English 273: Technical Writing

FALL 2019

Instructor: Kristi Warren

Department: English

Office: Liberal Arts North (LAN) 230

Office Phone: 936-468-2136 (I almost never answer this number and PREFER email)

Email: Use the D2L email tool here within the course or email warrenkr@sfasu.edu with an accurate subject line containing ENG 273 and your section number.

Class meeting time and place: Online

Office Hours

- Wednesdays from 7:00-9:30 pm (online)
- Tuesdays and Thursdays from 10:00 am - 12 noon; 2:00-2:30 pm (on campus)
- By appointment (request a time via email)

To contact Mrs. Warren during her online office hours, use the "Office Hours" chat room here on our course D2L page (preferred) or send a message using the Pager tool. I will also occasionally host interactive ZOOM sessions during office hours so you can ask questions about new assignments in real time.

Prerequisite

Students must have earned a grade of C or higher in ENG 131 & ENG 132 (or their equivalents).

Official Course Description

This is the course description that appears in the official SFA course catalog:

Study of the rhetorical principles involved in technical and scientific workplace writing. Emphasis on the production of professional documents, such as analytical reports, in both traditional and online formats. Will not satisfy literature requirement; will not count toward an English major or minor (except for a minor in writing). Prerequisite: six hours of freshman English.

Course Overview: In English 273 you will learn and practice the forms of written and oral communication used in science, business, engineering, and the workplace in general. You will analyze typical rhetorical situations, recognize conventional styles of presentation, and learn how to tailor your writing to a variety of audiences. You will study and practice the processes of written composition and the general principles of good communication, with the aim of becoming an efficient and effective writer and editor.
TCCN Course description: Technical and Scientific Writing (3 credits; fully online) typically meets online for 8 units over the course of 15 weeks in regular semesters and 5 weeks in summer semesters. For each unit, students are required to work through online course pages and complete readings of the textbook and other relevant sources, and create a variety of documents including correspondence, job portfolios, feasibility reports, instruction manuals, and visual presentations. Other course requirements include peer review exercises, online quizzes, topic approval memos, and discussion boards. Students are required to submit at least five major projects, one of which is a collaborative writing project that includes a class presentation. In addition, the final product for the class is a formal decision-making report. To successfully complete this course, in a regular semester, students must spend a minimum 6-8 hours per week working in the course management system and another 5-7 hours in reading field-specific documents. For summer sessions, the workload is condensed and requires a total of about 20 hours per week, including all activities.

As this is an online course, you will need frequent access to a computer and D2L (also known as Brightspace). You'll also be expected to use email and to conduct online research. The syllabus indicates clearly the progress expected, so you can prepare ahead if you are so inclined. **This is not a self-paced course, and it is your responsibility to keep up with weekly deadlines.**

The focus will be on clear, concise, complete written communication. This level of communication requires a well-defined concept of "audience" and a carefully thought-out message.

**Official Course Outcomes and Objectives**

The following information is required to appear on the syllabus for this course.

**Program Learning Outcomes**

This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.

**General Education Core Curriculum Objectives**

In any given semester, one or more of the following Core Curriculum Objectives for the English Foundational Component Area in Communication Writing may be assessed. These objectives are:

1. Critical Thinking: Creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

2. Communication Skills: Effective development, interpretation and expression of ideas through written, oral and visual communication.

3. Teamwork: The ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

4. Personal Responsibility: The ability to connect choices, actions and consequences to ethical decision-making.
Student Learning Outcomes for ENG 273:

By the end of the course, students should be able to:

1. Understand the recursive writing and social editing process and be able to write a variety of technical documents in an acceptable level of Standard American English. (This outcome aligns to the Core objectives for Communication Skills and Teamwork).

2. Write a variety of technical documents, demonstrating their awareness of audience and facility in addressing different audiences and stakeholders in complex rhetorical situations. (This outcome aligns to the Core objectives for Critical Thinking, Communication Skills, and Personal Responsibility).

3. Write technical and workplace documents by applying the appropriate categorical modes of rhetorical composition (descriptive, expositive, scientific, etc.), integrating visuals with text, and presenting information in an oral format. (This outcome aligns to the Core objectives of Critical Thinking, Communication Skills, and Personal Responsibility).

