***Documentation Packet [ 27 22 03 24 ] Mar 22nd 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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# Company Wages Split

Write the agreed upon split of the weekly wages per company member below:

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| **Name** | **Split** |
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# [S] Weekly Scrum

1. Prepare for the SCRUM meeting on the first day of the week by filling out the first box below. Include specific details about where to find proof of the work you did.
2. Prepare for the SCRUM meeting by anticipating what you will likely work on this week.
3. During the SCRUM meeting, suggest what you should work on, and write down what is decided you will work on below.
4. During the SCRUM meeting, determine and discuss what the obstacles may be that could prevent you from completing the work this week. Then write it down below.

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| What did you complete last week? | Instructor Grade |
| What will you do this week? | Instructor Graded |
| What are the obstacles that are stopping you from completing this task? |  |

# 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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# 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 |