

Where a reading is listed, please come to class with the reading completed

Please note the following abbreviations:

TC: Technical Communication (All chapters correspond to the 7th edition.

TW: Team Writing

PZ: Presentation Zen

It is the instructor's prerogative to amend the calendar as needed.

Date	Class Agenda	Reading Due	Assignment Due
Th 9/2	Course Overview <i>Discussion:</i> Assignment #1 Introductions		
Tu 9/7	Discussion: Active Listening A#1b: Presentations (12)	Active Listening	A#1a A#1b
Th 9/9	A#1b: Presentations (12)		A#1b
Tu 9/14	Form groups <i>Discussion:</i> A#2 <i>Group work:</i> brainstorm about project ideas; run ideas by class for preliminary feedback		
Th 9/16	<i>Discussion:</i> Defining the objectives of your communication	TC: Ch. 3	
Tu 9/21	<i>Discussion:</i> Project management <i>Group work:</i> Work on project management	TW: Ch. 2 TC: Ch. 18	
Th 9/23	<i>Discussion:</i> Crafting a strong and agreeable team charter <i>Group work:</i> work on team charter	TW: Ch. 3	
Tu 9/28	A#2: Presentations (3)		A#2
Th 9/30	A#2: Presentations (3)		A#2
Tu 10/5	<i>Discussion:</i> Crafting a workable task schedule; A#3a & b <i>Group work:</i> Task schedule/database work	TW: Ch. 4	

Date	Class Agenda	Reading Due	Assignment Due
Th 10/7	<i>Discussion:</i> Thinking about your audience; watch sample Pecha Kucha presentation; watch sample TED talk <i>Group work:</i> Define needs of audience	PZ: CH. 2 TC: Ch. 19	
Tu 10/12	<i>Discussion:</i> Gathering credible sources; primary and secondary sources; how to cite sources; how to note sources while presenting; staying organized	TC: Ch. 6	
Th 10/14	NO CLASS: Group work on your own		
Tu 10/19	<i>Discussion:</i> How to maintain audience interest; crafting a story among all speakers; watch sample talk <i>Group work:</i> brainstorm about story continuity	PZ: Ch. 4	
Th 10/21 *Meet in UGL	Researching for proposal		A#3a-b
Tu 10/26	<i>Discussion:</i> Creating simple and effective graphics; look at samples from PZ; A#4 <i>Group work:</i> Begin mapping out A#4	PZ: Ch. 5 TC: Ch. 13	
Th 10/28	NO CLASS: Group work on your own		Take mid-term survey (e-mail)
Tu 11/2	<i>Discussion:</i> Revising with others	TW: Ch. 6 TC: Ch. 17	
Th 11/4	NO CLASS: Group work on your own		
Tu 11/9	A#4: Presentations (3)		A#4
Th 11/11	A#4: Presentations (3)		A#4
Tu 11/16	<i>Discussion:</i> Review structure of proposals and reports <i>Group work:</i> Define structure of proposal	TC: Chs. 23 & 26 Handout: Proposal structure	

Date	Class Agenda	Reading Due	Assignment Due
Th 11/18	<i>Discussion:</i> Uncluttered design; review samples; watch sample TED talks	PZ: Ch. 6 TC: Ch. 14	
Tu 11/23	NO CLASS: Group work on your own		
Th 11/25	UNIVERSITY CLOSED: THANKSGIVING		
Tu 11/30	NO CLASS: Group conferences		
Th 12/2	Rehearsals for presenters on 12/9		A#5a-b
Tu 12/7	Rehearsals for presenters on 12/16 (1:25) and 12/17 (11:45)		A#5a-b
Th 12/9	Final Presentation: A#5b (2)		A#5c A#6 due 48 hours after presentation
Tu 12/14	NO CLASS: UNIVERSITY STUDY DAY		
Th 12/16 1:25 Section Only <u>Note different time:</u> 1:20 p.m.-3:50 p.m.	Final Presentation: A#5b (4)		A#6 due 48 hours after presentation
Fr 12/17 11:45 Section Only <u>Note different time:</u> 10:40 a.m.-1:10 p.m.	Final Presentation: A#5b (4)		A#6 due 48 hours after presentation