

### Appendix A: Proposed Timeline

Schedule	Date	Particulars
Pre work	April 28-May 4, 2019	Connect with supervisor, confirm timelines and process for working together; complete revisions to proposal for first round of supervisor feedback
Week 1	May 5-11	Zoom Meeting, incorporate supervisor feedback
Week 2	May 12-18	Zoom Meeting and Wait for feedback and make revisions
Week 3	May 19-25	Make final revisions to proposal and submit to Capstone Office for approval
Week 4	May 26-June 1	Make any required changes to proposal. Work on lit review search
Week 5	June 2-8	Complete lit review search. Zoom Meeting to discuss findings and method to analyze the data
Week 6	June 9-15	Review results and frame sections of literature review based on emergent themes
Week 7	June 17-22	Complete first theme and submit to supervisor for feedback
Week 8	June 23-29	Complete second theme and submit to supervisor for feedback. Incorporate feedback from first section
Week 9	June 30-July 6	Complete third theme and submit to supervisor for feedback. Incorporate feedback from second section.
Week 10	July 7-13	Write Discussion of Findings and Recommendations and submit to supervisor. Make any necessary revisions to introduction, theoretical framework, and methodology sections.
Week 11	July 14-20	Revise Discussion of Findings and Recommendations and submit full paper to supervisor
Week 12	July 21-27	Incorporate final revisions; review paper again for any grammar and APA. Get supervisor sign-off, and submit paper to Capstone Office for 2nd reader assignment
Week 13	July 28-Aug 3	Wait for feedback from 2nd reader;
Week 14	Aug 4-10	Finish revisions from 2nd reader; review paper again for any grammar and APA and submit final paper
Week 15	August 11-18	Wait for final evaluation.

## Appendix A: Proposed MAR Timeline

The goal of creating the following timeline is to ensure that I am able to complete the research and writing of this Major Academic Report in 15 weeks.

Week(s)	Date	Tasks
	Aug. 19 - 31	Discuss timeline with supervisor
<b>Phase 1</b>		<b>Finalizing the Proposal (4 weeks)</b>
1	Sept. 2 – 8	Review proposal and edit first draft. Revise abstract, introduction, and theoretical framework. Create timeline/schedule, and review guidelines for MAR.
2	Sept. 9 – 15	Continue editing proposal.
3	Sept. 16 – 22	Revise and edit measures to avoid bias in research, complete final edits, submit proposal to Capstone Office and copy supervisor. Supervisor must sign cover page.
<b>Phase 2</b>		<b>Review Literature (7 weeks)</b>
4	Sept. 23 – 29	Begin the research and writing process for MAR based on feedback from proposal (i.e. continue with literature review, read, review and organize articles).
5	Sept. 30 – Oct. 6	Continue with literature review, read, review and organize articles).
6	Oct. 7 – 13	Complete literature search and begin taking notes on the literature.
7	Oct. 14 – 20	Begin the writing of the literature review
8	Oct. 21 – 27	Continue writing literature review.
9	Oct. 28 – Nov. 3	Write about how my finding inform practice and recommendations.
10	Nov. 4 – 10	Work on table of contents, abstract, and acknowledgements
11	Nov. 11 – 17	Proofread completed first draft and submit
<b>Phase 3</b>		<b>Revise and Edit (4 weeks)</b>
12	Nov. 18 – 24	Paper needs to be finished and signed off by supervisor Paper goes to external reader. Allow 2 <sup>nd</sup> reader 2 weeks for review.
13	Nov. 25 – Dec. 1	Wait patiently
14	Dec. 2 – 8	Complete final edits based on 2 <sup>nd</sup> reader feedback and re-submit.
15	Dec. 9 – 15	Review MAR checklist before submitting final complete document. Supervisor must sign cover page of capstone before submitting.

