|  |  |
| --- | --- |
| Portfolio Activity |  |
| Team Names |  |
| Goal  What exactly are we trying to achieve?  What does success look like?  SMART Goals |  |
| Method  What is to be produced?  How are we going to achieve our goal? |  |
| Metric  What goals have been met?  How do we know they have been met?  What still needs to be done? |  |
| Signed  Date  Student Number |  |
| Signed  Date  Student Number |  |

|  |  |
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|  | **ASSESSMENT COVER SHEET**  Information Technology & Library Studies |
| **All fields must be completed** | |
| Student Name |  |
| Student Number |  |
| Student Email |  |
| Lecturer Name |  |
| Course Code |  |
| Course Title |  |
| Unit Code |  |
| Unit Title |  |
| Assessment Title |  |
| **Student Declaration:**  I declare that no part of this assessment/assignment has been copied from any other person's work, except where due acknowledgment is made in the text, and no part of this assessment/assignment has been written for me by any other person except where such collaboration has been authorised by the assessor concerned.  **Disclaimer**  Charles Darwin University is collecting the information on this form for assessment/assignment purposes. Only authorised departmental officers have access to this information. If required for audit purposes, your details may be forwarded to officers from the relevant Industry Training Advisory Board or other technical experts/advisors. If you are an apprentice/trainee, your personal information, attendance details, progress and results will be disclosed to your employer. If you are under the age of 18 years your personal information, attendance details and results may be disclosed to your parent/guardian. Your personal information will not be disclosed to any other third party without your consent, unless authorised or required by law.  \*By submitting electronically you agree to the above statements | |
| **DATE:** | **NAME:** |