

WR325 Writing Department Curriculum Infographic Client Project Checklist

1. Familiarize yourselves with the writing department curriculum by reading these online resources:
 - About: <http://www.loyola.edu/academics/writing/about>
 - Curriculum: <http://www.loyola.edu/academics/writing/curriculum>
 - Learning aims:
<http://www.loyola.edu/academics/writing/curriculum/learning-aims>
 - Student opportunities:
<http://www.loyola.edu/academics/writing/student-opportunities>
 - Events: <http://www.loyola.edu/academics/writing/events>
 - Faculty: <http://www.loyola.edu/academics/writing/faculty>
 - Careers (university page): <http://www.loyola.edu/department/career-center/students/majors/writing>

by 1/27 ____
2. Your first team meeting should be scheduled by 1/27, and you should have your plan for gathering data completed by our weekly meeting on 2/3 ____
3. You should *begin* scheduling your student, staff, and faculty interviews by 2/6 ____
4. Schedule your out-of-class meeting with by 2/13 ____
5. Complete and submit your group memo on 2/20 ____
6. Submit first reflection on 2/27 ____
7. Submit second reflection on 3/22 ____
8. Bring your first draft of Project 3 to class for the workshop 4/26 ____
9. Bring your second draft of Project 3 to class for the workshop; submit third reflection on 4/28 ____
10. Submit final draft of Project 3 with your presentation on 5/5 at 6:30 PM in MD 240, our final exam day ____

Please let me know sooner rather than later if you encounter any problems with your team or community partner. Thank you for helping to make Baltimore a better place for everyone through your service!