***Documentation Packet [ 31 21 04 23 ] Apr 21st, 23***

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| Student Name: |  |
| Goals:  1. Prepare for CIW Testing 2. Prepare for ITF Testing 3. Begin Q4 Work 4. Begin Applying for Q4 Jobs | Events:  1. TSA Field Trip, Wed-Fri |
| Included Documentation  1. Personal Project Progress 2. CIW Completion 3. Q4 Project Applications [J] 4. ITF TestOut 5. Reflection | Required Documentation:  1. Reflection 2. Q4 Project Applications [J] 3. Resume |
| Changes/Notes:  * CIW WILL BE DUE IN THE FUTURE. The Completion Certificate is now homework. Complete as soon as possible in your own time. | |

# 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 your personal files. Save this for the next CIW Completion submission grade.

# ITF TestOut

1. Go to the class course in Schoology.
2. Click on the “IT Fundamentals Preparation Quiz” link to enroll in TestOut
3. Begin studying for the IT Fundamentals Test
4. Take practice tests until you consistently score above 80%

# Q4 Project Applications [J]

* Select two or more of the senior projects below
  + Find the appropriate Company Charter in the “Q4Prep” directory of DocPac 30
  + Create a cover letter specific to that project
  + Email any of the seniors on that project and attach your cover letter and resume to apply
* For each project you applied to, fill in the information for that project in the table below
* Place your cover letter and resume in the “Q4Applications” folder of this DocPac. If does not exist, create it.

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| Project | Who did you send the application to? |
| DoggoLake |  |
| Formbar.JS |  |
| Juice Cleans |  |
| OnlyPogs |  |
| Blapperture Mesa |  |
| Code Factory |  |
| Scratch Clone |  |

# Q4 Project Interviews [S]

* Check your school email for applications from Juniors (see their assignment, Q4 Project Applications, above).
* Select at least two applicants and schedule a formal interview with them some time during class. If you have more than two applicants, attempt to interview them all.
* Before the interview, make a list of interview questions that are important to your company.
  + You can find good examples online.
* Create a template that contains each of the questions, and print a copy for each interviewee.
* During the interview, fill out this template with the interviewee’s responses.
  + You may ask more questions than what is on this template, if needed.
* Submit a hard copy of these completed templates in your DocPac.
  + If some of your interviews are scheduled for next week, please contact the instructor as soon as you know for extended time on this assignment.

# 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. |

# DocPac / Reflection

# Q4 Project Applications [J]

# Q4 Project Interviews [S]