

**San José State University**  
**Department of English, School of Humanities & Arts**  
**English 100WB, Business Writing, Section 10, Fall 2020**

### Course and Contact Information

Instructor:	Sian Sloan
Office Location:	Zoom appointment
Telephone:	209-710-7801 (cell)
Email:	sian.sloan@sjsu.edu
Office Hours:	Mondays, Wednesdays, 11 a.m. - 12 p.m. (and by appointment)
Class Days/Time:	Mondays & Wednesdays, 12:00 p.m. – 1:15 p.m.
Classroom:	Online Zoom
Prerequisites:	A3 or equivalent second semester composition course (with a grade of C- or better); Completion of core GE, satisfaction of Writing Skills Test and upper division standing. Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement (GWAR).
GE/SJSU Studies Category:	Written Communication II (Z)

### Course Format, and Canvas and MYSJSU Messaging

This is a semester long online course. We will meet twice a week via zoom at the above days and times. The organization of the course is module-based. There will be 17 modules, one for each week of the class. Module contents will not be available until that week. Throughout this program you will work closely with fellow business students, as well as with your professor.

You are responsible for checking your email and the Canvas course page regularly. Online readings, copies of major assignments, and important announcements will be posted on Canvas. If, for any reason, Canvas is not working or a link/document is not working, please contact me as soon as possible.

You should also check your SJSU email regularly. Please use this account when contacting me through email, not your personal account. Since this is a business communications class, you should use proper email netiquette, including using an informative subject line and a clear articulation of your question, comment, or concern. I will try to respond to emails on the day they are received, but emails received after 7 pm may not be answered until the next day. Emails received on weekends may not receive replies on the same day.

If you want to send a quick question or comment without composing a formal email, you can text me using the number above. Text messages should be related to the class. If you do not feel comfortable with communicating via this means, then rely on email instead.

### Technology Use

Students are required to have an electronic device (laptop, desktop or tablet) with a camera and built-in microphone. SJSU has a free [equipment loan program](#) available for students.

Students are responsible for ensuring that they have access to reliable Wi-Fi during classes. If students are unable to have reliable Wi-Fi, they must inform the instructor, as soon as possible.

See [Learn Anywhere website](#) for current Wi-Fi options on campus.

## Course Description

Written communications for business majors; includes minimum of 8,000 words of writing spaced throughout the semester.

This hands-on course is designed to simulate actual business communication scenarios (oral and written) that are encountered by business professionals daily during the course of their careers. Assignments will enable students to practice and immediately apply both practical and theoretical aspects of organizational communication directly in real-life work situations. Communication mechanics and style (practical), and the appropriateness of messages and methods based on specific organizational situations (theoretical) will be emphasized.

## Course Goals and Learning Outcomes

### GE Learning Outcomes

- **Learning Outcome 1 (GELO1):** Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression
- **Learning Outcome 2(GELO2):** Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
- **Learning Outcome 3 (GELO3):** Organize and develop essays and documents for both professional and general audiences.
- **Learning Outcome 4 (GELO4):** Organize and develop essays and documents according to appropriate editorial and citation standards.
- **Learning Outcome 5 (GELO5):** Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

### Course Learning Outcomes

- After successful completion of this course, students should be able to do the following:
- Create texts and make presentations that are appropriate for a variety of audiences and situations
- Analyze organizational and rhetorical situations in business communications and employ appropriate strategies for communicating based on audience, purpose, and context
- Identify and explain genres and written and visual conventions used in business communications
- Participate in both intra-organizational communication as well as communications with others outside of the organization
- Explain the role of ethics in business communications
- Understand the role of collaboration in business communications
- Use photos, illustrations, and other tools as appropriate in business communication.
- Communicate complex data
- Understand the basic principles for document layout and design
- Adapt a text to meet the needs of varying audiences

## Required Texts/Readings

### Textbook

MacRae, P. (2019). *Business and Professional Writing: A Basic Guide*. Peterborough, Canada: Broadview Press. (ISBN: 978-1554814718)

\*Digital or e-books are fine.

## Other Readings

Online readings posted on Canvas.

## Course Requirements and Assignments

In this course, you'll be responsible for online and in-class assignments, five major out-of-class assignments, and a presentation. You'll also be attending at least two conferences with me, completing drafts of work and participating in review of your peers' work, and, finally, taking part in a series of post-unit reflections.

According to [University Policy S16-9](#), "Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus."

## Assignment Submission

For the major assignments, you will submit your written assignments via Canvas when possible. If Canvas will not accept a file because of file type or file size, you may email the file to me.

