Service-Learning Project Timeline

Name: Tanumia Lualemaga

Semester: Spring 2022

Organization: CSU Shiley Haynes Institute for Palliative Care

	Task/Step	Dates + Specific Times	Estimated Amount of Time	Description of Task
1	Research the organization chosen for project	1/22/22 10:30am 11:00am	30 minutes	See what the organization I chose does, what specific groups they work with, and the resources and support they provide to these groups.
2	Decide which age groups I will be working with and what topics I want my project to be about	1/27/22 10:30am-11:00am	30 minutes	Pick the specific age group I want to make my project for – see what topics I want to include in my worksheets and for my infographic. Turn in summary of SLP to professor.
3	Register SLP in database	2/2/22 1:00-1:15pm	15 minutes	Officially register SLP in online database following a tutorial shown to us during zoom class lecture.
4	Email SLP Site Director/Mentor with an updated resume	2/4/22 10:30am-11:00am	30 minutes	Introduce myself to site mentor, informing them of my interests in their organization and my resume showing my experience that can help me contribute through my SLP.
5	Create Service-Learning Project organization timeline	2/10/22 10:15-11:00am	45 minutes	Create a timeline to plan out and organize the workload for my SLP. Specify dates, times, goals, and specific descriptions for each task necessary to finish my project.
6	Research for articles and journals #1	2/14/22 10:00am 11:00am	1 hour	Using CSUSM university library: Research information/Find articles on 7-year-olds and how they understand death and ways they react to death / helpful information on helping 7-year-olds with grieving. Take notes and save articles that will help me with the worksheets.
7	Research for articles and journals #2	2/21/22 10:00am 11:00am	1 hour	Using CSUSM university library: Research information about social and emotional development in 7-year-olds and ways adults can support children during this age in their life. Take notes and save articles that may be helpful for infographic.

8	Write Service-Learning Reflection #1	2/24/22 12:00-12:30	30 minutes	Answer questions from assignment to reflect and dive into the importance of SLP and what I hope to learn/achieve through these next weeks.
9	Check out Canva and familiarize myself with the website	2/25/22 10:30-11:00a.m	30 minutes	Canva will be the website to create my worksheets and infographics so I will spend time familiarizing myself with all the features it has and how to create both activities.
10	Research and pick final articles/journals	2/28/22 10:00-11:00am	1 hour	Sort through previously found articles/look for more. Pick which articles will help with each worksheet and the infographic.
11	Begin worksheets and infographic on Canva	3/7/22 10:00-11:00am	1 hour	Start to plan out and create the worksheets and infographic on Canva. Pick the topics and activities that will be included in both worksheets (or more). Also decide the layout the infographic will have and how to present the information.
12	Continue to work on worksheets and infographic on Canva	3/14/22 10:00-11:00am	1 hour	Continue to make the worksheets and infographic. I should have a detailed outline at this point so that I would just need to continue to perfect it and add more information.
13	Continue to work on worksheets and infographic on Canva	3/21/22 10:00-11:00am	1 hour	Continue to add information, edit, and perfect worksheets and infographics. Include extra worksheets if necessary
14	Organize and plan final organization of worksheets and infographic	3/28/22 10:00am-11:00am	1 hour	Review worksheets and infographics. Make sure they have proper and adequate information. Make sure they make sense and flow and are easily understandable to the target audience. Edit as needed
15	Final touches on worksheets and infographics	4/4/22 10:00-11:00am	1 hour	Correct any mistakes and touch up the worksheets and infographics. Should be almost fully complete at this point
16	Final review/ready to submit worksheets and infographics.	4/17/22 10:00-11:00am	1 hour	Finalize worksheets and infographics. Proofread both, make sure everything is correct and in proper format. Submit by deadline on 4/20/2022.
17	Submit project and Send a Thank You Letter to SL Mentor/Submit Digital Timesheet	4/20/22 10:30-11:00am	30 minutes	Turn in SLP, log in hours of completion and send a thank you note to the Service-Learning Mentor(s).

Total Hours to Complete Service-Learning Project: 13 hours

Weekly Average Time Dedicated to Service-Learning Project: 1-1.5 hours