***Documentation Packet [ 26 15 03 24 ]Mar 15th 2024***

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| Student Name: |  |
| Goals:  1. Study for CIW Javascript Cert 2. Integrate Juniors into Companies | Events:  1. DocPac Due Friday |
| Included Documentation  1. CIW Self-Test 2. Hiring Process 3. Reflection | Required Documentation:  1. CIW Self-Test 2. Hiring Process 3. Reflection |
| Changes/Notes:  * Company wages have changed | |

# Personal Project Progress

What did you work on with computers and technology over the week(end)? In the box below, write where (specifically) the instructor can find proof of this work or test it.

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# CIW Self-Test

1. Log into CIW uCertify
2. Navigate to **Practice Tests -> Custom Test**
3. To start, type 4 into “Items Selected” for every chapter, then click “Create Custom Test”
4. Choose “Learn” to take the test. Write down each question you get wrong in your Stenographer’s Notebook to study later (instructor will check).
5. When complete, identify the three chapters with the lowest grade and write them below

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Write an actionable plan to improve your scores below:

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# Company Wages and Payouts

1. Each week, the company is paid a set budget, as shown in the table below
2. The company will agree upon the split percentage per member
3. When your work is graded for the week, you will receive a percent of your split equal to the percent of your grade (An 80% B will yield 8 pogs of your 10 pog split, for example)

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| PokePucks | Skillshare | IRLTech | FormbarJS |
| 28 | 28 | 38 | 60 |

# Hiring Process

All juniors must be hired into a company as an intern. Each company must hire two interns. Interns will be responsible for learning existing codebases and completing small Github issues as if they were a Senior.

Juniors:

* Send your cover letter, resume, and link to portfolio via school email to the hiring manager of the companies you want to work for.
* Schedule and attend an interview with the company via email.
* Prepare questions and responses for each interview.
* Negotiate wages and job duties in each interview.
* Print the email chain(s) that include the application, scheduled time, and offer/acceptance. Place the printed email(s) inside of your DocPac before submitting it this week.
* Write which company you were hired by below

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| Hired By: |  |

Seniors:

* Determine negotiable wages, duties, and possible candidates for two interns.
* Have your hiring manager check their school emails and reply to any applications with an offer to schedule an interview or a formal rejection.
* Attend each interview, bringing prepared questions and responses, and take good notes.
* Discuss the candidates with your company, and have your hiring manager send out either rejection or offer emails to each person who attended an interview.
* For each applicant, have the hiring manager print out all of the email correspondence to and from, staple together, and submit with their DocPac.
* (All members) Write who was hired below

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| Hired: |  |
| Hired: |  |

# Reflection

(If you can’t relate your answers to the question, class, or programming, you may use other classes or life circumstances instead. Just give your best answer every time.)

***ANSWER ONE OF THE THREE FOLLOWING PROMPTS***

**What is a major achievement of yours this week?**

**What opportunities will this provide in the immediate/distance future and how will you leverage it? (Please refer to achievements above and beyond your normal responsibilities)**

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**What is one mistake or missed opportunity from this week?**

**What changes can you make to prevent this from happening/being missed in the future?**

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**Looking forward to next week, what is one problem or opportunity that is upcoming?**

**What can you do to mitigate/take advantage of it?**

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# A picture containing text, monitor, screen, clipart Description automatically generatedGrading

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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. Additional rewards are given | * ***If the assignment does not have its own rubric, it will default to the rubric on the left.*** * All assignments start at 10/10 possible points * 1 point is deducted per infraction   + Lateness   + Mistakes   + Unprofessionalism   + Not following instructions * Outstanding submissions, or submissions on assignments not marked in “Required Documentation” can reward pogs |
| 10 | 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. |
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# Personal Project Progress

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| DocPac clearly describes where to find, download and run, or play the working project. |

# Hiring Process

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| Hired by a company/  Hired one intern | [Senior] Hired a second intern |
| All documentation of hire provided | [Senior] All documentation of applications provided |

# [J] CIW Self-Test

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| Chapters Identified | Notebook contains incorrect questions and their answers | Study plan was adequate |

# Reflection

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| Selected an answer for the first question that is unique to you and this week | Developed a specific plan in the second question | Answers were not repeats of previous weeks | Answers were not copies of assigned work this week |