

# Old Dominion University

Department of STEM Education and Professional Studies

## Production Report

This report is to be filled out by the student enrolled in SEPS 405 for each reporting period. It should be emailed to your instructor by the designated due date. If your work experience has not begun, you must still complete the first month's report, indicating when your experience begins (in the comments section).

Student's Name

Student's Job Title

Firm

Department

Month

Hourly Wage

### Weekly Hours

Week of Month	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
First Week							
Second Week							
Third Week							
Fourth Week							
Fifth Week							
Total hours							

Supervisor's Signature

Total Hours, *THIS* Production Period

Cumulative Total Hours

Comments by employer or student:

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E-mail form with scanned signatures or fax to Sharon Davis @ 757.683.5227.