


**ENGL 3100 SP 2012 Schedule of Assignments (version 2.5)**

Week	Date	Topic	Notes	Reading/Papers
1	1/2	Course Introduction		
	1/4	Letter, Memo, Email		TC Chapters 1 & 22
	1/6	OLN Discussion: Introductions and Expectations		TC Chapter 3 DUE Email acceptance of syllabus and policies (no later than 5:00PM by email) (DA)
2	1/9	Audience Job Application Materials		TC Chapter 2 Web site: Email & E-Résumé
	1/11	Electronic Résumé		DUE Introduction Memo (DA) DUE Bring in Job Description (DA) (in class-hard copy, both documents)
	1/13	OLN Discussion: Audience		
3	1/16	Martin Luther King Day	No Class	TC Chapters 6 Appendix (Project 12) Web site: Formal Report
	1/18	Final Report Introduction		TC Chapter 24-25 (skim)
	1/20	OLN Discussion: Email and E-résumé		DUE Email & E-Résumé (MA) (no later than 5:00PM via email)
4	1/23	Final Report Introduction		TC Chapters 14 & 27 (Project 10 -pg. 699 & Project 7-pg. 697)
	1/25	Technical Instructions Intro. Task Analysis		Web site: Technical Instructions Web site: Topic Worksheet
	1/27	OLN Discussion: Topic Idea and Group Formation		
5	1/30	Proposal & Persuasion Technical Instructions (Q&A) Topic Memo (Q&A)		TC Chapters 5 & 23
	2/1	Topic Memo Workshop (Groups)		DUE Task Analysis (DA) (in class-hard copy)
	2/3	OLN Discussion: Instructions Topic Memo Workshop in 410 (I will be available for Q&A)		TC Chapter 24 & 25 (review) DUE Topic Memo (Groups) (DA) (by Monday 2/6 no later than 5:00PM by email)
6	2/6	Documentation		TC Chapters 7 & Appendix A
	2/8	Report Draft Development		TC Chapter 10-11
	2/10	OLN Discussion: Draft		
7	2/13	Report Draft (con't)		TC Chapter 18 Last day to drop with a "W" DUE Technical Instructions (individual MA - hard copy)

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	2/15	Workshop (Groups)		
	2/17	Workshop (Groups) No OLN post this week	410 will be open	
8	2/20	President's Day	No class	TC Chapter 8 15 Web site: Progress Report
	2/22	Progress Report Intro.		
	2/24	OLN Discussion: TW Definition		DUE Report Draft (Groups) (DA) (hard copy no later than NOON at the ENGL main office)
9	2/27	Conference	No class	
	2/29	Conference	Be here!	Oral Progress Reports (Groups) (DA)
	3/2	Conference	No class	No OLN post this week
10	3/5	Conference	Be here!	Oral Progress Reports (Groups) (DA)
	3/7	Cohesion		TC Chapter 13 & 15
	3/9	OLN Discussion: Collaboration		
11	3/12	Spring Break		
	3/14	Spring Break		
	3/16	Spring Break		
12	3/19	Style		TC Chapters 11 & 12
	3/21	Document Formatting		
	3/23	OLN Discussion: Style		
13	3/26	Workshop		
	3/28	Workshop		DUE Progress Report Memo (individual MA)
	3/30	OLN Discussion: Formatting		
14	4/2	Report Presentations		
	4/4	Report Presentations		
	4/6	OLN Discussion: Review	410 in class	
15	4/9	Report Presentations		
	4/11	Report Presentations		
	4/13	Report Presentations		DUE Recommendation Report (Group MA)
16		Finals Week		