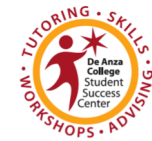


# Adjunct Study Skills (SKIL 232 & 233): Group Attendance Roster



**SI Name:**

**Quarter:**

**Year:**

**Group Session Day:**

**Course:**

**Group Session Time** (ex. 9:30 a.m. – 10:20 a.m.):

**Instructor Name:**

## ATTENDANCE

Last Name (in alphabetical order)	First Name	SESSION 1		SESSION 2		SESSION 3		SESSION 4		SESSION 5	
		DATE: Initial In	Initial Out	DATE: Initial In	Initial Out	DATE: Initial In	Initial Out	DATE: Initial In	Initial Out	DATE: Initial In	Initial Out
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

## ATTENDANCE continued

Last Name (in alphabetical order)	First Name	SESSION 6		SESSION 7		SESSION 8		SESSION 9		Total # Groups Attended	Pro- Points 1 = Yes
		DATE: Initial In	Initial Out	DATE: Initial In	Initial Out	DATE: Initial In	Initial Out	DATE: Initial In	Initial Out		
1.											
2.											
3.											
4.											
5.											
6.											
7.											
8.											
9.											
10.											

Make ups: \_\_\_\_\_

## Adjunct Study Skills (SKIL 232 & 233): Group Attendance Roster



### Supplemental Instructor:

*Please complete the following information before submitting your final Group Attendance Roster*

The students in this group meet on \_\_\_\_\_ (day of the week) . They log-in with their initials at \_\_\_\_\_ a.m./p.m., and they log out with their initials at \_\_\_\_\_ a.m./p.m. Each session lasts 50 minutes.

### How to Use this Form to Document Attendance:

- Make sure students **sign in** with their initials at the start of the session and **sign out** with their initials at the end of a session. This will require extra time during the group study sessions, so please plan your session with this extra time in mind.
- If a student from a session with a different S.I. shows up to your group, write in his/her name and date in the bottom row to document the make-up session. Also note the name of the S.I. This student will need to sign in and sign out.
- At least **60 points from** group sessions (10 points each, 70 possible) are required for a Pass grade.
- Extra credit (10 points) available for completing 8<sup>th</sup> group session.
- Students who arrive more than 15 minutes after the start of the session should not be given credit. Remind late students to arrive on time (and attend the Time Management workshop for lab credit!)