

English 320, Fall 20, Sects. 13 & 14

Schedule At a Glance (tentative)

| Aug 25/27 | Sept 1/3 | Sept 8, 10 | Sept 1/17 | Sept 22,/24 |
|----------------------|--------------------------------|-----------------|----------------------|---|
| Course Intro | Form Groups Begin Project 1 | | | Project 1 Due Begin Project 2 |
| Sept 29/Oct 1 | Oct 6/8 | Oct 13/15 | Oct 20/22 | Oct 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.



Tues/Thurs Aug. 24/25 No Meeting

No class session. Do the following:

By Fri. Aug. 28:

- Complete Weekly Work #1, Student Bio. Go to Bb/Pub/Weekly Work for instructions and to post.
- Complete Weekly Work #2, Class Survey for Creating Groups. Go to Bb/Pub/Weekly Work for instructions and to post.

Also complete before our first class session next week:

- 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. Take a look around, try clicking the various icons, etc. and then actually check it out ahead of time by visiting our Course Room, which is always open. Collab is very similar to Zoom and other video conferencing apps. If you have trouble or feel lost, feel free to call ITS for help: 231-8685
- Read/skim these sites:
 - [The Best Note-Taking Methods](#).
 - [The Complete Guide to Taking Notes Effectively at Work](#)
 - 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 *Successful Writing at Work* (SWAW), our wholly electronic textbook. You will see a link to it at top of our Bb menu. Read:
 - 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.**
 - Chap. 2, “The Writing Process at Work” (concision in emails; guidelines for ethics of writing in the workplace).
 - 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.

Tues/Thurs. Sept. 1/3

Collab Class Session 1

Before Class

- Read [this brief sheet](#) of instructions for our first session.
- Look over [this list of take-aways](#) from last week’s reading assignments.

In Class

- Go into Bb/COLLABORATE and join Session 1 (select your section). This is our first class meeting.
- Course intro. Go over Homepage and Blackboard (Bb). This will be a trial run; we will no doubt experience snags, issues, camera or mic problems, etc! So please be patient. If the whole system goes down, if my wireless suddenly stops, or if Martians invade, check your email for info and instructions.

- Look over handout link: [take-aways from last week's readings](#).
 - Look over student bios.
 - Assignment for Weekly Work #3, Revised Bio. [Some people completed these ahead of schedule. If this was you, you may want to revise it again based on the instructions.]
 - Possibly meet assigned groupmates.
 - Possibly look at Major Project #1.
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Tues/Thurs. Sept. 8/10 Collab Class Session 2

Due Tues/Thurs Sept. 8/10
WW 3: Revised Bio.
Post in Bb/Weekly Work.



Before Class

- **Complete Weekly Work #3, Revised Bio.** 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.

In Class

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

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



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