



Project Timeline Template

Consider the General Trajectory of Your Project:

*While we know that you will not be able to project all the details of your internship, the timeline is very much helpful to mapping the course of a 10-week project. Consider the arc of the project's beginning, middle and conclusion with your supervisor (and faculty mentor, if applicable), with specific milestone notes on the left, addressing social justice questions on the right. While the timeline should be used as a guide for you throughout your project, we understand that duties and supervisor expectations are fluid and subject to change over the course of the project.

WEEK		Questions to ask yourself that address privilege:
Week 1	Introductory project goals:	<i>- How can I learn more about the organization?</i> <i>- How do I start my project and get acclimated to the life of my organization?</i>
Week 2	Expand on the work you began the previous week:	<i>- What is the preliminary contribution I'm making through this work?</i> <i>- How can I adjust my project to better assist the organization and community members with whom I'm working?</i>

Week 3	Introduce new tasks and projects into the mix:	<ul style="list-style-type: none"> - <i>How effectively am I using my time at the internship?</i> - <i>Do I feel like I'm doing enough to have a significant contribution to my community in the time I'm given?</i>
Week 4	Reflect on your work and how you can improve your personal goals as a McCormick intern:	<ul style="list-style-type: none"> - <i>How am I doing as an intern? Am I doing the job I proposed?</i> - <i>Am I utilizing an ABCD approach?</i>
Week 5	Meet with your site supervisor to discuss work accomplished	<ul style="list-style-type: none"> - <i>How are my concepts of social justice being expanded?</i> - <i>Do I know what privilege is?</i>

	so far in the quarter. Set goals for the rest of the quarter:	<ul style="list-style-type: none"> - <i>Do I really know what social justice is?</i> - <i>How am I putting these concepts into practice in my personal and professional lives?</i>
Week 6	Take the feedback you've gotten from internship reflections, your personal reflections, and supervisor meetings to create meaningful change on a personal level:	<ul style="list-style-type: none"> - <i>How does the growth I'm seeing in myself benefit my community?</i> - <i>What can I do with the time I have left?</i>

Week 7	<p>Begin your end-of-the-quarter reflection and paperwork. Reflect on the materials presented in the monthly internship check-ins. Ask yourself what you are gaining from these sessions:</p>	<ul style="list-style-type: none"> - <i>How are my concepts of social justice being expanded?</i> - <i>Do I know what privilege is?</i> - <i>Do I really know what social justice is?</i> - <i>How am I putting these concepts into practice in my personal and professional lives?</i>
Week 8	<p>Begin any final additions you are making to your project and re-assess your project goals that you outlined at the beginning of the quarter:</p>	<ul style="list-style-type: none"> - <i>How do you feel like you are meeting your goals?</i> - <i>Were the goals you set out for yourself at the beginning of the quarter meaningful?</i>
Week 9	<p>Bring together the various threads that you are working on and start to wrap up your work for the quarter.</p>	<ul style="list-style-type: none"> - <i>Looking back on the quarter how is your community different or how has it changed because of my work?</i>

Week 10	Finalize your work for the quarter (What do you project your final product for the internship to be?):	<p><i>- What is next for you or the project?</i></p> <p><i>- How can you continue to be engaged in social justice work inside or outside of the confines of the internship?</i></p>
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