

The goal of contribution logs is to keep track of all of your **efforts and accomplishments**. At the end of the semester I will assign a grade for the group project and a grade for your individual contributions to the project. Usually, some group members do significantly more work than others and get a higher grade (since A is the highest grade, this means that the other members get less than an A). Sometimes some group members don't do their share and get a lower grade (this will be an F for group members that don't contribute anything). In the best situation, everyone contributes extraordinarily to the project and everyone in the group gets an A for their individual contributions.

It is important to document your contributions along the way. At the end of the semester it is hard to remember all the things you have done during. Often the student with the best memory sounds like he/she has done more. It can even be hard to remember what you have done over the past two weeks. I recommend writing down everything you do when you do it so you can put it in your next contribution log.

Your grade will be based on both concrete products (papers, code, design, diagrams, etc) and less tangible accomplishments (mentoring, planning, leading, learning, researching, etc). Be sure to include both types of accomplishments in your contribution logs.

If a task takes a particularly long time, it can be helpful to include the hours you spend doing it. However, I don't just want to know what hours you work. A contribution log that states, "I worked 15 hours this week" is not very helpful.

Contribution logs should usually be one page or less. However, if you feel you need more space you may turn in a longer log.

Use a 12 point roman font with single spacing. Use one inch margins on all four sides. Leave a blank line between paragraphs. **Include a header like the one on this page: include the same information (title, log number, date, name) and use the same formatting.**

Your report may include figures, diagrams, bulleted lists, and anything else you think is necessary. Whatever conveys your contributions.

Take the contribution logs seriously, your grade depends on them.