Task 7: Timeline

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## Observation

- Date: March 29, 2017
- Email to Program
  Director depicting
  what I would need
  from her for my
  observation

Information Emai

- •Date: March 29, 2017
- Observing a two hour long CIT/Counselor training
- Date: April 3, 2017
- Sent to Program Director reminding her I would be sending her an email with interview questions in it
- Additionally, thanked her for informing me of the last minute change to training schedule

Reminder Email

## Email to Program

- Date: April 5, 2017
- Date for requested answers: April 11, 2017
- List of interview questions for Program Director

## • Date: April 6, 2017

- Date of requested responses: April 11, 2017
- List of interview questions for a member of the 2017 Summer Collegiate Staff

Interview Email to Collegiate Staff Member