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| **Professional Engagement Record Form**  *Make sure you fill out* ***EVERY*** *field with accurate information. Otherwise you will NOT receive a grade for your participation.* | |
| **Your Name** (as listed on your KSU Card) |  |
| **Your KSU ID** (e.g. 000567895) |  |
| **Your NET ID** (e.g. svaezi) |  |
| **The Event Name** (as listed on the Owle Life) |  |
| **The Event Date** (e.g. 10-24-17) |  |
| **The Event Time** (e.g. 5:30 PM to 7 PM) |  |
| **Did you check-in using your KSU card?** (Yes or NO) |  |
| **Summary of the event**: | |
| **Supplemental evidence** (e.g. pictures of your name tag, pictures with other participants or speakers, pictures of the venue, etc.) - *This field is* ***MANDATORY*** *if you did not check-in using your KSU card, otherwise it is optional* | |