

Assignment Kit #2

Assignment description

Using copies of the Time Recording Log pages, track the time you spend on the four principal activities for this course. These activities are: attend classes, write programs, read the textbook, and do the PSP tasks. Turn in a copy of your time log for the next week. You will be required to turn in a copy of your time log every week from now until the end of the course.

Also read textbook Chapter 4. There will be a quiz on this material in the next lecture. As part of this quiz, you will be asked to complete a Weekly Activity Summary.

Comments on the assignment

The goal of this assignment is to show you how to record your time and provide a convenient way for you to do so. These time data will be used in all the assignments you complete from now to the end of the course. To satisfactorily complete this assignment, you must submit a completed Time Recording Log page like that shown in Table 3.2 of the text. The copy you submit should contain the following information:

- your name,
- the date you do the homework,
- the times you spent this week in each of the four work categories, recorded as described in Chapter 3 of the text.

The time log pages you submit must be neat and legible. There is no need to print or type them.

Keep copies of all the forms and data you submit.

Table 3.3 Time Recording Log Instructions

Purpose	<ul style="list-style-type: none"> - This form is for recording time spent on this course. - Use the pages at the back of the engineering notebook for the Time Recording Log.
General	<ul style="list-style-type: none"> - Record all the time spent on this course. - Record the time in minutes. - Be as accurate as possible.
Header	Enter the following: <ul style="list-style-type: none"> - your name and today's date, - the instructors name and the course name or number. - Make sure your name is on any Time Recording Log copies you turn in with your homework.
Date	Enter the date when the entry is made.
Example	9/14/96
Start	Enter the time when you start working on a task.
Example	9:15
Stop	Enter the time when you stop working on that task.
Example	11:59
Interruption Time	Record any interruption time that was not spent on the task and the reason for the interruption. If you have several interruptions, enter their total time.
Example	5+3+22, break, phone, chat
Delta Time	Enter the clock time you spent working on the task, less the interruption time.
Example	From 9:15 to 11:59, less 30 minutes or 134 minutes.
Activity	Enter the name or other designation of the task or activity being worked on.
Example	Review
Comments	Enter any other pertinent comments that might later remind you of any unusual circumstances regarding this activity.
Example	Quiz prep
C (Completed)	When a task is completed, check this box.
Example	At 7:45 on 9/9, you completed reading one or more chapters, so check this box.
U (Units)	Enter the number of units of work you completed.
Example	From 6:25 to 7:45 on 9/9 you read two chapters, so enter 2.
Important	Record all your time for this course. If you forget to record a time, promptly enter your best estimate. If you forget your Time Recording Log, note the times and copy them in your log as soon as you can.