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COMP 295

Professor Irina

Client: Erik Quezada (Director of the Neighborhood Partnership Program)

October 6, 2021

<https://www.oxy.edu/about-oxy/equity-justice/first-gen-coalition>

First Generation Coalition Internship Contract

### **Motive behind Project:**

Build awareness of First Generation faculty and their lived experience, highlighting underrepresented staff in the process.

- Make connections between students and faculty
- Let willing faculty members become resources to current first generation students at Occidental

Allow students who feel marginalized to see themselves in these 1st gen faculty members.

### **Goals for the Semester:**

Accurately accrue data from employees and staff of Occidental College about their college experiences, specifically those who were first generation students to a higher education.

- This includes sending out a well crafted email and google form that respectfully asks for the proper information for our project.

Extrapolate from that data and conduct interviews of the members of the faculty and/or staff (who give consent) about said experiences.

- The questions should focus on what was helpful for them while they were in school.
- At least one interview every two weeks and at least one profile created every two weeks. The first of both should be completed around mid-October.

Create profiles of the experiences of those interviewed.

- Include a picture
- Highlight their experiences
- Encapsulate their advice
- Encourage them as a resource to Oxy Students

Inform members of the community of the first gen coalition through social media and the website.

Create connections between current first generation students at Occidental and first generation employees of Occidental.

- This will happen as a result of the social media posts and the website
  - The social media will be through instagram and the website will be through the Occidental website.

### **Expectations from Everyone:**

Work collaboratively, encourage creativity and be flexible with changes in possible project paths.

### **Tentative Timeline for Project**

<b>Date(s)</b>	<b>Description of Content</b>	<b>Additional Comments</b>
Week of September 5th -10th	Introductory meeting with client (Erik). Specifically identify the goals, and motive behind the project.	
Week of September 13th- 17th	Obtain and gather all resources;. tools and personnel needed to access all staff and employees.	Some form variations include: Google forms, Microsoft Excel,
Week of September 20th- 24th	Think critically and develop questions to create a form to send out to Oxy staff & faculty, to be able to collect data.	Have a draft made-up to discuss with Erik, before it is officially sent out.  Can take inspiration from the OxyFirstGen website on Oxy's page.
Week of September 27th - October 1st	Begin trouble-shooting any obstacles that come up or will be anticipated to come up in regards to Form responses.	This is anticipated and will be dealt with as it comes.
Week of October 4th - 8th	Finalize Google form with content and question format. Receive resources	With feedback from TA Olivia and Prof.Irina we are closer to sending our final version to our client.

	from Erik	
Week of October 8th - 12th	From responses: filter faculty and staff we want to further interview in-person of those people who give consent to be advertised on Oxy website and IG.	On the initial Form a time slot for interview will be included.
Mid October (8/15-8/17)	First Social Media Post to be sent out, via OxyFirstGen website and instagram page.	Details TBD.
Monday -October 18th and thereafter	Post first profile on OxyFirstGen website and Instagram Bi-Weekly	
Monday - October 25th	Each profile will be adapted to, in accordance with our client's wishes. What details to include about an interviewee and how to format the profile.	
Monday- November 1st		
Monday - November 8th		
Monday -November 15th		
Monday - November 22nd		
Monday- November 29th		

Monday - December 6th		
Monday - December 13th	Last profile post	

### **Accomplishments:**

After the email containing the Form/Survey is sent out, the preliminary data obtained will clarify our tentative plan of action. As responses roll in, we will be able to conceptualize the number of interviews to be conducted and how many profiles we can produce for our client.

The date of interviews can also not be given a proper date until respondents of the survey book the appointment slots. However, assuming that at least one respondent books each week, we will have eight interviews. This is tentative and subject to change.

Currently, Erik has given us a tentative goal to submit one profile a week to be posted on said social media. This will recur every week (Monday of every week) until the end of the semester for a full eight weeks

### **Personal Goals (Alyanna):**

In addition to gaining better insight of the First-Generation Coalition, what they stand for, and how their resources help students who also identify as First-Generation; I also hope to adopt, build, and learn the following skills from this internship.

**Business Communication:** Whether through emails, phone calls, or face-to-face meetings, the ability to efficiently communicate with others in and out of my organization will mirror how work is conducted in the real world.

**Multitasking / Prioritizing Work:** Knowing that I will have several responsibilities within the internship. Undoubtedly, my productive work skills will be developed by learning how to prioritize tasks by order of importance or workload and juggle a few different tasks at once. This is significant for not only work but life skills as well.

**Problem Solving:** As Prof. Irina has mentioned repeatedly, our internship likely won't be smooth sailing the entire time. We will inevitably come across problems, therefore to elaborate upon my already existing problem-solving skills is a goal I am excited to reach. Such as how do you fix a situation, ask for help, deal with trial and error attempts, etc.