All work should be submitted on time, and you are responsible for ensuring that I receive the paper. **To avoid a late penalty, you must submit your final projects no later than the beginning of the class period, unless otherwise specified.** Remember, these major assignments are due online, and you can submit them from home: they are still due even if you are unable to attend class on the day they are due, and even if class is canceled for some reason. If you need to submit a paper early, that is fine.

## Peer Review

For peer review, you should have a complete or almost-complete draft of the assignment. Groups will determine whether they will 1) send their texts to each other before the peer review date, then discuss the projects during class time, or 2) read AND discuss projects during the peer review. Peer review will take place in break out rooms during our Zoom class times.

If you do not bring drafts, you may still sit in on your review groups, but you will not receive points for that peer review workshop.

I will not be taking up and commenting on drafts, though I will make sure you have a complete draft; your peers will truly be your colleagues in this respect. However, if you would like me to look over a draft and comment, you are welcome to meet with me during online office hours, make an appointment, or set up a time for a phone call or Zoom chat.

## Final Examination or Evaluation

The final evaluation for this class is two-fold. Students will complete a report as the final assignment for the course, and they will be responsible for adapting this report to be suitable for a 5-10 minute presentation. Presentations will be given during the final examination period, Wednesday, December 9, 9:45am-12pm.

## Grading Information

The department of English reaffirms its commitment to the differential grading scale defined in the SJSU Catalog ("The Grading System"). Grades issued must represent a full range of student performance: A = excellent; B = above average; C = average; D = below average; F = failure.

## Assignment Grade Distribution

Major Assignment 1 (Professional Biography)	75pts
Major Assignment 2 (Correspondence packet)	125pts

Major Assignment 3 (Job documents)	125pts
Major Assignment 4 (Promotional materials)	175pts
Major Assignment 5 (Report)	200pts
Final Report Presentation	100pts

In-Class Assignments/Homework	100pts (10pts each; extra assignments = extra credit)
Peer Review Workshops	40pts (10pts each)
In-Class Reflections	40pts (10pts each)
Conferences	20pts (10pts each)

\*The student is expected to attend at least two one-on-one conferences with the professor, via Zoom or via phone call, either during office hours or by appointment. These conferences can be whenever the student wants as long as they are scheduled beforehand, but only count for points if they are for two separate assignments.

## Final Grading Scale

A: 940 pts and above	A-: 939-900 pts	
B+: 899-870 pts	B: 869-840 pts	B-: 839-800 pts
C+: 799-770 pts	C: 769-740 pts	C-: 739-700 pts
D+: 699-670 pts	D: 669-640 pts	D-: 639-600pts
F: 599 and below		

This course must be passed with a C or better as an SJSU graduation requirement.

## Grading Criteria

In texts, I look at six major categories:

1. **Rhetorical/Contextual Awareness:** The criterion on which all others are judged. Students are expected to demonstrate a clear awareness of the rhetorical situation and the context into which they are writing. This includes a demonstrated awareness of purpose, audience, message, constraints (legal, ethical), power structures (hierarchy), etc. In all aspects of grading, awareness of rhetorical/contextual ideas will be most important. For example, a student may write a letter which uses several supporting sources; however, if the audience for that letter has reason to distrust those sources and thus would be not persuaded by them, then the student has not used appropriate support.
2. **Focus:** Students are expected to maintain a clear and specific focus in their texts, and that focus should be clear to the reader (in some cases, it is stated directly). All supporting details should adhere to this focus.
3. **Structure & Organization:** Students should structure and organize their texts appropriately. The appropriate structure and organization will depend on the type of text the student is creating and will sometimes be outlined by the assignment itself, or by the reading in the textbook.
4. **Development & Support:** Students should provide appropriate levels of development and support in their texts. Development simply means that there is an appropriate amount of detail for the rhetorical/contextual situation. For example, an average person may not need an explanation of the technical details of a new platform, but the UX designer for that new platform certainly would need those details. Support refers to backing up claims made in the text by using additional sources (i.e., not just asking someone to take your word for it). These sources could be anything from personal experience, photos or illustrations, to academic articles—the type of sources you use will largely be determined by your audience and purpose.
5. **Style:** Students should maintain an appropriate style for their texts, based on the rhetorical and contextual situation. Style refers to the way that something is written, presented, or created. Sometimes you'll change or vary your style depending on your organization's style or your relationship with the audience. Style may also refer to the way you present the information. If you're going for a playful, informal style, you may include a meme in your presentation, whereas if that's not appropriate for your formal presentation, you may stick with graphs and charts.
6. **Formatting & Mechanics:** Though formatting and mechanics is the last grading criterion, students are still expected to use appropriate formatting and mechanics. Readers in professional environments will expect texts to look the way they are "supposed" to. For example, when you send a memo to your co-workers, they might be confused if it doesn't

