

Revised Tentative Schedule

Last updated 10/02/2013

This is a tentative schedule of due dates, deadlines, and class readings and activities. The schedule is subject to change. It is your responsibility to log into Scholar the day before each class session for updates and changes to the course schedule. Pay attention to the calendar and announcements for relevant details.

Important University Dates

- Friday, October 4: Last day to drop classes without grade penalty
- Friday, October 18: Fall break (no classes)
- Tuesday, October 22: Opening of web course registration for Spring 2014
- Tuesday, October 29: Close of web course registration for Spring 2014
- Friday, November 22: Last day to reschedule conflict exams
- Saturday, November 23 to Sunday, December 1: Thanksgiving break (no classes)
- Friday, December 6: Opening of web course registration for Summer 2014
- Thursday, December 12: Reading Day

Important Course Dates

Week	Week of	Topic
6	Sep 30	Creating and using graphics; working with data. Markel, Chapter 8
7	Oct 7	Mon, Oct 7: Rough Draft for Assignment #2: Instructions Grammar, Punctuation, and Style. Markel, Appendix Part B.
8	Oct 14	Mon, Oct 14: Due date for Assignment #2: Instructions Job Application Materials. Markel, Chapter 10 and 9
9	Oct 21	<i>Mon, Oct 21: Deadline for Assignment #2: Instructions</i> <i>Wed, Oct 24: Rough Draft for Assignment #3: Job Application Materials</i> Writing for the web; web design workshop. (Supplemental resources)
10	Oct 28	Wed, Oct 30: Due date for Assignment #3: Job Application Documents Writing as a team; Making Oral Presentations. Markel, Chapter 3 and 15
11	Nov 4	<i>Wed, Nov 6: Deadline for Unit #3: Job Application Documents</i> Writing Informational and Recommendation Reports. Markel, Chapter 5, 12 and 13
12	Nov 11	Preparing for oral presentations.
13	Nov 18	Preparing for oral presentations.
14	Nov 25	Thanksgiving Break: No classes
15	Dec 2	Oral presentations ; assessing collaborative work.
16	Dec 9	Oral presentations ; assessing collaborative work. Final exam assignment
17		Final Exams (Take Home): CRN #97848 (11:15 MWF section): Due by 12:05 PM on Monday, December 16, 2013 CRN # 93093 (2:30 MW section): Due by 6:25 PM on Wednesday, December 18, 2013