OPT Advising Workgroup Advisors:
Linda Astorga, Gwen Hansen, Laurie Lindeneau, Teri Renner

Advising Modules Project Work Flow:

03/13/09
1. Divided FY Orientation power point into 7 modules, with intro slides for each module.
2. Drafted quiz questions for each module.
3. Presented drafts of power point and quiz to UAS for feedback.

03/17/09
1. Updated quiz and confirmation page for further review.
2. Updated FY Orientation power point.
3. Recruitment for Advisor presenters.

03/23/09
1. Created outline from power point to begin script writing.
2. Recruitment for O-Team student presenters.

03/27/09
1. Coordination with O-Team students, Advisors, UAS director, and IITS for taping.
2. Modules broken out and presenters assigned to each module.
3. Script writing assignments for each module.

04/10/09
1. Script writing, review, and editing for following modules:
   a. General Education, Degree Components, & University Policies modules.
2. Taping coordination with IITS.
3. Emails sent to O-team students with taping schedules.

04/13/09
1. Pre-Orientation Q& A’s from quiz forwarded for Orientation Student Handbook.
2. Continued script writing, reviewing, and editing for following modules:
   a. General Education, Degree Components, & University Policies.
3. Module rehearsals with O-team and Advisor presenters for first round of filming.

04/17/09
1. First day of filming with IITS:
   a. GE module, Degree Components module, University policy module.
2. Continued script writing, reviewing, and editing:
   a. Student Intro module, Competency module, Advising Help module.

04/21/09
1. Updated Quiz form to Cascade.
2. Continued script writing, reviewing, and editing.
   a. Competencies, Advising Help, Student Introduction modules
04/21/09 continued
3. Module rehearsals with O-team and Advisor presenters for second round of filming.

04/22/09
1. Taping coordination w/ IITS
2. Continued script writing, reviewing, and editing.

04/24/06
1. Final script editing.
2. Second day of filming with IITS:
   a. Competencies module, Advising Help module, Student Intro module.
3. Updated FY Orientation power point.

04/30/09
1. Meeting with IITS
   a. Module background colors & outside video.

05/01/09
1. IITS creates first draft of module media links.
   a. Module Videos, FY power point, and backgrounds.

05/04/09
1. OPT Advising workgroup review of media sites.
2. IITS meeting for updates & feedback for modules.
   a. Update and Re-sync power point with videos.
   b. Change background color for Advising Help module.
   c. Insert presenters’ names.

05/06/09
1. Re-tape Degree component module.

05/07/09
1. Modules editing by IITS.
2. Advising Modules completed and sent out to the following for review:
   a. OPT Advising Workgroup.
   b. Student Life and Leadership.

05/18/09
1. Completed Advising Modules presented to Orientation Planning Team.
2. Media Sites available for First Year Pre-Orientation Homework.