

September	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28 Team Contract	29	30
October	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26 MP 1 Due	27	28
	29	30	31				
November	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16 MP 2 Due	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30		
December	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1	2
	3	4	5 First Draft Due	6	7	8	9
	10	11	12 MP Revisions Due	13	14 Enrichment Community Labor Final Project		

Reading Due Date

Fieldnote Due Date

Final Project

Mini-Projects

In a course like this, where there are many dispersed due dates, I recommend scheduling out the major semester deadlines in advance as a *strategic plan*. Then, each week, you should schedule a *weekly planning meeting*. This is a meeting (with yourself) where you take 15 minutes to review what is due for that upcoming week and map out when you will get those things done in your schedule. I personally do this first thing Monday morning. Some people prefer to do it Friday afternoon.

We are going to work on creating your strategic plan today. As a first step to creating that plan, pick a day of the week/time when you will review the deadlines for the upcoming week and plan your schedule for completing them:

Day and time of my weekly planning meeting: _____

Review Due Dates for Mini-Projects and Final Project

- Note that these due dates are less flexible than other due dates in the course, so you'll want to stay on top of them. Also note that there are several due dates towards the end of the course.

Select Deadlines for Fieldnotes and Readings

- Select 4 fieldnote due dates.
- Select 10 reading due dates. (Note that you should always do the reading, but you only need to annotate 10).

Enrichment

- Give yourself deadlines for 3 enrichment assignments.

Assignment	Earliest Start Date	Personal Deadline
Double Community Labor (16 points)	You can start this enrichment at any time.	
Lead Classroom Discussion	This you will complete on an assigned day. Reach out to me ASAP if you'd like to lead.	
Fieldnote Synthesis	You will need to have completed at least 3 field notes to start this assignment. Earliest start date is October 19.	
Reflexive Memo	You will need to have completed at least one mini-project to start this assignment. Earliest start date is October 26.	

Community Labor

- Identify how you want to earn your community labor.
- Give yourself deadlines for completing community labor.

Assignment	Due Date	Max Points	How many points aiming for?	Personal Deadline
Group Evaluations	November 7	1		
Peer Review	1 st : November 9 2 nd : November 30	4		
Slack	None	None		
Class Note-taking	None	4		

- Add all due dates to calendar.

Plan Start Dates for Mini-Projects

- I recommend you start **thinking** about mini-projects at least 2 weeks in advance of their due dates.
- Add two dates to the calendar indicating when you will review the mini-project assignments and begin planning how you will approach them.

Plan with your Team

- I recommend you spend 1 hour a week working on your group project independently. Pick a day/time each week to do so.
- I recommend you also spend 1 hour a week working as a group on the final project. Now we will break out into rooms, so you can pick a day/time to do so.