4. Work in groups to produce and critically evaluate documents, integrating different points of view. (This outcome aligns with the Core objectives of Critical Thinking, Communication Skills, Teamwork, and Personal Responsibility).

5. Use critical-thinking skills and exhibit technical proficiency in the invention and composing processes. (This outcome aligns with the Core objectives of Critical Thinking and Communication Skills).

6. Understand ethical considerations in technical and professional writing, understanding the consequences of communication acts. (This outcome aligns with the Core objectives of Critical Thinking, Teamwork, and Personal Responsibility).

7. Tailor communications to social and ethical frameworks, editing them to be effective and responsible in international and intercultural situations. (This outcome aligns with the Core objectives of Critical Thinking, Communication Skills, and Personal Responsibility).

8. Adequately research a topic and use documented evidence to support a paper written in the style applicable to their individual field of study. (This outcome aligns with the Core objectives of Critical Thinking, Communication Skills, and Personal Responsibility).

Required Course Text and Materials


ISBN-10:1305667883

You'll need a reliable way to store and transfer important files and projects (a USB/Flash drive or cloud backup) and frequent access to D2L.

Also required: The ability to record video and audio on your computer. You do not need any specific model of web cam or microphone for this. Just be aware that there will be
one assignment in the course requiring that you record yourself and your computer screen while talking through a presentation.

**Deadlines**

Technical writing in the workplace is deadline-oriented. To simulate this atmosphere, you are expected to turn in all assignments on time, and failure to do so will result in a grade deduction on the assignment of 5% per day for major assignments. Assignments such as drafts and peer critiques are especially time sensitive and will only be accepted one day past the due date (for partial credit). **No major assignments will be accepted more than one week late, and no assignments will be accepted after Saturday, December 7 at 10:00 PM. Again, this is not a self-paced course, and you may have several things due in a week (all assigned well in advance of the deadline).** However, if you experience extenuating circumstances and are unable to meet a major deadline, please contact your instructor in advance of the due date so that arrangements can be made for an extension if the situation warrants it.

As indicated on the Course Timeline and Calendar, some of the major assignments include a "grace period," meaning that they will be accepted without question and without penalty up to **24 hours** following their due dates. Consequently, if you find yourself running a bit behind on one of those major assignments, you do have a built-in cushion of time in which to finish. **Quizzes and peer review do NOT have built in extensions.**

**Communication**

Course communication will occur primarily through Brightspace/D2L email, News postings on the course homepage, discussion posts, and online office hours. I will check my course email at least once a day Monday through Friday and will reply as quickly as possible.

Students are also expected to check their D2L email often and to respond promptly to emails from their instructor. Please set your D2L account to send notifications of News, emails, etc.

As with your D2L email, if you send me an email through MySFA email, please include "ENG 273" and your section number somewhere in the subject line. Otherwise, your message may be easily lost among the large volume of email I receive each day.

If you wish to see me on campus, my office is Liberal Arts North (LAN) 230.

**Technical Difficulties**

If at any point during the course you experience technical difficulties in D2L, please let me know immediately. Also, keep in mind that a technical glitch in D2L does not excuse you from completing and submitting assignments on time. If you ever find yourself unable to submit an assignment through Brightspace, submit it as an email attachment ONLY as a last resort (I won't grade papers submitted via email, but I'll reopen the dropbox for you). Please note that you can only email my D2L account from your D2L email (in other words, you can't send an email from your Yahoo account to a D2L email address). You may also contact Andra Floyd,
the Student Support Specialist for distance education, by email (AFLOYD@SFASU.EDU) or phone (936-468-1919) for help with Brightspace.

Assignments

All writing assignments must be typed and submitted online through D2L in either Microsoft Word or Rich Text Format. The Pages program (found on Mac computers) is not an accepted format in D2L/Brightspace or Turnitin.com (where D2L automatically sends papers for plagiarism detection). All assignments will be graded for proper format, soundness of content, attention to rhetorical context, resourcefulness, grammar, mechanics, and document design.

After submitting an assignment, it is the student's responsibility to check the Dropbox folder to verify that the file was accepted. Assignments submitted in an incorrect file type will be counted as late (and a grade deduction made accordingly) until an acceptable file type is submitted.

All assignments must be completed in the order in which they are given. No assignments will be accepted more than 7 days late, nor will any assignments be accepted after 10 PM on Saturday, December 7.

