



Individual Task-Process-Report

Name: _____

Course: _____

Date: _____

Task Report Details Group Project: _____.

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

Create and construct a general summary of what your major steps taken this week¹:

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, in point form, to the point, and specific details to your individual work done (not your partners).

Date: <i>Example:</i> 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, & 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: Has the Wiki been updated – adding resources, planning, progress, etc. 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

*Remember to keep your online Wiki updated throughout the week with additional resources, updates to planning and progress.

¹ Create, and Evaluation are filled in at the end of the week, after you have updated your Wiki resources, planning, and progress.