

1st SEMESTER COMPANY EVALUATION CHECKLIST

To Be Scored:	Due Assignments:			Points:	Table 0				Table 1				Table 2				Table 3				Table 4							
	1st 6Wks	2nd 6Wks	3rd 6Wks		1st	Pres	2nd	Pres	3rd	Pres	1st	Pres	2nd	Pres	3rd	Pres	1st	Pres	2nd	Pres	3rd	Pres	1st	Pres	2nd	Pres	3rd	Pres
Logo Page	1	1	1	5																								
Company Photo(s)	1	2	4	5																								
Order Form & Link	1	1	1	5																								
Contract & Link	1	1	1	5																								
Project Pics & Link	1	2	4	5																								
Brochure	1	1	1	5																								
Jeopardy w/Pics	ALL	ALL	ALL	5																								
Keyterms	10	20	40	5																								
Articles & Links	1	2	4	5																								
Chapter Report	1	2	4	5																								
Video Report	1	2	4	5																								
Stock Invest & Link	10	20	40	5																								
Projects	1	2	4	5																								
S-Safety C-Chapter O-Other	12 + 1 + 1	12 + 2 + 2	12 + 4 + 4	5																								
Grade Report	ALL	ALL	ALL	5																								
Company Summary	ALL	ALL	ALL	5																								
Worklog(s)	ALL	ALL	ALL	5																								
Notebook(s)	ALL	ALL	ALL	5																								
Lab Safety / Manual	ALL	ALL	ALL	5																								
Saved Files & Link	ALL	ALL	ALL	5																								
Class Evaluation Averages:				100																								
Class Rank:																												
Overall Averages:																												
Main File Presentations:																												

Date Entered:

DUE FOR MIDTERM & END OF 6 WEEKS PRESENTATIONS!

SPECIAL NOTES: Remember Hyperlinks, Saving to Network O: & Local Drive Drives, as well as Projects, Summary, Evaluations, Brochures, etc.
Use the End-of-6-Weeks Competition to assist in Evaluation of these scores.
SELF= Company Self Evaluation (Internal Audit)
MAIN= Company Main File Presentation Evaluation (External Audit)
LINK=Functioning Hyperlinks to Assigned Work.

2nd SEMESTER COMPANY EVALUATION CHECKLIST

To Be Scored:	Due Assignments:			Points:	Table 0				Table 1				Table 2				Table 3				Table 4								
	4th 6Wks	5th 6Wks	6th 6Wks		4th	Pres	5th	Pres	6th	Pres	4th	Pres	5th	Pres	6th	Pres	4th	Pres	5th	Pres	6th	Pres	4th	Pres	5th	Pres	6th	Pres	
Logo Page	1	1	1	5																									
Company Photo(s)	1	2	4	5																									
Order Form & Link	1	1	1	5																									
Contract & Link	1	1	1	5																									
Project Pics & Link	1	2	4	5																									
Brochure	1	1	1	5																									
Jeopardy w/Pics	ALL	ALL	ALL	5																									
Keyterms	10	20	40	5																									
Articles & Links	1	2	4	5																									
Chapter Report	1	2	4	5																									
Video Report	1	2	4	5																									
Stock Invest & Link	10	20	40	5																									
Projects	1	2	4	5																									
S-Safety C-Chapter O-Other	12 + 1 + 1	12 + 2 + 2	12 + 4 + 4	5																									
Grade Report	ALL	ALL	ALL	5																									
Company Summary	ALL	ALL	ALL	5																									
Worklog(s)	ALL	ALL	ALL	5																									
Notebook(s)	ALL	ALL	ALL	5																									
Lab Safety / Manual	ALL	ALL	ALL	5																									
Saved Files & Link	ALL	ALL	ALL	5																									
Class Evaluation Averages:				100																									
Class Rank:																													
Overall Averages:																													
Main File Presentations:																													

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**Final Presentations: -Include ALL Work! -Company Work -Module Work -Project Work
-Company Wrap-Up -Voice Over -Final Thoughts
Don't Forget... Back Up ALL Work! USB Drive & O:Drive**

COMPANY NAME:
TABLE#:

1st SEMESTER COMPANY EVALUATION CHECKLIST

To Be Scored:		Due Assignments:			Points:	Table 0				Table 1				Table 2				Table 3				Table 4							
		1st 6Wks	2nd 6Wks	3rd 6Wks		1st	Pres	2nd	Pres	3rd	Pres	1st	Pres	2nd	Pres	3rd	Pres	1st	Pres	2nd	Pres	3rd	Pres	1st	Pres	2nd	Pres	3rd	Pres
Logo Page	1	1	1	5																									
Company Photo(s)	1	2	4	5																									
Order Form & Link	1	1	1	5																									
Contract & Link	1	1	1	5																									
Project Pics & Link	1	2	4	5																									
Brochure	1	1	1	5																									
Jeopardy w/Pics	ALL	ALL	ALL	5																									
Keyterms	10	20	40	5																									
Articles & Links	1	2	4	5																									
Chapter Report	1	2	4	5																									
Video Report	1	2	4	5																									
Stock Invest & Link	10	20	40	5																									
Projects	1	2	4	5																									
S-Safety C-Chapter O-Other	12 + 1 + 1	12 + 2 + 2	12 + 4 + 4	5																									
Grade Report	ALL	ALL	ALL	5																									
Company Summary	ALL	ALL	ALL	5																									
Worklog(s)	ALL	ALL	ALL	5																									
Notebook(s)	ALL	ALL	ALL	5																									
Lab Safety / Manual	ALL	ALL	ALL	5																									
Saved Files & Link	ALL	ALL	ALL	5																									
Class Evaluation Averages: 100																													
Class Rank:																													
Overall Averages:																													
Main File Presentations:																													

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2nd SEMESTER COMPANY EVALUATION CHECKLIST

To Be Scored:		Due Assignments:			Points:	Table 0				Table 1				Table 2				Table 3				Table 4							
		4th 6Wks	5th 6Wks	6th 6Wks		4th	Pres	5th	Pres	6th	Pres	4th	Pres	5th	Pres	6th	Pres	4th	Pres	5th	Pres	6th	Pres	4th	Pres	5th	Pres	6th	Pres
Logo Page	1	1	1	5																									
Company Photo(s)	6	8	10	5																									
Order Form & Link	1	1	1	5																									
Contract & Link	1	1	1	5																									
Project Pics & Link	6	8	10	5																									
Brochure	1	1	1	5																									
Jeopardy w/Pics	ALL	ALL	ALL	5																									
Keyterms	60	80	100	5																									
Articles & Links	6	8	10	5																									
Chapter Report	6	8	10	5																									
Video Report	6	8	10	5																									
Stock Invest & Link	60	80	100	5																									
Projects	6	8	10	5																									
S-Safety C-Chapter O-Other	12 + 6 + 6	12 + 8 + 8	12 + 10 + 10	5																									
Grade Report	ALL	ALL	ALL	5																									
Company Summary	ALL	ALL	ALL	5																									
Worklog(s)	ALL	ALL	ALL	5																									
Notebook(s)	ALL	ALL	ALL	5																									
Lab Safety / Manual	ALL	ALL	ALL	5																									
Saved Files & Link	ALL	ALL	ALL	5																									
Class Evaluation Averages: 100																													
Class Rank:																													
Overall Averages:																													
Main File Presentations:																													

Date Entered:

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Final Presentations: -Include ALL Work! -Company Work -Module Work -Project Work
-Company Wrap-Up -Voice Over -Final Thoughts
Don't Forget... Back Up ALL Work! USB Drive & O:Drive

6-Weeks COMPANY COMPETITION CHECKLIST

			Table 0	Table 1	Table 2	Table 3	Table 4
<i>To Be Scored:</i>	<i>Due:</i>	<i>Points:</i>	<i>Self Eval</i>	<i>Self Eval</i>	<i>Self Eval</i>	<i>Self Eval</i>	<i>Self Eval</i>
Employees Seated ON-TIME & Ready for Class...	ALL	10					
Employees Respectful, & Knowledgeable of Company Issues...	ALL	10					
Notebooks OPEN & NEAT, Papers in PROPER ORDER...	ALL	10					
Worklogs & Worksheets Completed & UP-TO-DATE...	ALL	10					
Table, Module, Work Areas Neat, Clean, & Orderly...	ALL	10					
Company Keyterms Completed & Accurate...	ALL	10					
Company Logo, Motto, & Graphic Design Up-To-Date...	ALL	10					
Company Contract Completed & Up-To-Date...	ALL	5					
Company Manual Signed & Reports Available...	ALL	5					
Lab Safety Complete & Initialed, Work Area Safe...	ALL	10					
Company Projects IN-PROCESS & Learning is Evident...	ALL	10					
- 1 Point for ANY Quizlabs NOT COMPLETED...	ALL						
<i>Class Evaluation Averages: 100</i>			0	0	0	0	0
<i>Class Rank:</i>							
<i>Overall Averages:</i>			100	100	100	100	100
<i>Main File Presentations:</i>							
<i>Date Entered:</i>							

Final Presentations:

- Include ALL Work!
- Company Work
- Module Work
- Project Work
- Company Wrap-Up
- Voice Over
- Final Thoughts

Back Up ALL Work!

