



### WEEKLY WRITING JOURNAL: Week of October 19th, 2018

This week I focused mainly on completing three out of my five assigned learning objectives.

These learning objectives are as follows:

1. Develop the communication skills needed to respond to all project constituents.
2. Learn and understand the logistics and components of the project and help plan meetings to ensure Project Director in meeting those deadlines.
3. Apply writing skills to develop letter, web content and correspondence.

My first task was to construct send out emails to the current Bridges scholars to provide them with information about the appropriate dates to submit their timesheets. Each scholar must input their hours into a spreadsheet like a document and follow the necessary steps to submit each sheet to their supervisor. Some of the scholars were steadily approaching the deadline to submit their hours and were having difficulty understanding the RF CUNY system even after I provided instruction manuals. I had to walk some of the scholars through the RF CUNY processing system, via email at unmentionable hours so that they could get paid during the next pay period. Even though this task was a bit tedious I learned how to instruct, communicate and calm students who may be frantic about an issue they may be having. Another task that I was given this week was to update the Google Excel sheets with personal information related to the current cohort's scholars. I was informed via email that there were some inconsistencies in the way that I had documented the scholar's information. After I was informed of my mistake by one of the project

constituents I was able to correct my mistake. This week I spent a lot of time corresponding with scholars and faculty to review documents that I previously completed. In doing so I was able to catch any mistakes that I made in the past and clear up any discrepancies that I overlooked in the past.