*look* like the memo. They may then throw it away, thinking it is just junk mail. Similarly, if you send a correspondence that is riddled with mechanical errors, a reader may become frustrated. Keep in mind, distracting mechanical errors are different than just a forgotten comma—these errors are consistent and often interrupt the flow of the text or impede the readers’ ability to understand the text.

More specific grading rubrics are provided with each major assignment.

An “A” text is excellent. It demonstrates mastery of the skills for that unit and exceeds expectations in each of the six grading criterion.

A “B” range essay demonstrates competence in the same criteria as an “A” essay, but it may show slight weakness in one of these areas.

A “C” range essay will complete the requirements of the assignment, but it may show weakness in a few of the major criteria (or some weakness in criterion 1).

A “D” range essay will neglect to meet all the requirements of the assignment or will completely disregard the rhetorical/contextual situation (criterion 1).

An “F” range essay does not fulfill the requirements of the assignment.

### **Late Work Policy**

Major assignments for this class will only be accepted one class period late (i.e., if the assignment was due by the beginning of class on Monday, it will only be accepted by the beginning of class on Wednesday) and will be given an automatic 20% deduction from the final essay grade. After next class period has passed, the major assignment will not be accepted, and for that assignment the student will earn a 0.

In general, in-class writings cannot be turned in late or made up. Since there will be additional in-class writings for extra credit, this should make up for any unavoidable absences.

Exceptions to this late work policy may apply if the student communicates with the professor ahead of time.

### **Extra Credit**

In addition to the potential for extra credit through in-class assignments, students may also revise one of the first three assignments for a higher grade. Revision is more than just editing and improving grammar and sentence structure; the final revised product should demonstrate substantial changes and improvements. The revised assignment is due on the last day of classes, Monday, December 7.

### **Classroom Conduct**

Be kind to each other. You are to treat the instructor and your classmates with respect and courteous behavior. Keep in mind that we likely come from different backgrounds, honor different belief systems, have access to different tools, struggle with different concepts, and excel at different tasks and responsibilities. And that’s okay.

Sleeping, watching Netflix, checking Facebook, reading, working on assignments for another class, listening to music during class, etc., are not permitted. To avoid any of these possibilities, simply be respectful of your instructor, your classmates, and yourself.

### **Basic Needs Security**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live and believes this may affect their performance in the course is urged to contact SJSU Cares. Furthermore, please notify the professor if you are comfortable in doing so. This will enable her to provide any resources that she may possess.

SJSU also has the following initiatives:

- [CalFresh Outreach Program](#)
- [Emergency Funds](#)
- [Emergency Housing](#)

- [Food & Shelter Program](#)
- [Mental Health Services](#)
- Other: [Food Resources](#)
- [Student Health Services](#)

## My open-door policy

I'm happy to talk with you at any time about the readings, assignments, and any other aspect of the course. Just talk to me after zoom class, during zoom office hours, send me an email, or arrange to meet with me. I understand that sometimes office hours are difficult to get to, so I'm always happy to meet with you at another time if you contact me. I can also accommodate phone or Zoom meetings when needed.

## University Policies

### General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view [University Policy S16-15](#) and SJSU current semester's [Policies and Procedures](#). In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

### Timely Feedback on Class Assignments

Per [University Policy F13-1](#), all students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.

### Accommodation to Students' Religious Holidays

[University Policy S14-7](#) states that San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.

### Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](#). Students should be aware of the current deadlines and penalties for dropping classes ([Late Drop Information](#)). Information about the latest changes and news is available at the [Advising Hub](#).

### Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](#), requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- [Recording Zoom Classes](#). This course or portions of this course (i.e., lectures, discussions, student presentations) will be recorded for instructional or educational purposes. The recordings will only be shared with students enrolled in the class through Canvas. The recordings will be deleted at the end of the semester. If, however, you would prefer to remain anonymous during these recordings, then please speak with the instructor about possible accommodations (e.g., temporarily turning off identifying information from the Zoom session, including student name and picture, prior to recording).

