

Timeline Worksheet for the Field-based Research Project

Dates of this term: _____

Fill in the dates that correspond with these deadlines:

Proposed topic is due by the end of the first class meeting on _____.

The draft of Chapter I is due Week 2 on _____.

The draft of Chapter II is due Week 3 on _____.

The draft of Chapter III is due Week 4 on _____.

The draft of Chapter IV is due Week 5 on _____.

First submission of complete proposal is due Week 6 on _____.

All revisions completed and resubmitted, if necessary, before Week 8 begins on _____.

If the proposal is not finished and approved by your Instructor by Week 8, on _____, you need to decide whether to drop the course. Remember that, if there is no approved proposal before the course ends, there can be no Incomplete Agreement or Extension. If the proposal is approved but there is not enough time to complete the implementation and/or the final report before the end of the term, you will need to discuss this with your Instructor and, if your Instructor agrees, submit an Incomplete Agreement form **before the end of the term**, listing what needs to be completed, along with a timetable of when the implementation will be completed and/or the final report submitted. An Incomplete cannot be for more than 8 weeks. [NOTE: If this is the Winter term, an Incomplete or Extension cannot be granted if you cannot complete the implementation before the school year ends.]

Implementation is for a minimum of 8 weeks, excluding holidays.

The final report is due no later than _____.