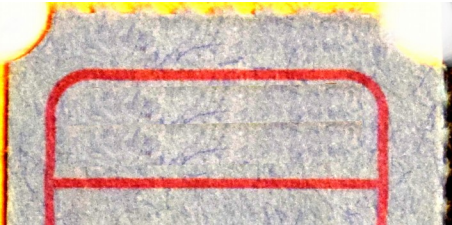
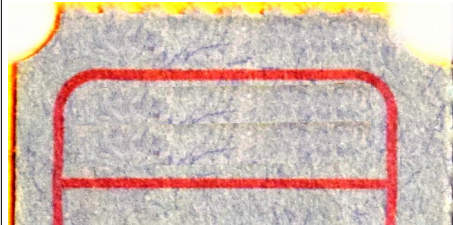


CIT-115: Intro to Info Tech		CCAC West Hills Center	
	Term: Fall 2019	Doc Version: v1.1	
	Declared degree/certificate:		
transfer the ticket number affixed to your official grade proposal card			
Attendance: Using your official attendance log, compute your attendance rate			
$\frac{\text{\# days you attended class}}{\text{total \# of class meetings}} = \text{decimal percent of class attendance}$			
Overall attendance notes (extenuating circumstances, prior conversations, etc.)			
Number of terms into program:			
Number of terms remaining:			

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Checklist Items

Initial each item **ONLY** when done in the "initials" column

#	Initials	Task description
5		Carefully arrive at a fair letter grade for your effort in the class. Write it on a 3x5 card along with a justification for WHY it is a fair grade: include in-class participation, out-of-class work, attendance, and "community contribution".
6	you: peer:	Share your project with a peer in a semi-mock-interview style format: <i>Be formal in your explanation of the project; use technical language; sell the hard work you did as legitimate</i>
8	eric:	Hand this clipboard directly to Eric when items above are complete; Secure your ticket stub ONLY AFTER your name is mapped to your ticket number in his master roster
<i>for instructor use only</i>		
<input type="checkbox"/> Verify ticket number on this sheet matches grade card <input type="checkbox"/> Process grade proposal card, log grade in secure gradebook <input type="checkbox"/> Record the grade card ticket number on roster; give stub to student <input type="checkbox"/> Record grade in published gradebook		

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