***Documentation Packet [ 28 24 03 23 ] Mar 24th, 23***

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| Student Name: |  |
| Goals:  1. Prepare for Quarter 4 2. Prepare for CIW Testing 3. Create Resumes | Events:  1. Clue, Tuesday 2. Thursday, Field Trip |
| Included Documentation  1. Personal Project Progress 2. CIW Completion 3. Q4 Prep [S] 4. Resume 5. Reflection | Required Documentation:  1. Reflection 2. CIW Completion 3. Q4 Prep [S] 4. Resume |
| Changes/Notes:  * Q4 Prep and CIW Completion to be submitted this week, even if it was previously | |

# Personal Project Progress

Maintain a GitHub Repo for a personal project that you or you and several classmates work on. Maintain issues, documentation and Project boards in this repo. Write in the box below what progress was made on this project this week. Prove this work with issue tracking, commits, and PRs. Write your evidence in the box below.

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# CIW Completion

1. Wrap up any loose ends on your CIW Javascript Specialist course.
2. Obtain the “Certificate of Course Completion” with your name and details
3. Save the certificate as “FirstnameLastname.pdf” in the “./CIWCert/” directory of this DocPac folder. If it does not exist, create it.
4. Open a Pull Request to have this file/folder accepted into the DocPac Repository

# Q4 Prep [S]

1. Decide on a project that would take between 2 and 4 people to work on.
   1. Must benefit the school or classroom in some way
   2. Can be a project that is already started but unfinished
2. Select a maximum of one partner
   1. Outline plans on what work will be done by 2 to 4 people on this project
3. Save this information “NameOfProject.docx” in the “./Q4Prep/” directory of this DocPac folder. If it does not exist, create it.

# Resume / Portfolio

* Create a resume in a Word Document.
  + Consider using a template and editing it
  + Resume must include
    - Objective (What is your immediate career goal?)
    - Notable Accomplishments
      * In school, work, or personal projects
    - Specific Skills listed from most proficient to least
    - Education History and Accommodations
      * List ALL honors (Attendance, Honor Roll, etc.)
      * List all extracurriculars and clubs
    - Work History
      * Dates (Month/Year)
      * Position and job duties
  + Must fit completely on one page
  + Must not use first person pronouns and must use professional descriptions
    - “I clean floors” – Bad
    - “Responsible for store cleanliness” – Good
* Create a Portfolio
  + Must be in a binder
    - Should have clear sleeves for pages
  + Portfolio should include
    - All physical copies of Certificates and Honors
      * Consider using high-quality copies
    - A page including professional references
    - Any general letters of recommendation
* Submit the Word Document as “FirstnameLastname.docx” in the “./resume/” directory of this DocPac folder. If it does not exist, create it.

# Reflection

**What is one technique you learned in your coding this week, and what kinds of things can you use it for (the more specifics the better) ?**

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**What was a challenge to your time management this week, and what can you do to avoid it in the future (specific plan) ?**

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**What opportunities did you not take advantage of this week, and how would it helped you if you had? *OR* … What opportunity did you take advantage of this week, and what has it changed for you?**

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| 10 | You went above and beyond expectations. You applied knowledge that was not taught in this class in addition to what was taught. | * All assignments start at 9/10 possible points * 1 point is deducted per infraction   + Lateness   + Mistakes   + Unprofessionalism   + Not following instructions   + Etc. * Outstanding submission increase by 1 point and yield a pog. |
| 9 | You performed as well as can be expected for this class. You show a complete understanding and made no mistakes. You have mastered the subject. |
| 8 | Assignment is complete. You show a good understanding of the subject, but there are mistakes or minor incorrect details. You are ready to move to new subjects. |
| 7 | You show and understanding of the subject, but there are serious errors, or there are pieces you can practically use without understanding them. Remediation needed. |
| 6 | Assignment is incomplete but/or you showed that you understand at least the fundamentals of the subject. Assignment is low effort. Serious need of remediation. |
| 5 | You show minimum effort, assignment is incomplete, or have serious mistakes. You did not demonstrate that you understand the content or purpose of the submission. |
| 0 | The work was not submitted, damaged, seriously incorrect, or unprofessional. The submission is rejected. |

# CIW Completion

# Q4 Prep [S]

# Resume

# DocPac / Reflection