- All core assignments (see Projects below) and the Final Exam must be completed in order to pass the course.
- Minor assignments (including topic posts and memos, drafts, peer critiques, and quizzes) must be completed by the due dates in order to receive full credit. A quiz cannot be reopened once it closes.
- If you are running into delays completing any assignments (major or minor) and want to avoid grade penalties, CONTACT MRS. WARREN AHEAD OF THE DUE DATE to explain the problem and ask for a short extension (which may under some circumstances be granted).

Be aware that your instructor will be running almost all of your course work through Turnitin.com, a plagiarism detection service. See the Academic Integrity section for penalties for plagiarism.

Major assignments

There will be six major assignments of varying lengths and with varying point values in ENG 273. Failure to complete any of the six core assignments or the Final Exam will result in a grade of F for the course.

- Module 2: Job Portfolio
- Module 3: Decision-Making Report (the DMR and Annotated Bibliography and Research Analysis are the two parts of this major assignment)
- Module 4: Presentation
- Module 5: Collaboration Project (contains both individual and group components)
- Module 6: Instruction Manual (IM)
Quizzes

All Modules except the Collaboration unit contain a 20 point quiz. The quizzes will cover info from the assigned chapters in the textbook as well as material from the learning modules. Quizzes close on the last day of the module and can be taken at any time during their respective units.

Quizzes will be timed at 30 minutes. **Students will be able to take each quiz up to 2 times**, the scores for your first and second attempts will be averaged, and only the average score will count. If you need special accommodations, please be sure to contact the Disability Services office and complete the necessary paperwork.

Final Exam

There will be an essay format Final Exam where you will revise and/or write short documents in response to various scenarios. See the Course Timeline for the date range during which the final will be open.

Drafts & peer critiques

Some projects will require posting a partial draft the week of the due date as well as responding thoughtfully to the drafts of your group members. See the Peer Critique discussion board for specific instructions on how to receive full credit for your feedback.

Grade Determination

**MAJOR PROJECTS**

- Job portfolio ................................. 100 pts
- Annotated bibliography / research analysis  ............ 65 pts
- Decision-making report .......................... 100 pts
- Instruction Manual ............................. 100 pts
- Presentation .................................... 100 pts
- Collaboration Essay (individual) .................. 50 pts

- Collaboration Group component .................. 50 pts

**SMALLER PROJECTS**

- Correspondence assignment .................. 30 pts
- Report topic proposal memo .................. 20 pts
- Instructions topic proposal memo ............. 20 pts
- Instructions analysis ........................... 25 pts
- Collaboration Reflection memo .............. 25 pts

**DRAFTS**

- Job portfolio draft ............................ 20 pts
- Citation/annotation draft (very brief) .......... 10 pts
Decision-making report draft 20 pts
Instruction manual draft 20 pts

**PEER CRITIQUES**
Job portfolio critiques 15 pts
Decision-making report critiques 15 pts
Instruction manual critiques 15 pts

**QUIZZES & EXAMS**
5 module quizzes @ 20 pts each 100 pts
Final exam 60 pts

**MISCELLANEOUS**
Learning agreement quiz 20 pts
Introductory post 10 pts
Presentation topic post 10 pts

Total possible points 1000

All major assignments will be graded according to rubrics that help to define the various aspects of each assignment (i.e. style, content, grammar, etc.). Rubrics are available near the assignment instructions in each module.

**Minimum points required for an A**........900
**Minimum points required for a B**........800
**Minimum points required for a C**........700
**Minimum points required for a D**........600

*Any score below 600 points will result in an F for the course; scores will not be "rounded up" or curved*

**Extra credit**

There will be three opportunities to earn extra credit available to everyone equally:

**Use of office hours (2 pts)** - Drop by Mrs. Warren's online, ZOOM, or campus office hours to ask her a question or to discuss an assignment at least once during the semester, and you will earn 2 points of extra credit added to your overall total. While you may use the online office hours as frequently as you like, you will only earn extra credit once.

**Report a typo or error (1 pt)** - If you spot a factual error or typo in the course and are the first person to post about it on the Typos & Error Reports discussion board, you'll earn 1 point of extra credit. You can report more than one error but will only receive extra credit the first time.

