**Project Timeline Template**

*General Trajectory of Your Project:*

***\*These should allow you to get a general overview of the arc of the project and what’s expected of you. 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. For suggested entries in your timeline, see the heading following this one.***

|  |  |  |
| --- | --- | --- |
| **WEEK** |  | ***Questions to ask yourself:*** |
| **Week 1** | Introductory project goals. | * *How do you I start my project and get acclimated to the life of the organization that I plan to work with?*
* *How can I learn more about the organization?*
 |
| **Week 2** | Expand on the work you began the previous week. | * *What is the preliminary contribution I’m making through this work?*
* *How can I adjust by project to better assist the organization and community members I’m working with?*
 |
| **Week 3** | Introduce new tasks and projects into the mix. | * *How effectively am I using my time at the internship?*
* *Do I feel like I’m doing enough to have a significant contribution to my community in the time I’m given?*
 |
| **Week 4** | Push yourself a little further. Take the time for personal reflection on your work and how you can improve your personal goals as a McCormick intern. | * *How am I doing as an intern?*
* *Am I doing the job I proposed?*
* *How I can hold myself accountable to achieving excellence?*
 |
| **Week 5** | Meet with your site supervisor to discuss work accomplished so far in the quarter and your personal performance as intern. Set goals for the rest of the quarter. | * *How am I interacting with my supervisor? Are they facilitating my growth in a positive way?*
 |
| **Week 6** | Take the feedback you’ve gotten from your personal reflections and supervisor meetings to create meaningful change on a personal level. | * *How does the growth I’m seeing in myself benefit my community?*
* *What can I do with the time I have left?*
 |
| **Week 7** | 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. | * *How are my concepts of social justice being expanded?*
* *Do I know what privilege is?*
* *Do I really know what social justice is?*
* *How am I putting these concepts into practice in my personal and professional lives?*
 |
| **Week 8** | 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. | * *How do you feel like you are meeting your goals?*
* *Were the goals you set out for yourself at the beginning of the quarter meaningful?*
 |
| **Week 9** | Bring together the various threads that you are working on and start to wrap up your work for the quarter. | * *Looking back on the quarter how is my community different or how has it changed because of my work?*
 |
| **Week 10** | Finalize your work for the quarter. | * *What is next for me or the project?*
* *How can I continue to be engaged in social justice work inside or outside of the confines of the internship?*
 |