

## TENTATIVE SCHEDULE FOR ENGLISH 304

[SWW = *Successful Writing at Work*; ALL CAPS = assignment due]

Week/Date	Day	Topic	Reading to do for class	Work assigned or DUE TODAY; Other notes
<b>Week 1</b> 8/21	Tu	Introductions; Writing in the workplace; Importance of rhetorical planning	Read syllabus very carefully	<i>Introductory memo to Juckett will be assigned</i>
8/23	Th	More on rhetorical planning; Memo forms; Google Docs workshop	SWW chapter 1, plus pages 107-115; 132-141	Buy text   Bring it and signed course contract to class today Work on Google Docs/introductory memo
8/24	Fri	Introductory memo DUE on Google Docs by close of business	SWW pages 132-141	INTRODUCTORY MEMO DUE ON GOOGLE DOCS by close of business
<b>Week 2</b> 8/28	Tu	Introduce letter forms	SWW chapter 5	<i>Employment Project assigned</i>
8/30	Th	Introduce employment writing	SWW chapter 7	Work on employment project
<b>Week 3</b> 9/04	Tu	Hard copy résumés	SWW chapter 7	Work on employment project
9/06	Th	Hard copy cover letters	SWW chapter 7	Work on employment project
<b>Week 4</b> 9/11	Tu	~ Review: online or email job applications; ~ Interviews and other communication during the job application process	SWW chapter 7	Work on employment project POST EDP ROUGH DRAFT ON GOOGLE DOCS BY MIDNIGHT
9/13, 9/14	Thur/ Fri	NO CLASS IN CLASSROOM; CONFERENCES ON EMP. PROJECT	SWW chapter 7	<i>No class in classroom due to conferences</i>
<b>Week 5</b> 9/18	Tu	Begin Correspondence project	SWW chapters 4, 5, 6	EMPLOYMENT PROJECT DUE; EMAIL JOB APP BY CLOSE OF BUSINESS; <i>Correspondence Project assigned</i>
9/20	Th	Direct/indirect approaches	SWW chapter 6	Work on Correspondence Project
<b>Week 6</b> 9/25	Tu	Correspondence genres	SWW chapter 6	POST CP ROUGH DRAFT ON GOOGLE DOCS BY MIDNIGHT
9/27, 9/28	Thur/ Fri	NO CLASS IN CLASSROOM; CONFERENCES ON CORR. PROJ.	SWW chapter 3 SWW chapters 4, 5, 6	<i>No class in classroom due to conferences</i>
<b>Week 7</b> 10/2	Tue	~ Progress reports in the workplace ~ Write midterm progress report memo in class; print and insert in portfolio	SWW chapter 14, 654 - 661	CORRESPONDENCE PROJECT DUE: INSERT IN MIDTERM PORTFOLIO, also DUE by close of business midterm progress report memo as preface   <i>In class, we will choose a non-profit to research for the P3</i>
10/4	Th	Begin Website Analysis Project Information architecture for websites	SWW chapter 11	<i>WAP first stage memo assigned</i>
<b>Week 8</b> 10/9	Tu	Writing for the Web: lay-out & design	SWW chapter 11	WAP FIRST STAGE MEMO DUE: INFO. ARCH. MEMO WAP assigned; WAP websites given
10/11	Th	Writing for the Web: Vince Flanders	SWW chapter 11	MIDTERM PORTFOLIOS RETURNED
<b>Week 9</b> 10/16	Tu	More on writing for the web	SWW chapter 11	Work on WAP POST WAP ROUGH DRAFT ON GOOGLE DOCS BY MIDNIGHT
10/18, 10/19	Thur/ Fri	NO CLASS IN CLASSROOM; CONFERENCES ON WAP	SWW chapter 11	<i>No class in classroom due to conferences</i>
<b>Week 10</b> 10/23	Tu	Begin the Proposal & Presentation Project	SWW chapter 13	WAP DUE IN HARD-COPY FORM Begin choosing partners for the P3

10/25	Th	Practical research in the workplace Final chance to partner-up for the P3; meet to choose topic	SWW chapter 8	<i>Brainstorm, research P3 ideas with partners, whom you should by now have committed to</i>
10/26	Fri	Propose P3 topic to me by email	SWW chapters 8 and 13	TOPIC PROPOSAL, RHETORICAL ANALYSIS FOR P3 DUE BY E-MAIL, CLOSE OF BUSINESS OR BEFORE
<b>Week 11</b> 10/30	Tu	Logic of proposal report	SWW chapter 13	Work on P3 with partners
11/1	Th	Features of the formal long report, including the Executive Summary	SWW chapters 9, 15	Work on P3 with partners
<b>Week 12</b> 11/6	Tu	NO SCHOOL: VOTE!	NO SCHOOL: VOTE!	NO SCHOOL: VOTE! Work on P3 with partners
11/8	Th	Effective Power Point presentations	SWW chapter 13	Draw straws for presentation order Work on P3 with partners
<b>Week 13</b> 11/13	Tu	Making successful oral presentations at work	SWW chapter 16	Work on P3 with partners
11/15	Th	Time to work on P3 with partners in class prior to Thanksgiving break	SWW chapters 13, 15, 16	Work on P3 with partners
<b>Week 14</b> 11/17 – 11/26	Tur- key days	HAPPY THANKSGIVING BREAK!	HAPPY BREAK!	Work on P3 with partners using Google Docs, if needed
<b>Week 15</b> 11/27	Tu	STUDENT PRESENTATIONS	SWW chapters 13, 15, 16	STUDENT PRESENTATIONS
11/29	Thu	STUDENT PRESENTATIONS	SWW chapters 13, 15, 16	STUDENT PRESENTATIONS
11/30	Fri	P3 DUE HARD COPY IN MY MAILBOX OR OFFICE	SWW chapters 13, 15, 16	P3 DUE HARD COPY IN MY MAILBOX OR OFFICE BY CLOSE OF BUSINESS. Include: revised rhetorical analysis e-mail, hard copy; proposal report; copies of Power Point slides and any notes used during pres.
<b>Week 16</b> 12/4	Tu	Dead Week—final portfolio prep	SWW chapter 2	Work on final portfolio Sign up for early portfolio pick up during Finals Week
12/6	Th	Dead Week—final portfolio prep	SWW chapter 2	Work on final portfolio   Sign up for early portfolio pick up during Finals Week   P3 WILL BE RETURNED, EVALUATED
12/7 → 12/11	Fri ↓ Tu	Individual professional portfolios due today through Tues. in 339 Colson or mailbox	SWW chapter 2	PROFESSIONAL PORTFOLIOS DUE IN MY OFFICE OR MAILBOX BY 4:45 PM TODAY THROUGH TUES.
<b>Week 17</b> Finals Wk.	Mon →Tu	Individual professional portfolios accepted through <b>Tuesday</b>	Submit portfolio to Colson mailboxes or 339 Colson	<b>Tuesday: DEADLINE</b> for portfolio submission; <b>no</b> portfolios accepted after close of Colson today
Finals Week	Fri	Portfolios <b>MUST</b> be picked up from me in 339 Colson by 2:30 PM today in order to earn full semester points	<b>Pick up portfolio from 339 Colson between 12 noon and 2:30 PM</b>	<b>Friday: You MUST PICK UP your portfolio from me in 339 Colson by 2:30 PM in order to earn full credit for the final portfolio;</b> 30 points subtracted if you don't