

	Attempts	Completions		Visits	Signatures	
Problems						Office Hours

1. WEEKLY LOG – RECORD ALL INTERVALS OF AEM WORK OUTSIDE OF CLASS.

Date	Tasks	Time Spent

2. QUESTIONS – LIST OF QUESTIONS ABOUT YOUR WORK. DIRECT GRADER TO YOUR WORK; POST-ITS ARE NICE.

3. NOTES – LIST ANYTHING YOU MAY WANT TO QUICKLY REFERENCE IN THE FUTURE.

4. COMMENTS – ANYTHING ELSE YOU THINK OF ALONG THE WAY.