

## TENTATIVE SCHEDULE FOR ENGLISH 304

[SWW = *Successful Writing at Work*; ALL CAPS = assignment due]

Week/Date	Day	Topic	Reading to do for class	Work assigned or DUE TODAY; Other notes
<b>Week 1</b> 1/09	Th	Introductions; Writing in the workplace	Read online syllabus and course materials carefully	IPWP will be assigned After visiting website and reading through syllabus and online materials, sign course contract and bring to next class
<b>Week 2</b>				
1/14	Tu	Practical rhetoric for the workplace Professional emailing	SWW chapter 1, plus pages 107-115; 132-141	Buy text   Bring it and signed course contract to class today Send Part I of IPWP, the INTRODUCTORY e-mail, by close of business to < ejuckett@wvu.edu >
1/16	Th	Memo writing and letter-writing formats and conventions	SWW chapter 5	Work on IPWP   Introductory emails will be returned to you in hard-copy form awaiting revision and adaptation for IPWP
<b>Week 3</b> 1/21	Tu	Employment writing overview The importance of keywords	SWW chapter 7	IPWP DUE <i>Employment Project assigned</i>
1/23	Th	More overview   hard copy resumes	SWW chapter 7	Work on employment project—locate three job prospects Conference schedules distributed for completion
<b>Week 4</b> 1/28	Tu	Hard copy cover letters Review plain text and how to do it	SWW chapter 7	CONFERENCE SCHEDULES MUST BE COMPLETED Work on employment project; THREE JOB PROSPECTS DUE
1/30	Th	~ Review: online or email job applications; ~ Interviews and other communication during the job application process	SWW chapter 7	<i>Rough draft conference schedule distributed for review</i> Work on employment project SHARE ROUGH DRAFTS ON DROPBOX: save your EDP rough draft in the file folder to which I link you and your conference group
<b>Week 5</b> 2,3 2/4	Mon Tu	NO CLASS IN CLASSROOM; CONFERENCES ON EMP. PROJECT	SWW chapter 7	<i>No class in classroom due to conferences:</i>
2/6	Thur	Begin Correspondence Genres Project Writing for international business	SWW chapter 7	EMPLOYMENT PROJECT DUE; EMAIL JOB APP BY CLOSE OF BUSINESS; <i>Correspondence Genres Project assigned</i>
<b>Week 6</b> 2/11	Tu	Direct/indirect approaches	SWW chapters 4, 5, 6	Work on Correspondence Genres Project MIDTERM PORTFOLIO ASSIGNED
2/13	Th	Correspondence genres	SWW chapter 6	Work on correspondence project SHARE ROUGH DRAFTS VIA DROPBOX: save your CP rough draft in the file folder to which I link you and your conference group
<b>Week 7</b> 2/17, 2/18	Mon Tu	NO CLASS IN CLASSROOM; CONFERENCES ON CORR. PROJ.	SWW chapter 6	<i>No class in classroom due to conferences</i>
2/20	Thur	~ Progress reports in the workplace ~ Write midterm progress report memo in class; print and insert in portfolio	SWW chapter 3 SWW chapters 4, 5, 6	CORRESPONDENCE PROJECT DUE: INSERT IN MIDTERM PORTFOLIO, also DUE by close of business midterm progress report memo as preface   <i>In class, we will choose a non-profit to research for the P3</i>
<b>Week 8</b> 2/25	Tu	Begin Website Analysis Project Information architecture for websites	SWW chapter 14, 654 - 661	WAP information architecture assigned
2/27	Th	Writing for the Web: lay-out & design	SWW chapter 11	WAP INFO ARCHITECTURE MEMO DUE: WAP assigned; WAP websites given
<b>Week 9</b> 3/4	Tu	Writing for the Web: Vince Flanders	SWW chapter 11	Work on Website Analysis Project
3/6	Th	More on writing for the web	SWW chapter 11	MIDTERM PORTFOLIOS RETURNED   SHARE ROUGH DRAFTS VIA DROPBOX: save your WAP rough draft in the file folder to which I link you and your conference group

<b>Week 10</b>		HAPPY SPRING BREAK!	HAPPY SPRING BREAK!	HAPPY BREAK! Work on WAP rough drafts for conferences the Monday and Tuesday when you return from break
<b>Week 11</b> 3/17, 3/18	Mon Tu	NO CLASS IN CLASSROOM; CONFERENCES ON WAP	SWW chapter 11	<i>No class in classroom due to conferences</i>
3/20	Thur	Begin the Proposal & Presentation Project   Begin choosing partners	SWW chapter 11	WAP DUE IN HARD-COPY FORM Begin choosing partners for the P3
<b>Week 12</b> 3/25	Tu	Practical research in the workplace Final chance to partner-up for the P3; meet to choose topic	SWW chapter 13	<i>Brainstorm, research P3 ideas with partners, whom you should by now have committed to</i>
3/27	Th	The practical contexts of the proposal report	SWW chapter 8	TOPIC PROPOSAL, RHETORICAL ANALYSIS FOR P3 SHOULD BE UPLOADED TO DROPBOX by close of business
<b>Week 13</b> 4/1	Tu	Logic of proposal reports	SWW chapter 13	Work on P3 with partners
4/3	Th	Features of the formal long report, including the Executive Summary		Work on P3 with partners
<b>Week 14</b> 4/8	Tu	Effective Power Point presentations	SWW chapters 9, 15	Work on P3 with partners
4/10	Th	Making successful oral presentations at work	SWW chapter 13	Draw straws for presentation order Work on P3 with partners
<b>Week 15</b> 4/15	Tu	STUDENT P3 PRESENTATIONS	SWW chapter 16	Work on P3 with partners
4/17	Th	STUDENT P3 PRESENTATIONS	SWW chapters 9, 13, 15, and 16	Work on P3 with partners P3 IS DUE BY CLOSE OF BUSINESS ON THURSDAY 4/17
<b>Week 16</b> 4/22	Tu	Dead Week: prep final portfolios	SWW chapters 13, 15, 16	Dead Week: prep final portfolios Sign up for early portfolio pick-up if needed
4/24	Thu	Dead Week: prep final portfolios P3s returned with awards	SWW chapters 13, 15, 16	Dead Week: prep final portfolios Sign up for early portfolio pick-up if needed P3s returned, evaluated, with awards
4/25 → 4/29	Fri ↓ Tu	Individual professional portfolios due today through Tues. in 339 Colson or mailbox	SWW chapter 2	PROFESSIONAL PORTFOLIOS DUE IN MY OFFICE OR MAILBOX BY 4:45 PM TODAY THROUGH TUES.
<b>Week 17</b> Finals Wk.	Mon →Tu	Individual professional portfolios accepted through <b>Tuesday</b>	Submit portfolio to Colson mailboxes or 339 Colson	<b>Tuesday: DEADLINE</b> for portfolio submission; <b>no</b> portfolios accepted after close of Colson today
Finals Week	Fri May 4	Portfolios <b>MUST</b> be picked up from me in 339 Colson by 2:30 PM today in order to earn full semester points	<b>Pick up portfolio from 339 Colson between 12 noon and 2:30 PM</b>	<b>Friday: You MUST PICK UP your portfolio from me in 339 Colson by 2:30 PM in order to earn full credit for the final portfolio;</b> points subtracted if you don't   Early pickup available