



**UNIVERSITY LIBRARIES WORK STUDY PROGRAMME STUDENT RECORD SHEET**

Student: \_\_\_\_\_

Number of Hours Per Week: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Stipend Per Month: \_\_\_\_\_

Department/Library: \_\_\_\_\_

Month: \_\_\_\_\_ Semester: \_\_\_\_\_ Year: \_\_\_\_\_

WEEK ENDING (DATE)	EXACT HOURS WORKED							TOTAL HOURS
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1.								
2.								
3.								
4.								
5.								

**Circle the work done by the student:**

Filing Photocopying Typing Stacking books/periodicals/etc.  
 Receptionist Recording data Running errands Peer counselling  
 General office procedures Planning/coordinating programmes

**Supervisor's evaluation of student's work:**

[ ] Unsatisfactory [ ] Satisfactory [ ] Good [ ] Outstanding

Comments (Optional): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director, Financial Aid & Scholarships: \_\_\_\_\_ Date: \_\_\_\_\_

VP, Finance/Financial Controller: \_\_\_\_\_ Date: \_\_\_\_\_