Individual Task-Process-Report

Name: _____

Course: _____   Date: _____

Task Report Details   Project: _____   Group Names _____ .

Hands-on activities related to your course and your interest; give you ownership of your work, make learning fun, meaningful, and the opportunity to broaden your skills, knowledge, and values. In order to formalize this process, this SPICE-task-report sheet is used to help you track your progress, learning, and shared with your instructor. Students must complete this page weekly **in pen**!

Create and construct - a general summary of what your major steps were, taken this week[1]:

_____

_____

_____

Evaluation - specific feedback of NEW skills, knowledge and values, i.e. learning and project status update:

_____

_____

_____

_____

Detailed Daily Task Mark-Breakdown Table:

* Tasks neatly filled in line 1, point form, to the point, and specific details to your individual work done (not your partners).

Date: *Example:* **Monday** Sept 04	Daily Point rating	**Specific Student Daily Task Details*:** Must be filled in and initialed by the teacher every 2 days at the end of the period. **NOTE:** Failure to get signed will result in 1 mark loss for each missed day!	Task verified	Over-time (in min.)	Over-time * verified	Mark assigned
Monday				min.		
				/5 =		
Tuesday				min.		
				/5 =		
Wednesday				min.		
				/5 =		
Thursday				min.		
				/5 =		
Friday				min.		
				/5 =		

* Overtime description filled in on line 2, time in min. /5, and calculated by student, then initialed/verified by teacher same day!

General Overall Completed Task Mark Table: Peer marked by: _____

Breakdown with quick explanations of each:	Self Eval.	Peer Eval.	Teacher Eval.
Group Work: *How well did you work/co-operate with your group partner(s), were your workloads shared equally?*	/2	/2	/2
Design Process: *Did you review info & steps – planning, use resources, progress, etc. with C & E filled in above?*	/4	/4	/4
Process/Product: *How well did you work this week, did you accomplish a lot, and are you on track?*	/4	/4	/4
Total Mark: *Used to apply to each individual day mark in the above table, dependant on the current daily point rating.*	**/10**	**/10**	**/10**

*Review info and instructions, take the initiative, max effort, participate & being a team player will **max your Marks** & learning!

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[1] **C**reate, and **E**valuation are filled in at the end of the week, after you have finished your project tasks for the week.