

February 13, 2017 Banking Homework Check list

1. Make sure your English and Chinese name student number and the page number where you found the answer are under each question you answered.
2. Spell and grammar check
3. Make sure you have a friend take a photo of you holding a piece of paper with your English Name, Family name and Student Number large enough that everyone can read.
4. Make sure a partner's name and student ID is also included as a "Checked by" with the time and date after your name. The other team member must understand the question and your answer. Translate the question and answer in your book if necessary.
5. Check your team member's questions, answers and paper format.
6. Send both documents to your team leader with your names and Chapter assignment in the file name.
7. Team Leader. Before you check each team members' work, make sure you understand and if necessary translate each question in the Review and Discussion questions.
8. Team Leader: Add a statement at the top of your team report. "This Team Report was check by Team Leader, your name, ID and Chinese name on the time and date." Do not complete any work missing by a team member. State that team member name and number was not able to complete the task by the assigned due date.
9. Team Leader: check the team photo to make sure everyone is smiling, the photo is not taken into the window and no one is playing with their smart phone in the photo. Extra credit for a face to face team meeting. List the time and date and location of the meeting under your team photo.
10. Team Leader: Make sure the File name includes your Team name and the Chapter when you send your file to the Team President.
11. Team leader: Set back the due date for your team members to submit the work to 24 hours before the class President must submit the class report to Professor Dave Jaye.
12. Team Leader: print one hard copy (paper copy) of the team's homework for each student. Each student brings and uses the homework to each class.
13. Class President and Vice President will divide the team reports and review the team reports before the Class President sends the class reports to Professor Dave Jaye. You should have 24 hours to review the team work before you submit the class team work to Professor Dave Jaye. The body of the email shall include a statement, "President Name and number inspected Teams 1-5 and Vice President Name and number inspected Teams 6-10 on (date and time).
14. Team Leader: Bring the Chapter Homework and typed assignments to class on a flash drive in case the internet is not working at Professor Dave Jaye's Dorm.

Quality can mean the difference between Excellence and Disaster.

"Quality is not an act, but a habit" Aristotle.