

Name: _____

Tech 250: Term Project Work plan

Step one of your term project is to develop a work plan. Your work plan WILL BE TYPED and contain the following:

1. Name, major, and academic status (sophomore, senior, etc.).
2. Present job and future career goals.
3. Description of the learning activity you have chosen to spend at least 20 hours on (16 if doing the service-learning option).
4. Description of why you chose your learning activity and how it will benefit your personal or professional life.
5. Description of how you plan to accomplish your learning. Will you take a class? Purchase a book or magazines? Seek expert advice? Do independent research and study? Take lessons? Et cetera. You may want to use several learning methods.
6. Provide a brief timeline, tentatively listing the days and times that you will plan to work on your project over the next 8-1/2 weeks.
7. Describe the outcome or product that you will produce to demonstrate your new technological proficiency (or learning progress) in your class presentation during last weeks of the quarter.

This work plan, when approved by me, will serve as your skills acquisition project blueprint. You do not have to follow it exactly, but if you deviate substantially, be prepared to explain why. You will be reporting your progress in your project journal. Note: more information on keeping a project journal next class meeting.