**Complete the official course evaluation (2 pts)** - Complete the official course evaluation (that will be available in mySFA near the end of the semester) and you will have 2 points of extra credit added to your overall total.
**Grade Criteria**

Overall, your grade will be based on a total of 1000 points. To figure your grade out at any point in the semester, simply add up the number of points you have and divide that by the number of points possible. This will give you an overall percentage.

**Grading Standard:**

**A: 90-100:** Students earning the grade of an A on any assignment will have completed work that obviously demonstrates a more than average understanding of the course material and completion of all aspects and requirements of the assignment. The grade of an A is reserved for that work which expertly displays one’s ability to engage the ideas at hand, recognize and dialogue about the complications of such ideas, and translate such dialogue into clear, academic prose that is free of stigmatized errors.

**B: 80-89:** Students earning the grade of a B on any assignment will have completed work that demonstrates a more than average understanding of the course material and completion of all aspects and requirements of the assignment. The grade of a B is reserved for that work which adeptly displays one’s ability to engage the ideas at hand, recognize and dialogue about the complications of such ideas, and translate such dialogue into clear, academic prose that is free of stigmatized errors. However, the level of thought, while still above average, may fluctuate in terms of analytic abilities and expression.

**C: 70-79:** Students earning the grade of a C on any assignment will have completed work that demonstrates an average understanding of the course material and completion of all aspects and requirements of the assignment. The grade of a C is reserved for that work which displays one’s ability to engage the ideas at hand (more so through summary and response rather than analysis), recognize and dialogue about the complications of such ideas (however, the complications recognized will focus more on surface level issues rather than the greater whole), and translate such dialogue into clear, academic prose that is free of stigmatized errors. As can be seen from this description, the level of thought will be acceptable and display that a student has read the assignment, but his/her analytic abilities and level of expression will not be nearly as complicated nor developed. Instead, C work will display a student’s hold to traditional methods of expression (simpler construction of sentence and paragraph development) and a struggle to develop complex, critical thinking skills.

**D: 60-69:** Students earning the grade of a D on any assignment will have completed work that demonstrates a below average understanding of course material and a lack of completion of all aspects and requirements of the assignment. The grade of a D is reserved for that work which displays one’s struggle or refusal to engage the ideas at hand, simply summarizes the work under study with no actual recognition of or dialogue about the complications of such ideas, and the translation of ideas into writing is completed in such a convoluted manner that the audience will have difficulty following the conversation.

**F: 0-59:** Students earning the grade of a F on any assignment will either not have completed the assignment, will have completed the assignment but not followed the guidelines, or will have completed the assignment and demonstrated a complete misunderstanding of the course material. In this case, it will be obvious that the student has either not completed the required reading and/or given him/herself enough time to develop the work. The grade of a F is reserved for that work which does not engage the issues at hand, offers a base (not complete) summary of the work at hand with no critical engagement, and the translation of ideas into writing is either incomplete or the audience will be unable to follow the conversation. It is important to remember that a student can receive 0 out of 100 points. In the case that a student only partially completes an assignment or completes a work (in terms of page length, but not purpose) s/he may receive 0 points.
Other Course Policies

Academic integrity (You should actually READ this)

Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Cheating and plagiarism are not tolerated in this course. Documented proof of cheating or plagiarism will result in a grade of zero on the assignment and oftentimes a failing grade in the course. Paperwork that documents the incident will also be filed with the Dean's office (as per university policy). All assignments you submit will be checked for plagiarism via Turnitin. The following is taken from the University Policy and Procedures Manual (online), Section A-9.1 of Academic Affairs:

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp.

In addition, all work submitted in this course must be 1) written by YOU and 2) written THIS semester, for THIS specific section of this course (not recycled from any other course you've taken, here or elsewhere, and not recycled from any previous attempt of ENG 273). If you submit a "recycled" assignment, you will receive an F for that assignment.

Withheld grades


At the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.
Students with disabilities

Although some video components will be posted, there is very little material in this course that requires listening to audio files or watching videos in order to complete an assignment. The majority of the course material is text based and easily accessible. Any student having difficulty accessing or reading any files or materials in the course should contact Mrs. Warren for assistance.

Here is the official SFA policy regarding students with disabilities:

To obtain disability-related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Course timeline and due dates

Subject to small changes and revisions as needed; any changes will be updated here as well as posted to the course News section of our D2L course page.