- USB Drive
- O: Drive

SPECIAL NOTES: Remember Hyperlinks, Saving to Network O: & Local Drive Drives, as well as Projects, Summary, Evaluations, Brochures, etc.
 Use the End-of-6-Weeks Competition to assist in Evaluation of these scores.
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LINK=Functioning Hyperlinks to Assigned Work.

6-Weeks COMPANY COMPETITION CHECKLIST

			Table 0	Table 1	Table 2	Table 3	Table 4
<i>To Be Scored:</i>	<i>Due:</i>	<i>Points:</i>	<i>Self Eval</i>	<i>Self Eval</i>	<i>Self Eval</i>	<i>Self Eval</i>	<i>Self Eval</i>
Employees Seated ON-TIME & Ready for Class...	ALL	10					
Employees Respectful, & Knowledgeable of Company Issues...	ALL	10					
Notebooks OPEN & NEAT, Papers in PROPER ORDER...	ALL	10					
Worklogs & Worksheets Completed & UP-TO-DATE...	ALL	10					
Table, Module, Work Areas Neat, Clean, & Orderly...	ALL	10					
Company Keyterms Completed & Accurate...	ALL	10					
Company Logo, Motto, & Graphic Design Up-To-Date...	ALL	10					
Company Contract Completed & Up-To-Date...	ALL	5					
Company Manual Signed & Reports Available...	ALL	5					
Lab Safety Complete & Initialed, Work Area Safe...	ALL	10					
Company Projects IN-PROCESS & Learning is Evident...	ALL	10					
- 1 Point for ANY Quizlabs NOT COMPLETED...	ALL						
Class Evaluation Averages: 100			0	0	0	0	0
Class Rank:							
Overall Averages:			100	100	100	100	100
Main File Presentations:							
Date Entered:							

Final Presentations:

- Include ALL Work!
- Company Work
- Module Work
- Project Work
- Company Wrap-Up
- Voice Over
- Final Thoughts

Back Up ALL Work!

- USB Drive
- O: Drive

SPECIAL NOTES: Remember Hyperlinks, Saving to Network O: & Local Drive Drives, as well as Projects, Summary, Evaluations, Brochures, etc.
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6-Weeks LAB ASSISTANT DAILY CHECKLIST

To Be Scored:	Due:	Points:	Table 0					Table 1					Table 2					Table 3					Table 4				
			<i>Lab Assistant Evaluation</i>					<i>Lab Assistant Evaluation</i>					<i>Lab Assistant Evaluation</i>					<i>Lab Assistant Evaluation</i>					<i>Lab Assistant Evaluation</i>				
			Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri	Mon	Tue	Wed	Thu	Fri
Verify that ALL Students are seated ontime & ready for class...	ALL	5																									
ALL Notebooks Issued at Beginning of class, Collected at the End of class...	ALL	10																									
Verify that ALL Worklogs are current and up-to-date...	ALL	10																									
Verify that Notebooks are OPEN & NEAT, Papers in PROPER ORDER...	ALL	10																									
Table, Module, Work Areas Neat, Clean, & Orderly...	ALL	5																									
Assist Company when help is required...	ALL	15																									
Verify the Pencils, Markers, & Books are stored properly...	ALL	5																									
Company Logo, Motto, & Graphic Design Up-To-Date & Posted...	ALL	10																									
Company Contract / Order Form Completed & Up-To-Date...	ALL	5																									
Company Manual Signed & Reports Available...	ALL	5																									
Lab Safety Complete & Initialed, Work Area Safe...	ALL	10																									
Company Projects IN-PROCESS & Learning is Evident...	ALL	10																									
- 1 Point for ANY Quizlabs NOT COMPLETED...	ALL																										
Class Evaluation Averages: 100			Initial Above When Checked																								
Class Rank:																											
Overall Averages:			100					100					100					100					100				
Main File Presentations:																											

Date Entered:

LAB ASSISTANTS:

Place your initials by the areas completed daily. ALL areas should be evaluated routinely for EACH table.

+ Good Job - Needs Improvement

**Lab Assistants:
Take this work seriously... Your
Class Grades are based on your ability to
Follow-up on this work.**