



## Colang 2016 Workshop Syllabus

**Workshop Title:** Project Planning

**Instructor's name and email:** Margaret Florey <mflorey@rnld.org>

**Course materials:** handouts and PDFs of PowerPoints will be made available throughout the course

**Supplies needed:** Laptop, ideas for a project for which you would like to seek funding

**Course goals:** This workshop provides a sound foundation in project planning and development. It is aimed primarily at those people who are relatively new to planning language projects. Over four sessions, participants will identify the project goals and objectives, proposed outcomes, the target audience, and the project team members and their skills and roles. They will map out the 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. We consider ethical issues, community protocols and regulations that need to be addressed. Participants will identify their key project goal, and will prepare a succinct summary of the project that can be used in the next stage of attracting publicity and seeking funding.

**Student learning objectives:** Students will learn about strategic planning to support their language activities. They will begin to prioritise project goals and identify one component of their project for which they will begin to create a plan. They will strengthen their ability to prioritise tasks and create a realistic timeline to implement a language project.

**Instructional methods:** This course will include lecture sessions, group discussions and hands-on exercises in planning a project.

**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 Office of Disability Services implements the Americans with Disabilities Act (ADA), and insures that UAF students have equal access to the campus and course materials. The instructor will work with the Office of Disabilities Services (208 WHIT, 474-5655) to provide reasonable accommodation to students with disabilities.