

CIBACS Junior Project Activity Log

Name: Ethan Ton

Date	Activity	Time Spent	Comments	Verification
9/7/19	Work Samples	190 min.	Finished all 3 three work samples	Link
9/15/19	Website	270 min.	Updated website with freshman, sophomore, junior requirements	Link
10/6/19	Resume Rough Draft	142 min.	Worked on and finished rough draft resume.	Link
10/11/19	Cover Letter Rough Draft	9 min.	Worked on format of cover letter.	Link
10/13/19	Cover Letter Rough Draft	90 min.	Wrote the introduction, body, and conclusion paragraph.	Link
10/13/19	Resume Revisions	10 min.	Corrected mistakes on resume.	Link
12/18/19	Website	112 min.	Worked on inputting information in the junior year page.	Link
12/22/19	Cover Letter Revisions	57 min.	Corrected cover letter to match internship at dental office.	Link
12/23/19	Job Shadow Notes	210 min.	Took notes on mentor.	Link
12/23/19	Job Shadow/ Internship	480 min.	Met mentor for job shadow.	Link
12/23/19	Mock Interview	25 min.	Interviewed by mentor.	Link
12/26/19	Job Shadow/ Internship	120 min.	Met mentor for job shadow.	Link
1/2/20	Website	130 min.	Imported links and documents into work preparation and experience page.	Link

1/5/20	Website	15 min.	Fixed Freshman and Sophomore pages.	Link
1/17/20	Job Application	10 min.	Filled the job application for website requirements	Link
1/19/20	Website	26 min.	Inserted criteria due for 1st Semester.	Link
2/4/20	Process Research Essay	120 min.	Did essay on scheduling call in appointments.	Link
2/5/20	Process Research Essay	137 min.	Did essay on scheduling call in appointments.	Link
2/5/20	Process Research Essay Works Cited	24 min.	Works cited for process research essay.	Link
2/10/20	Journals	140 min.	Worked on journals for internship	Link
2/11/20	Journals	147 min.	Worked on journals for internship	Link
2/12/20	Journals	19 min.	Added images to journals	Link
2/25/20	Process Speech	175 min.	Began slideshow	Link
2/26/20	Process Speech	91 min.	Finished slideshow	Link
2/26/20	Website	40 min.	Added files to the experience portion of the website.	Link
2/28/20	Website	33 min.	Finished adding files to work experience and moving site buttons.	Link
3/04/20	Website	43 min.	Imputed images of documents on to site	Link
3/04/20	Internship Learning	20 min.	Completed planning document of learning	Link
3/06/20	Website	40 min.	Imputed images of documents on to site	Link
3/11/20	Website	31 min.	Imputed images of documents on to site	Link

4/4/20	Website	137 min.	Imputed images of documents on to site. Updated mission statements and junior page.	Link
4/5/20	Website	309 min.	Imputed images and revised writing. Resized pages.	Link
4/6/20	Product Slides	22 min.	Began slides with some images and slide titles.	Link
4/6/20	Website	70 min.	Fixed Arrangement of website and added links and images.	Link
4/7/20	Product Slides	332 min.	Finished slides.	Link
4/8/20	Website	37 min.	Added slides to the product page.	Link
4/8/20	Website	59 min.	Added product rehearsal button and format.	Link
4/9/20	Website	214 min.	Added rehearsal video and added finishing touches.	Link