

## STUDENT GRADE TRACKING SHEET

Name of Student \_\_\_\_\_

Course \_\_\_\_\_

Homework 1

2

3

Quiz A

B

C

Mid Term Exam

Final Exam

Interview of manager

Group Role Play

Group Documentation

Bonus

## MEETING AGENDA

[illegible][illegible]

**Results Desired**

[illegible]

SCHEDULED

ACTUAL

MEETING COST

**Start**

**Stop**

Total Hrs

**Start**

**Stop**

Total Hrs

### Persons Attending

✓	Value Per Hr	Total
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1

2

3

4

5

6

7

8

9

### Items To Be Discussed

(Sequence) → ✓

1

2

3

4

5

8

7

8

9

**Material Needed (Number each item)**

Person Responsible

1.

## GROUP PRESENTATION GUIDELINES

Case Study []

Time allocation = 15 minutes

Name of Group \_\_\_\_\_

Number in Group \_\_\_\_\_

Date of Presentation \_\_\_\_\_

Evaluation Factors

Highest score possible is 100 points: 10 = high 1 = low

Keep within the time guidelines

Use a creative approach

all group members participated

key "learning" points established

use of visuals

use of props

Group members appear to know data (group  
members did not read to the audience)

Group demonstrated team work

Group members prepared (rehearsal is evident)

Communication method is effective

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SUPPORTING DOCUMENTS SUBMITTED TO DR. SETTLES BY DUE DATE