

Weekly Schedule		
Date	Assignments¹	Focus
Sequence 1: Introduction		
Week 1		
Mon 1/28		Course expectations Syllabus Introductions
Wed 1/30	Before class, Read: <ul style="list-style-type: none"> Chapter 1 "Introduction to Technical Communication" (2-12) Do: <ul style="list-style-type: none"> Exercise 1 (16) 	Technical Communication Technology Digital Identity CUNY Academic Commons
Week 2		
Mon 2/4	Before class, Read: <ul style="list-style-type: none"> Chapter 2 "Understanding Ethical and Legal Issues Related to Social Media" (17-39) Post on blog: <ul style="list-style-type: none"> Introduction Thoughts on chapters 1 and 2 	Ethics and Social Media WordPress Digital Portfolios
Wed 2/6	Before class, Post: <ul style="list-style-type: none"> Responses to at least two students' blog posts 	Digital Portfolios Citing web sources Plagiarism APA Style
Sequence 2: Technical Description		
Week 3		
Mon 2/11	Before class, Read the following selections from Chapter 20: <ul style="list-style-type: none"> "Introduction to Chapter 20" (533-534) "Writing Definitions" (535-543) (you do not have to read the central section "Writing Extended Definitions" unless you want to) "Writing Descriptions" (543-551) Do: <ul style="list-style-type: none"> Learning Curve quiz covering chapters 1 and 2 on Launchpad 	Technical descriptions Defining key terms Graphics

¹ All readings are from *Technical Communication* unless otherwise indicated.

Wed 2/13	Before class, Choose an object, mechanism or process that you want to write about in your Technical Description. If possible, bring the object or a photograph of the object, mechanism or process to class.	Workshop technical description
Week 4		
Mon 2/18	President's Day: college closed	NO CLASS
Wed 2/20	Before class, Submit via Blackboard: <ul style="list-style-type: none"> • Technical Description first draft Bring to class: <ul style="list-style-type: none"> • Two copies of Technical Description first draft in hard copy 	Peer review
Week 5		
Mon 2/25	Before class, Class will be held in STC Submit via Blackboard: <ul style="list-style-type: none"> • Technical Description final Draft 	Digital Portfolios Self-Assessment Essay
Sequence 3: Memo		
Wed 2/27	Before class, Class will be held in STC Read: <ul style="list-style-type: none"> • Chapter 3 "Writing Technical Documents" (41-56) • "Writing Memos" (Chapter 14, 372-374) 	Memos Memo topics Research strategies
Week 6		
Mon 3/4	Submit via Blackboard: <ul style="list-style-type: none"> • Memo first draft 	<i>College closed due to snow storm</i>
Wed 3/6	Bring to class: <ul style="list-style-type: none"> • Two copies of Memo first draft in hard copy 	Peer Review Start organizing teams
Sequence 4: Lab Report		
Week 7		
Mon 3/11	Before class,	Lab reports

	<p>Read:</p> <ul style="list-style-type: none"> • Chapter 19 "Writing Lab Reports" (515-532) 	Organize teams
Wed 3/13	<p>Before class, Read:</p> <ul style="list-style-type: none"> • Sample lab report • APA Style (616-632) <p>Submit via Blackboard:</p> <ul style="list-style-type: none"> • Memo final draft 	Lab reports APA Style review
Week 8		
Mon 3/18	<p>Before class, Submit via Blackboard:</p> <ul style="list-style-type: none"> • Lab Report first draft <p>Bring to class:</p> <ul style="list-style-type: none"> • Two copies of Lab Report first draft in hard copy 	Peer review
Wed 3/20 Class will be held in STC	<p>Before class, Post on blog:</p> <ul style="list-style-type: none"> • Thoughts about the process of writing a lab report 	Lab reports
Sequence 5: Proposal		
Week 9		
Mon 3/25	<p>Before class, Read:</p> <ul style="list-style-type: none"> • Chapter 16 "Proposals" (419-443) <p>Post on blog:</p> <ul style="list-style-type: none"> • At least two responses to other students' posts <p>Submit via Blackboard:</p> <ul style="list-style-type: none"> • Lab Report Final Draft 	Proposals Organization of teams
Wed 3/27	TBA	Proposals Organization of teams Schedule group conferences
Week 10		
Mon 4/1		Group conferences
Wed 4/3		Group conferences

Week 11		
Mon 4/8 Class will be held in STC		Proposals Portfolios Self-Assessment Essay Abstracts
Wed 4/10 Class will be held in STC	Upload via Blackboard: <ul style="list-style-type: none"> • Proposal first draft 	Peer review Portfolios Self-Assessment Essay Abstracts
Week 12		
Mon 4/15	Read: <ul style="list-style-type: none"> • Chapter 21 "Making Oral Presentations" (576-604) 	Plan presentations Work on proposal
Wed 4/17		Plan presentations Work on proposal
Week 13		
Mon 4/22	Spring recess	NO CLASS
Wed 4/24	Spring recess	NO CLASS
Sequence 5: Portfolio		
Week 14		
Mon 4/29 Class will be held in STC	Before class: Put all documents such as first drafts, notes, screen shots and so on pertaining to this class in a folder and make sure you can access that folder in class.	Portfolio
Wed 5/1 Class will be held in STC	TBA	Portfolio
Week 15		
Mon 5/6 Class will be held in STC	Upload to Blackboard: <ul style="list-style-type: none"> • Proposal final draft 	Team Presentations
Wed 5/8 Class will be held in STC		Team Presentations
Week 16		
Mon 5/13	TBA	LAST DAY OF CLASS
Wed 5/15	Reading Day	EXAM PERIOD – NO CLASS
Week 17		
Mon 5/20	Upload link to Blackboard: <ul style="list-style-type: none"> • Portfolio final draft 	EXAM PERIOD – NO CLASS
Wed 5/22	End of spring term	EXAM PERIOD – NO CLASS

