



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

SI Name:

Group Session Day:

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

Quarter:

Year:

Course:

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: \_\_\_\_\_



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### 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.
- A student may **only make-up one missed group** by attending a second session in a week with you or another S.I., or a student may *cash in 60 ProPoints for one hour of credit*.
- 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.
- **Seven** group sessions **are required** towards a Pass grade.
- Students cannot complete an extra lab to make up for a missed group session.
- A student who arrives 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.