Colang 2018 Workshop Syllabus

Workshop Title: Project Planning

Instructor's name and: Dr Margaret Florey

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Course materials: handouts and PDFs of PowerPoints will be made available through my web site

Supplies needed: Laptop, ideas for a language project

Course goals: This workshop will build a sound foundation in the skills needed to develop a successful project plan. It is aimed primarily at people who are relatively new to planning language projects, including community language activists and junior scholars. Students will learn about strategic planning to support their language activities. They will begin to identify project needs, goals, objectives and outcomes. The workshop will strengthen their ability to prioritize tasks and create a realistic timeline to see a language project through to its successful conclusion.

Student learning objectives: Over four workshop sessions, participants will learn to identify the project goals and objectives, proposed outcomes, and the target audience. They will map the core activities and projected timeline together with a preliminary implementation plan. We will explore strategic plans and look at how each step of a project fits strategically into wider goals for the language. Participants will be supported in preparing and refining a succinct summary of the project that can be used in the next stage of attracting publicity and seeking funding.

Instructional methods: This will be a very active workshop consisting primarily of group discussions and hands-on exercises in the stages of planning a project which will be supported by lecture sessions to take the students to the next steps in their planning activities. Handouts and PDFs of PowerPoints will be made available throughout the course.

Evaluation: Evaluation is based on sections of a draft project plan, including: the project goals and objectives, how the project fits strategically into wider goals for the language, proposed outcomes of the project, and key activities. These sections will be assessed against the guidelines the students practice using in class.

Disabilities services: The instructor will work with UF's Disability Resource Center (https://drc.dso.ufl.edu/) to provide reasonable accommodations to participants with disabilities. Please notify the instructors if you require accommodation.