- Students are not allowed to record without instructor permission. Students are prohibited from recording class activities (including class lectures, office hours, advising sessions, etc.), distributing class recordings, or posting class recordings. Materials created by the instructor for the course (syllabi, lectures and lecture notes, presentations, etc.) are copyrighted by the instructor. This university policy (S12-7) is in place to protect the privacy of students in the course, as well as to maintain academic integrity through reducing the instances of cheating. Students who record, distribute, or post these materials will be referred to the Student Conduct and Ethical Development office. Unauthorized recording may violate university and state law. It is the responsibility of students that require special accommodations or assistive technology due to a disability to notify the instructor. “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

## Academic integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy F15-7](#) requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. Visit the [Student Conduct and Ethical Development](#) website for more information.

## Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](#) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](#) (AEC) to establish a record of their disability.

## Student Technology Resources

Computer labs and other resources for student use are available in:

- [Associated Students Print & Technology Center](#) at <http://as.sjsu.edu/asptc/index.jsp> on the Student Union (East Wing 2nd floor Suite 2600)
- [The Spartan Floor](#) at the King Library at <http://library.sjsu.edu/about/spartan-floor>
- [Student Computing Services](#) at <http://library.sjsu.edu/student-computing-services/student-computing-services-center>
- [Computers at the Martin Luther King Library](#) for public at large at <https://www.sjpl.org/wireless>
- Additional computer labs may be available in your department/college

A wide variety of audio-visual equipment is available for student checkout from [Collaboration & Academic Technology Services](#) located in IRC Building. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

## SJSU Writing Center

The SJSU Writing Center has two locations: scheduled appointments are in MLK library, while drop-in appointments are in Clark Hall, Suite 126. This semester, because of Covid 19, all appointments will be online. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services online, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing

Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

### **SJSU Counseling and Psychological Services**

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling and Psychological Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>

## English 100WB, Section 10, Fall 2020, Course Schedule

This schedule is subject to change. If changes are necessary, I will notify you of any changes to the schedule in class, and I will upload a new schedule document on Canvas. I will make sure that there is ample time for you to make any changes to your schedule that you might need to.

Most classes will include some sort of individual or group work that may not be denoted on the schedule. Should you miss class, always consult with a classmate about what you have missed.

### Course Schedule

Week	Date	Topics & Assignments	Due
1	Wed 8/19	<b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read Introduction p. 15-21</li> <li>• Post in Discussion 1</li> <li>• Read Module 1 in Canvas</li> </ul>	
2	Mon 8/24	Introductions, Syllabus, Discussion 1 Introduce Assignment 1: Professional Biography <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read Assignment 1 examples</li> </ul>	Complete Discussion 1
2	Wed 8/26	Professional Biography. Business language. <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Complete Assignment 1 Read Chapter 1, Plain Language, p. 25-31.</li> <li>• Read Chapter 2, p. 33-59</li> </ul>	Draft of Assignment 1
3	Mon 8/31	The seven Cs of communication, Intro to professional correspondence, rhetorical situations Introduction to Assignment 2 <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read Chapter 7, Emails &amp; Memos, p. 153-160</li> <li>• Read Chapter 8, Letters: Good News, Neutral, and Bad News, p. 161-175</li> <li>• Read Chapter 9, Persuasive Letters, p. 177-192</li> </ul> Take notes on Chapters 7-9, things you think are helpful and things you disagree with	Assignment 1
3	Wed 9/2	Formatting your correspondence <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read Chapter 6, Formatting for Correspondence, p. 135-148</li> <li>• Work on drafts</li> <li>• Prepare your draft for</li> </ul>	

Week	Date	Topics & Assignments	Due
		review <ul style="list-style-type: none"> <li>• Read performance review texts (Canvas)</li> </ul>	
4	Mon 9/7	Labor Day—No class meeting	
4	Wed 9/9	Formatting for correspondence, Workshop Assignment 2 <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Review and incorporate your team's feedback</li> <li>• Revise and edit your texts</li> <li>• Complete Assignment 2</li> </ul>	<b>DUE:</b> Notes on correspondence chapters Draft of Assignment 2 (10 pts for draft + participation in peer review)
5	Mon 9/14	Reflection on Assignment 2, Introduction to Assignment 3 <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read job ad analysis texts (Canvas)</li> <li>• Read Chapter 10, Cover Letters, p. 197-206</li> </ul>	<b>DUE:</b> Assignment 2 (before class begins)
5	Wed 9/16	Analyzing job ads, writing cover letters <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read Chapter 11, Resumes, p. 209-227</li> <li>• Read Chapter 5, Basic Document Design, p. 109-133</li> </ul>	
6	Mon 9/21	Creating effective resumes, document design, in-class activity <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read interview texts (Canvas)</li> </ul>	<b>DUE:</b> Example of either a good resume or a bad resume (not your own)
6	Wed 9/23	Resume design review, interviews, post-interview expectations <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read interview texts (Canvas)</li> </ul>	<b>DUE:</b> Draft of resume for <i>design</i> review
7	Mon 9/28	Resume design review, interviews, post-interview expectations <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Complete draft of Assignment 3</li> </ul>	
7	Wed 9/30	Workshop for Assignment 3 <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Review and incorporate your team's feedback</li> <li>• Revise and edit your texts</li> <li>• Complete Assignment 3</li> </ul>	<b>DUE:</b> Draft of Assignment 3 (10 pts for draft + participation in peer review)
8	Mon 10/5	Reflection on Assignment 3, Introduction to Assignment 4	<b>DUE:</b> Assignment 3 (before class begins)

