

Daily Schedule

*NOTE: Assignments and due dates may change, so pay attention to updates announced in class.

Week 1: Monday, Sept. 4

NO CLASS—LABOR DAY

Week 2: Monday, Sept. 11

Do: Course Introduction
Discuss Audience Analysis
In-class writing: letter of complaint
Assign Career Portfolio (Assmt. #1)

Week 3: Monday, Sept. 18

Due: Read *TC*, Chs. 1, 2, 18 (optional reading: *Resources*, pp. 32-41)
RDs of resume and cover letter
Do: In-class writing 2
Discuss readings
Mock Interviews based on cover letters and resumes

Week 4: Monday, Sept. 25

Due: Read *TC*, Chs. 13 & 15
RDs of complete Career Portfolio
Do: Peer Review of RDs
Discuss reading/Editing for Readable Style
In-class writing 3

Week 5: Monday, Oct. 2

Due: Read *TC*, Chs. 3, 12, 21
FDs of Assmt. #1
Do: Discuss readings/Delivering and Organizing Information
In-class writing 4
Assign Product Specification (Assmt. #2)

Week 6: Monday, Oct. 9

Due: Read *Resources*, pp. 82-85
RDs of Assmt. #2
Do: Peer Review of RDs

Week 7: Monday, Oct. 16

Due: Read *TC*, Ch. 22, 14, 16
FDs of Assmt. #2
Do: Discuss readings/Document Design
Assign Instructions (Assmt. #3)
In-class writing 5

Week 8: Monday, Oct. 23

Due: Read *Resources*, pp. 79-81
RDs of Assmt. #3

Do: Usability Testing/Peer Review of RDs

Week 9: Monday, Oct. 30

Due: **FDs of Assmt. #3**
Read *TC*, Ch. 4 & 23

Do: Discuss readings
In-class writing 6
Assign Formal Proposal (Assmt. #4)

Week 10: Monday, Nov. 6

Due: Read *TC*, Chs. 7, 8, 9

Do: Discuss readings
In-class writing 7
Work on research for Assmt. #4

Week 11: Monday, Nov. 13

Due: Read *Resources*, pp. 42-61
RDs of Assmt. #4

Do: Peer Review of RDs

Week 12: Monday, Nov. 20

Due: **FDs of Assmt. #4**
Read *TC*, Chs. 17, 24 AND *Resources*, pp. 86-106

Do: Discuss readings
In-class writing 8
Assign Recommendation Report (Assmt. #5)

Week 13: Monday, Nov. 27

Due: Read *TC*, Ch. 5

Do: Discuss readings
In-class writing 9
Work on research for Assmt. #5

Week 14: Monday, Dec. 5

Due: RDs of Assmt. #5

Do: Peer Review of RDs

[Final Exam week: Dec. 11-15]

FDs of Assmt. #5 due at our scheduled Final Exam time: **Monday, December 11, 7:30 - 9:20 p.m**