

Academic Calendar
WEEK 8

WEDNESDAY, MARCH 6

1. **Playback:** Executive summary thoughts—remember, we’ll hold off on this here.

(How to Write a Successful Executive Summary: <https://www.thebalancesmb.com/how-to-write-the-executive-summary-of-your-grant-proposal-2501963>)

2. Prior funding with the Pepper Foundation (some prior samples—Team 451)

- ~~LOI~~
- ~~Executive Summary~~
- S.O.N.
- Project Overview
- Goals and Objectives

3. In-class writing lab: Project Overview (draft): finish by the end of class and save*. Work as a group to braid together your Project Overview together—be prepared to discuss your process and approach. Consider how an L.O.I. might be helpful in the creation of this VERY short overview.

We’ll do a “lightning round workshop on these Project Overviews next class, so please send me a copy by **WEDNESDAY, MARCH 20**—morning.

*Set up a place to collect your Proposal (draft) as we proceed with each step: Google doc works just fine.

4. L.O.I., due **MARCH 6** (today)—email if you haven’t already.

Assignment:

1. Be ready for workshoping Project Overviews next class. Please send me a copy by **WEDNESDAY, MARCH 20**—morning.

2. Revisit Step 4 in **WG**. Goals and Objectives draft for **___WEDNESDAY, MARCH 20___**
500 words.

- Please provide a description of the goals that your project will achieve, along with the specific results or objectives that will help you meet that goal. Your goals and objectives should be SMART (Specific, Measurable, Achievable, Relevant, and Time-bound).

- Let's be ready for peer review **of 500 words on your Goals and Objectives draft for Monday, WEDNESDAY, MARCH 20.** Send me a draft by that morning.

3. **Read: WG Step 6:** Be ready to share 3 big takeaways from the chapter next class. Record these takeaways as [JOURNAL #13](#)

4. *Be on the lookout for journal grade and LOI grade over break.*