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**