Please note: all times given are in United States Central Standard Time. Online courses do not always include university holidays, but I have arranged assignments so that nothing is due over Thanksgiving Break. In order to do well in this class, it is important that you pay close attention to due dates!

<table>
<thead>
<tr>
<th>Topic</th>
<th>Date</th>
<th>Assignment</th>
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<tbody>
<tr>
<td>Getting started</td>
<td>Monday,</td>
<td>Begin Getting Started module activities</td>
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<tr>
<td>(first week)</td>
<td>August 26</td>
<td>Buy your (required) textbook if you haven't already done so -- make sure to purchase the NINTH edition</td>
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<td>Thursday,</td>
<td>Module 1 opens early for students who have completed the Getting Started Module and have earned 100% on the Learning Agreement quiz</td>
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<td>August 29</td>
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<td>Saturday,</td>
<td>All activities in the Getting Started folder (including Learning Agreement Quiz) must be completed by 10:00 pm</td>
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<td>August 31</td>
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<td>Module 1: Correspondence</td>
<td>Monday, September 2</td>
<td>Begin Module 1 (if it won't open, make sure you've taken and made a 100 on the mandatory Learning Agreement Quiz)</td>
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<td>Begin reading the module material and assigned chapters from the textbook.</td>
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<td>Module 1 quiz opens (remember, it can be taken twice and your final score will be an average of your two attempts)</td>
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<td>Friday, September 6</td>
<td>Correspondence assignment due in the Dropbox by 10:00 pm (received without penalty until 10 pm the next day)</td>
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<td>Saturday, September 7</td>
<td>Quiz 1 closes at 10:00 pm. Correspondence Dropbox closes at 10:00 pm.</td>
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<tr>
<td>Module 2: The Job Portfolio project</td>
<td>Monday, September 9</td>
<td>Begin Module 2</td>
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<td>(two weeks)</td>
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<td>Begin reading module material and assigned chapters from the textbook.</td>
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<td>Module 2 quiz opens</td>
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<td></td>
<td>Tuesday, September 17</td>
<td>Draft due (of either the resume or the cover letter) by 10:00 pm -- posted to your group's Job Portfolio discussion board</td>
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<td>Wednesday, September 18</td>
<td>Peer critiques due by 10:00 pm -- reviews of three drafts posted as replies on your group's discussion board</td>
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<td>Friday, September 20</td>
<td>Job Portfolio assignment due in the Dropbox by 10:00 pm</td>
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<td>Saturday, September 21</td>
<td>Module 2 quiz closes at 10:00 pm</td>
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<td>Window of time for submitting the Job Portfolio assignment without late penalty closes at 10:00 pm</td>
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<tr>
<td>Module 3: The Decision-Making Report</td>
<td>Monday, September 23</td>
<td>Begin Module 3</td>
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<td>(three weeks)</td>
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<td>Begin reading module material and assigned chapters from the textbook.</td>
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<td>Module 3 quiz opens</td>
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<td>Date</td>
<td>Event</td>
<td>Details</td>
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<td>Wednesday, September 25</td>
<td>(Optional) Post your topic idea to the Report Topic Ideas discussion board by 10:00 pm on this date in order to get instructor feedback on your topic before turning in the Topic Proposal Memo. Note that this optional discussion does not count for credit.</td>
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<tr>
<td>Thursday, September 26</td>
<td>Feedback received for any optional topic posts</td>
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<tr>
<td>Friday, September 27</td>
<td>Topic Proposal Memo due by 10:00 pm in the Dropbox</td>
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<td>Tuesday, October 1</td>
<td>Draft of one citation &amp; annotation is due by 10:00 pm -- posted to the Citation &amp; Annotation Drafts discussion board</td>
<td>(Note that this not a full rough draft of the Annotated Bibliography &amp; Research Analysis due Friday)</td>
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<td>Friday, October 27</td>
<td>Annotated Bibliography &amp; Research Analysis due in the Dropbox by 10:00 pm</td>
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<td>Tuesday, October 8</td>
<td>Draft due (at least 2 pages of the DMR report body) by 10:00 pm -- posted to your group's draft discussion board</td>
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<td>Wednesday, October 9</td>
<td>Small group peer critiques due by 10:00 pm -- critiques of three drafts, posted as replies on your group's draft discussion board</td>
