **Work Habits Teacher Score:** _____

Day: Tuesday **Date:** _____

Today's Instruction: (attach notes)

Attendance: ☐ (10) On time and prepared ☐ (7) On time ☐ (5) Late **Attendance Score:** _____

Plan for today:	Going to:	Teacher Initial:	Did you follow your plan?
	<input type="checkbox"/> Computer Lab <input type="checkbox"/> Finish Room <input type="checkbox"/> Other Class: _____		

Work Habits Student Score (see chart): _____ **Work Habits Teacher Score:** _____

Day: Wednesday Date: _____

Today's Instruction:

(attach notes)

Attendance: ☐ (10) On time and prepared ☐ (7) On time ☐ (5) Late Attendance Score: _____

Plan for today:	Going to:	Teacher Initial:	Did you follow your plan?
	<input type="checkbox"/> Computer Lab <input type="checkbox"/> Finish Room <input type="checkbox"/> Other Class: _____		

Work Habits Student Score (see chart): _____ Work Habits Teacher Score: _____

Day: Thursday Date: _____

Today's Instruction:

(attach notes)

Attendance: ☐ (10) On time and prepared ☐ (7) On time ☐ (5) Late Attendance Score: _____

Plan for today:	Going to:	Teacher Initial:	Did you follow your plan?
	<input type="checkbox"/> Computer Lab <input type="checkbox"/> Finish Room <input type="checkbox"/> Other Class: _____		

Work Habits Student Score (see chart): _____ Work Habits Teacher Score: _____

Day: Friday Date: _____

Today's Instruction:

(attach notes)

Attendance: ☐ (10) On time and prepared ☐ (7) On time ☐ (5) Late Attendance Score: _____

Plan for today:	Going to:	Teacher Initial:	Did you follow your plan?
	<input type="checkbox"/> Computer Lab <input type="checkbox"/> Finish Room <input type="checkbox"/> Other Class: _____		

Work Habits Student Score (see chart): _____ Work Habits Teacher Score: _____

Activities: <table border="1"><thead><tr><th>Activity</th><th>Score</th><th>Poss.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Total</td><td></td><td></td></tr></tbody></table> <p>Total score ÷ Total possible = _____</p>	Activity	Score	Poss.																			Total			Quizzes: <table border="1"><thead><tr><th>Quiz</th><th>Score</th><th>Poss.</th></tr></thead><tbody><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td>Total</td><td></td><td></td></tr></tbody></table> <p>Total score ÷ Total possible = _____</p>	Quiz	Score	Poss.																			Total			Score Totals: <p>Attendance Total: _____ ÷ 2 = _____</p> <p>Work Habit Total: _____ ÷ 2 = _____</p> <p>Activity Total: _____ x 25 = _____</p> <p>Quiz Total: _____ x 25 = _____</p> <p>Grand Total: _____</p>
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