

**CE104 CIVIL ENGINEERING PROJECTS
FALL 2008**

How to make up an assignment using a leniency ticket.

1. If you have missed a lecture you can use one of the leniency tickets provided at the beginning of the semester to make up the deficiency.
2. You have two weeks (more or less) to make up a missed class using a leniency ticket. Find an interesting lecture on campus (ASCE, TSA, AGC, etc. have regular speaker meetings that would qualify), attend the lecture.
3. Within one week of the speaker meeting, submit a report on the talk. Include in the report the following information:
 - a. who was speaking
 - b. when was the talk
 - c. where was it held
 - d. what was the title
 - e. what was the talk about
 - f. what were at least three main points from the talk
 - g. be sure to include good grammar and paper format and keep your write up to one page, double spaced.
 - h. turn in your report in-class or in the folder outside 375 Town Engineering Building with the leniency ticket attached to the report.