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<td>Friday, October 11</td>
<td>Decision-Making Report due in the Dropbox by 10:00 pm</td>
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<td>Saturday, October 12</td>
<td>Module 3 quiz closes at 10:00 pm</td>
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<td>Sunday, October 13</td>
<td>Window of time for submitting the Decision-Making Report assignment without late penalty closes at 10:00 pm</td>
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<td>October 14-18</td>
<td>We will not have a midterm exam, but midterm grades will be given</td>
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<td>Monday, October 14</td>
<td>Begin Module 4</td>
<td>Begin reading module material and assigned chapters from the textbook</td>
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<td>Module 4: Presenting Information</td>
<td>Module 4 quiz opens</td>
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<td>Date</td>
<td>Event</td>
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<td><strong>Wednesday, October 16</strong></td>
<td>Presentation topic post due by 10:00 pm (make a post to the Presentation Topics discussion board identifying the specific information you'll present from the Decision-Making Report project, who your audience will be, and what your purpose will be -- to inform, persuade, or instruct)</td>
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<tr>
<td><strong>Friday, October 25</strong></td>
<td>Presentation assignment due in the Dropbox by 10:00 pm (accepted without penalty until Saturday, October 26 at 10:00 pm)</td>
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<td><strong>Saturday, October 26</strong></td>
<td>Module 4 quiz closes at 10:00 pm</td>
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<td><strong>Monday, October 28</strong></td>
<td>Begin Module 5</td>
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<td><strong>Monday, October 28</strong></td>
<td>Begin reading the module material and review the Collaboration assignments (both individual and group)</td>
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<tr>
<td><strong>Friday, November 1</strong></td>
<td>Individual Collaboration document is due in the Dropbox by 10:00 pm</td>
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<tr>
<td><strong>Monday, November 4</strong></td>
<td>You must have actively participated in your group discussion board by this date in order to receive group discussion board credit (25 points)</td>
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<td><strong>Friday, November 8</strong></td>
<td>Have one member of your team submit the Group Collaboration Response in the group Dropbox by 10:00 pm</td>
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<td><strong>Saturday, November 9</strong></td>
<td>Submit your Collaboration Reflection Memo to the Dropbox by 10:00 pm</td>
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<tr>
<td><strong>Monday, November 11</strong></td>
<td>Begin Module 6</td>
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<tr>
<td><strong>Monday, November 11</strong></td>
<td>Begin reading the module material and chapter readings</td>
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<tr>
<td><strong>Thursday, November 14</strong></td>
<td>Post your topic idea to the Instruction Manual Topic Ideas discussion board by 10 pm in order to get instructor feedback on your topic before turning in the Topic Proposal Memo. My response is usually posted within 24 hours.</td>
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<td><strong>Monday, November 18</strong></td>
<td>Topic Proposal Memo due by 10:00 pm</td>
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<tr>
<td>Date</td>
<td>Event Details</td>
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<td>Wednesday, November 20</td>
<td>Watch for instructor approval of your topic and get started on planning your Instruction Manual and taking the photos (or creating the graphics) you will need.</td>
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<td>Friday, November 22</td>
<td>Instructions Analysis Memo due by 10:00 PM - submitted through the Dropbox</td>
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<td>Tuesday, December 3</td>
<td>Draft due (of at least 2 pages of the instruction manual body) by 10 PM -- posted to your group's draft discussion board</td>
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<td>Wednesday, December 4</td>
<td>Group peer critiques due by 10 PM -- reviews of three drafts, posted as replies on your group's draft discussion board</td>
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<td>Friday, December 6</td>
<td><strong>Instruction Manual assignment due in the Dropbox by 10:00 pm.</strong></td>
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| Saturday, December 7        | Quiz 7 due by 10:00 pm  
Window of time for submitting Instruction Manual without late penalty closes at 10:00 pm  
The absolute cut-off time for submitting any work for the semester is on this date at 10:00 pm. No late work will be accepted after this date and time. |
| **Final Exam**              | Monday, December 9 through Wednesday, December 11  
Final Exam opens at 6:00 am on Monday, December 9 and remains available through 10:00 pm on Wednesday, December 11. The Final has a 2 hour limit and will be taken online. Your text will be useful. Completion of the final is required in order to pass the course. |
| **Semester Grades**         | Wednesday, December 18  
Your instructor will post official semester grades in the Self-Service Banner system no later than noon on this day. |