Gender Equity Project Sponsorship Program
Spring 2004 Workshop #2

Capitalizing Gains and Maximizing Progress During the Summer
March 17, 2004

Agenda

1:00 – 1:20 pm  Program Administration
   1. GEP funds must be spent by May 31, 2004. Contact Annemarie if you have
      questions.
   2. Reminder: If you have not done so already, please submit
      a. Sponsorship Program consent form
      b. Audiotape release form
      c. Fall 2003 teaching and service checklist

1:20 – 2:55 pm  Capitalizing Gains and Maximizing Progress During the Summer
   1:20 – 2:25  Discussion: Strategies for a productive summer
      Useful ideas from Activity 1 (see Activities and Discussion handout)
   2:25 – 2:40  Activity 2: Break into groups of 3
      Identify the major projects you want to accomplish by the end of the summer. Do not
      compile more than 4 projects. For each project, consider a set of questions.
      • What roadblocks to completing these projects might you face? Are they internal
        or external?
      • What solutions to the roadblocks can you come up with?
      • See Topic Discussion and Activities handout for additional details.
   2:40 – 2:55  Report back to the main group: Lessons learned from Activity 2

We skipped
Activity 3 in
order to devote
more time to
Activities 1 & 2

   Activity 3: Break into groups of 3
      The better you define the projects you want to accomplish, the more likely it is that
      you will complete them. Identify one major project from your list of summer projects.
      • Divide the project into 4 to 5 smaller subtasks. Use the subtasks as a guideline
        to determine the time and resources you need to complete the entire project.
        o What resources will each subtask require?
          ▪ Does the task require materials or facilities that are only available in a
            specific place?
          ▪ Are there subtasks that you can work on while you travel?
        o How much time will each subtask require?
          ▪ Anticipate here what could go wrong and thus require more time than
            you initially anticipated.
      • See Topic Discussion and Activities handout for additional details.

   Report back to the main group: Lessons learned from Activity 3

2:55 – 3:00  Workshop Evaluation: Complete part I before leaving