"FOLDER SETUP"
FIRST WEEK ASSIGNMENT
ALL OF KLEE CLASSES – 2024/2025

ASSIGNMENT: TOTAL POINTS = (100-PTS)

STEPS:

- ✓ **YOU WILL CREATE YOUR FOLDER – DECORATE WITH A REFLECTION OF YOURSELF, MARKERS, COLORED PENCILS, PRINTED PICTURES.**

- ✓ **PUT YOUR NAME ON THE FRONT, WRITE: KLEE – 1ST HOUR, PERSONAL FINANCE/COMPUTER ESSENTIALS/ ETC / SEPTEMBER 2024 ON THE TOP OF THE FOLDER SO THAT I KNOW WHAT HOUR YOU ARE IN…CHANGE FOR 2ND & 3RD, 4th, 5th, 6th.**

- ✓ **ON THE INSIDE COVER PUT YOUR CONTACT INFORMATION; EMAIL, HOME PHONE, CELL ALSO, INCLUDE WHO WILL ANSWER WHEN I CALL.**

- ✓ **ABOVE YOUR CONTACT INFO ON THE INSIDE FLAP, WRITE-(10) THINGS ABOUT YOURSELF THAT I WOULDN'T KNOW IF YOU DIDN'T TELL ME. IE: TALK ABOUT ME, SHOW POWERPOINT.**

- ✓ **OPEN TO THE FIRST PLAIN SHEET OF WHITE PAPER AND LIST 5-GOALS THAT YOU WANT TO ACCOMPLISH/COMPLETE THIS SEMESTER/YEAR BEFORE WE ARE OUT OF HERE IN JAN/JUNE, AND SHARE HOW IMPORTANT THEY ARE TO YOU.**

- ✓ **LAST, HAND WRITE A ONE PAGE MINIMUM, NO MORE THAN 3 OF WHAT "I KNOW ABOUT THE ACTIVITIES THAT THIS CLASS WILL COVER…BUSINESS MATH/PERSONAL FINANCE, COMPUTERS / CAREERS AND HOW I WILL USE THEM ON A DAILY BASIS IN THE CLASS AND OUT."**