## Appendix A: Proposed Research Timeline

<b>Tasks</b>	<b>Timeframe</b>	<b>Dates</b>
<b>Phase 1: Inquiry</b>	<b>Weeks 1–4</b>	<b>Jan 7–Apr 19, 2019</b>
Confirm topic for inquiry	Week 1	Jan 7-11
Conduct a preliminary literature search	Weeks 1–2	Jan 7–18
Draft proposal and submit to supervisor	Week 3	Jan 19–25
Supervisor reviews draft proposal	Week 4	Jan 26–Feb 1
Revisions based on supervisor feedback	Week 4	Jan 26–Feb 1
Submit proposal to Capstone Office	Week 4	Jan 26–Feb 1
<b>Phase 2: Data Collection and Analysis</b>	<b>Weeks 5–8</b>	<b>Feb 2–Feb 29</b>
Complete proposal revisions and resubmit	Week 5	Feb 2–8
Continue to draft literature review	Weeks 6–7	Feb 9–22
Critique literature	Week 8	Feb 23-29
<b>Phase 3: Writing</b>	<b>Weeks 9–15</b>	<b>Mar 1–Apr 18</b>
Draft report	Weeks 9–10	Mar 1–Mar 14
Submit full draft to supervisor	Week 11	Mar 15–Mar 21
Revisions based on supervisor feedback	Weeks 12	Mar 22–Mar 28
Supervisor reviews the final submission	Week 12	Mar 22–Mar 28
Submit to the second reader	Week 12	Mar 22–Mar 28
Make revisions based on feedback	Week 14	Mar 29–Apr 11
Submit final report	Week 15	Apr 12–Apr 18

### Appendix B: Proposed Action Research Timeline

WK	Date	Tasks
Pre	Before term	Work through edits and comments on draft proposal from EDUC 6023; arrange to meeting supervisor; send them the updated proposal; investigate process for getting ethics approval from host organization to do action research.
WK 1	May 3–9	Work on draft REB documents while waiting for feedback; Make revisions to proposal based on supervisor feedback
WK 2	May 10–16	Submit proposal to Capstone Office for approval; make any required changes once feedback is received; continue with REB application files; Send package to Supervisor for sign-off
WK 3	May 17–23	Wednesday, May 19 deadline for REB application; revised package due by Friday (include approved proposal);
WK 4	May 24–30	Wait for REB clearance; Work on refining capstone paper Introduction, Methodology section; Search for additional literature.
WK 5	May 31–June 6	Start participant recruitment once REB ethical clearance is granted; Send confirmations and consent to participate; Touch based with supervisor.
WK 6	June 7–13	Revise introductory bits, theoretical framework and method; Set up Zoom interviews with participants
WK 7	June 14–20	Hold interviews; Plan online workshop on diversity
WK 8	June 21–27	Run workshop on diversity; collect participants' evaluation of workshop; Analyze recorded transcript of workshop for themes and review my own reflections
WK 9	June 28–July 4	Continue to analyze the results; Send analysis to supervisor for feedback; Search for additional literature that can explain results
WK 10	July 5–11	Launch follow-up online survey to see if thinking about diversity "stuck"; Send analysis to supervisor for feedback; Tweak literature review based on research findings
WK 11	July 12–18	Finish discussion of findings being sure to connect literature to theoretical perspective and results from data; send to supervisor
WK 12	July 19–25	Incorporate feedback from supervisor; Do final read-through of paper for cohesion, grammar and APA, formatting, appendices; Get final sign-off from supervisor; Submit paper to Capstone Office for assignment of 2nd Reader
WK 13	July 26–Aug 1	Wait patiently
WK 14	August 2–8	Wait patiently
WK 15	August 9–15	Review feedback from 2nd reader; Connect with supervisor to review required revisions; Make required revisions; Get final sign-off from supervisor; Submit final paper to Capstone Office

\* Note that this timeline is based on me submitting documents on time, my supervisor able to return feedback earlier than the 10-day-turn-around guideline; no delays in the YU and host organization REB approval process; and few revisions to the final paper. I recognise that a 1st extension mostly likely will be required and will be negotiated with input from my supervisor.