***Documentation Packet [ 36 16 05 25 ] May 16th 2025***

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| Student Name: |  |
| Goals:  1. Continue Company Projects 2. Complete CIW Training | Events:  1. Keystones 12th and 13th 2. Cap and Gown 12th 3. Senior Walk 15th 4. Senior No School 16th |
| Included Documentation  1. CIW Exam 2. Cash in Pogs 3. Final SCRUM 4. CTE-360 Upload 5. Senior Email Changeover 6. Reflections | Required Documentation:  1. CIW Exam 2. Final SCRUM 3. Reflections |
| Changes/Notes: | |

# CIW Final Prep

On Monday, your instructor will guide you through setting up and taking the CIW Exam.

# Cash In Pogs

If you are going for a gold pog, turn in your silver pogs to the instructor ASAP so they can be printed in time. If you are a senior, decide what you are doing with your pogs before you leave.

# Final Scrum \*\*\* (information has changed)

If you have been hired into a company, follow these steps to complete a scrum meeting:

1. Show up to the SCRUM meeting on time. The time and date will be announced at the beginning of the week. It will always be the first day we have time to conduct the meeting. Variations in school schedule may change this.
   1. Be prepared for the meeting. Bring your charged laptop and writing materials.
2. Be prepared to demonstrate the work you completed the week before on your laptop
3. Before arriving to the meeting, make sure your previous week’s Issue has been updated on the Github Repo.
   1. Issue is marked as closed if finished and ready for testing
   2. Issue has been moved to the correct KanBan column
   3. A well-documented Pull Request has been submitted mentioning the issue
   4. All problems that arose while working on the Issue are well documented on the Issue
4. Be ready to outline the work needed to put your project into storage
   1. Update documentation for future coders.
   2. Close out issues and organize project board
   3. Address considerations for future coders working on the project next year

# CTE-360 Upload

* For each item in the task list in CTE-360, upload a screenshot of the evidence for that task.
* You may use your phone to take photos of DocPacs and projects if needed.
* If the task list item is difficult to provide evidence for, consult the instructor.
* Upload a screenshot or PDF of each of the certifications you’ve earned while in school.

# Senior Email Changeover

Change the email of your [see list below] account so you can continue to log in.

* Github
* Nocti
* Comptia / uCertify / Certification Sites

Back up all of your files and school projects from OneDrive to an external drive or private cloud service. Do not undervalue your projects! You will be surprised how much you value them in the future!

# Reflection

**What were the best things about this school year? What went well? What habits will you keep? What should you bring to your next year of school or employment?**

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**What were the worst things about this school year? What went poorly? What habits do you need to change and what is your plan to do so? What should you address before your next year of school or employment?**

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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. |

# Final Scrum Company:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Issue:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Wrapping up previous week** | | | | |
| Was prepared for the meeting with the proper materials (laptop, notebook, on time) | Was prepared to demonstrate complex work completed on laptop | No preventable delays occurred in the previous week’s work | Issue was completed. Issue, Project, and Pull Request all updated and documented correctly | Problems and delays from the previous week were well documented on the Issue |
| **Preparing for next week** | | | | |
| Was ready to describe work anticipated for the next week, with an Issue created. | Issue was created, assigned, on the Project Board, and clearly outlines the work for the next week | DocPac was filled out with all of the required information properly |  |  |

# CIW Exam

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| **1** | Pass your CIW Exam |  |

# CTE-360 Proof

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| **1** | Proof of all task list items upload |  |
| **2** | Proof of Certification uploaded |  |

# Co-Op Application Results

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| **1** | Submitted Resume, Cover Letter, Supporting Materials |  |
| **2** | Attended Interview |  |

# DocPac and Reflection *DocPac Submission Rules, DP09*

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| **1** | DocPac is turned in on time |  |
| **3** | a. DocPac is neatly folded |  |
| **3** | b. DocPac is not stained or damaged |  |
| **3** | c. No doodles, scribbles, or unnecessary writing |  |
| **4** | d. Answered each question in each prompt fully (no short answers) |  |
| **4** | e. Spelling and handwriting |  |
| **4** | f. No repeated answers from other DocPacs |  |
| **4** | g. Did not paraphrase assigned work |  |
| **6** | You are prepared to justify the use of any AI (you know what it does and why) |  |