Week	Date	Topics & Assignments	Due
		<b>FOR NEXT TIME:</b> (see next page) <ul style="list-style-type: none"> <li>• Read Chapter 12, News Releases, p. 231-242</li> <li>• Read Chapter 13, Brochures, p. 243-250</li> </ul>	
8	Wed 10/7	Creating promotional materials: Print promos, document design <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read Chapter 14, Promotion on the Web, p. 251-258</li> <li>• Take notes on things you do and do not agree with</li> </ul>	
9	Mon 10/12	Creating promotional materials: Online promos, websites, social media <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Read working with clients texts (Canvas)</li> </ul>	<b>DUE:</b> Notes on Chapter 14
9	Wed 10/14	Working with clients, collaborating with production teams, form production teams <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Complete your rough production schedule</li> </ul>	
10	Mon 10/19	Meet with teams, brainstorm, begin writing & designing if you're at that point <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Continue collaborating outside of class</li> </ul>	<b>DUE:</b> Production schedule
10	Wed 10/21	Meet with teams, continue with writing/designing promotional materials <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Continue collaborating outside of class</li> </ul>	
11	Mon 10/26	Meet with teams, continue with writing/designing promotional materials <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Complete draft of Assignment 4</li> </ul>	
11	Wed 10/28	Workshop for Assignment 4 <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>• Review and incorporate your team's feedback</li> <li>• Revise and edit your texts</li> <li>• Complete Assignment 1</li> </ul>	<b>DUE:</b> Draft of Assignment 4 (10 pts for draft + participation in peer review)
12	Mon 11/2	Reflection on Assignment 4, Introduction to Assignment 5	<b>DUE:</b> Assignment 4 (before class begins)

Week	Date	Topics & Assignments	Due
		<b>FOR NEXT TIME:</b> (see next page) <ul style="list-style-type: none"> <li>Read Chapter 17, Informal Reports, p. 285-308</li> </ul>	
12	Wed 11/4	All about reports: Informal Reports <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>Read Chapter 18, Formal Reports, p. 309-345</li> <li>Read Chapter 19, Formal Report Example, p. 347-367</li> </ul>	
13	Mon 11/9	All about reports: Formal Reports, form teams, brainstorm <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>Determine topic and report type</li> </ul>	
13	Wed 11/11	Veteran's Day—No class meeting	
14	Mon 11/16	Form teams (if applicable), brainstorm report topics, determine report type <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>Have a good break.</li> </ul>	<b>DUE:</b> Topic & report type (verbally)
14	Wed 11/18	Meet with teams (if applicable), begin outlining major report sections, begin drafting proposal <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>Complete brief proposal</li> </ul>	
15	Mon 11/23	Meet with teams (if applicable), finish brief proposal <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>Work on report draft</li> </ul>	<b>DUE:</b> Brief Proposal
15	Wed 11/25	Non-Instructional Day—No class meeting	
16	Mon 11/30	Meet with teams, revising and editing <b>FOR NEXT TIME:</b> <ul style="list-style-type: none"> <li>Work on report draft</li> </ul>	
16	Wed 12/2	Workshop for Assignment 5 <b>FOR NEXT TIME:</b>	<b>DUE:</b> Draft of Assignment 5 (10 pts for draft + participation in peer review)
17	Mon 12/7	Final reflection, presentation meetings	<b>DUE:</b> Assignment 5 (by midnight) Revised assignment (optional)
Final Exam	Wednesday, December 9, 9:45am-12pm	Final presentations	<b>DUE:</b> Final presentation