# English 320, Fall 20, Sec. 12 ONLINE
# Schedule At a Glance (tentative)

| Aug 25/27 | Sept 1/3 | Sept 8, 10 | Sept 1/17 | Sept 22,/24 |
|---|---|---|---|---|
| Course Intro | Form Groups<br>Begin Project 1 | | | **Project 1 Due**<br>Begin Project 2 |
| **Sept 29/Oct 1** | **Oct 6/8** | **Oct 13/15** | **Oct 20/22** | **Oc 27/29** |
| | | Begin Project 3 | **Project 2 Due** | |
| **Nov 3/5** | **Nov 10/12** | **Nov 17/19** | **Nov 24/26** | **Dec 1/3** |
| | | | **Project 3 Due** | |
| **Dec/8, 10** | **No Final Exam** | | | |
| **Portfolio Due** | | | | |

# Schedule in Detail

DO NOT PRINT OUT THIS SCHEDULE. It is subject to change and builds as we progress through the semester.

This schedule is a reading document; think of it as one of our class texts, almost a book. You don't want to skim it; you need to read it carefully each week.

Note that "In Class" activities" are tentative.



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## Week of Aug. 24th

By Fri. Aug. 28:
- Explore our Blackboard (Bb) really thoroughly to get the lay of the land.
- Open and read the Homepage very carefully.
- Open and read the Schedule. The full schedule is a detailed document and you want to consider it almost another course text. It is packed with info. Be sure to check it regularly, because it builds as we progress through the semester (to-be-determined by Covid and other contingencies).
- **Complete Weekly Work #1, Student Bio**. Go to Bb/Pub [your section]/Weekly Work for instructions and to post.

- **Complete Weekly Work #2, Class Survey for Creating Groups**. Go to Bb/Pub [your section] /Weekly Work for instructions and to post.
- If you are not familiar with Collaborate, and even if you are, read this **Intro to Collaborate.** Go into Bb/Collaborate and explore our Course Room. This is where I will hold office hours and where we meet for one-on-one conferencing. Collab is very similar to Zoom and other video conferencing apps. If you have trouble or feel lost, let me know and/or feel free to call ITS for help: 231-8685.
- Read/skim these sites:
    o **The Best Note-Taking Methods.**
    o **The Complete Guide to Taking Notes Effectively at Work**
    o The Most Important Thing You Are Not Doing at Work **https://www.themuse.com/advice/the-most-important-thing-youre-not-doing-at-work-and-how-to-get-started**
- Go to the link for our wholly electronic SWAW text at the top of our Bb menu. Explore around to get the feel of it. Then read:
    o Chap. 1, "Getting Started, Writing and Your Career." (You don't need to read things like "Exercises" unless I specifically assign you to. This applies to reading assignments throughout SWAW.) **Pay attention to any info that might apply, directly or indirectly, to the writing of emails.**
    o Chap. 2, "The Writing Process at Work" (concision in emails; guidelines for ethics of writing in the workplace).
    o Chap. 3, "E-Communications at Work," up to the segment on blogs "Collaborative Writing and Meetings in the Workplace."

**Due. Fri. Aug. 28**
- **WW 1: Student Bio**
- **WW 2: Class Survey**

**Post these items in Bb/Pub/Weekly Work #1-3.**

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## Week of Aug. 31

- Watch for an important introductory video by Cindy which will go over our Homepage and Schedule, course policies, key considerations for this course, our Bb layout, and any problems reported last week.
- Go to Bb/Class Library/Power Point Presentations/Bios and Writing a Good One and watch the presentation.
- Go to Bb/Pub/Weekly Work and find Weekly Work #3, Revised Student Bios. Complete that work, due by Fri., Sept. 4. This involves how to make a better bio, and *key facts to remember for ALL business and professional writing.* Audience awareness is a major subject in this class.
- Read and follow **Instructions for Meeting Your Semester Groupmates.** [forthcoming] **You should meet your group members no later than Fri. Sept. 11.**
- Read **Major Project #1 assignment**.[forthcoming]

 **More Coming! This schedule is a fluid document and will evolve based on current events and Covid contingencies. Check it often.**

## Week of Sept. 7

- **Complete Weekly Work #3, Revised Bio, by Mon. the 7th.** Go to Bb/Pub/Weekly Work for instructions and to post.
- Carefully read assignment for Project #1. Go to Bb/Pub/Major Projects/Major Project 1
- Get started on Project #1:
    - Start looking for a local or remote company.
    - Start looking for a person at that company to interview.
    - Review assignment, as it provides lots of info. for this preliminary work.
- Have some research on a company completed for Project #1. Save any notes.
- Review in SWAW readings on email communications.

<u>In Class</u>

- Go over Project #1.
- Work on emails.

**Due Sept. 7**
**WW 3: Revised Bio.**
**Post in Bb/Weekly Work.**

**Be sure to consult Project #1 assignment "Plan of Action" for steps to follow.**