Task 7

Chloe Andres

Old Dominion University

Task 7: Timeline

I scheduled an appointment with the agency November 15th at 10:00 am.

I informed them that the evaluation would take no more than an hour.

I had hope to speak to an administrative staff member and the educational speaker.

I will conduct an observation and an interview.

At 10:00-10:15: Greetings and tour where I did my observation. Other observations was done by collecting informational pamphlets, learn other educational resources and volunteering opportunities.

10:15-10:45: Spoke with Ms. Summer, Volunteer Coordinator. Asked her my interview questions and brainstormed ideas about the mission and goals of the agency.