

Week	Day	Reading Due	Discussion Due 11:59pm	Projects Due 11: 59pm	Quizzes Due 11:59pm	Notes/questions/outcomes
Week 1 - First week of class, introductions, expectations	Monday, 1/7					
	Wednesday, 1/9	Syllabus, project 1-4 descriptions, Week 1 Module on Canvas, Shitty First Drafts excerpted chapter				How do I know what to do every week? What is a shitty first draft? What is a peer review draft and how does peer review work in this class? What do I have to do for project 1A, quiz and discussion due next week and how does the reading for ch. 10 help? How do I turn in assignments in Canvas and use my OneDrive portfolio as a workspace? How can I succeed and collaborate in ENG 3050 (points system)?
Week 2 - Writing job application materials	Monday, 1/14	PSFTC ch. 10, Week 2 Module on Canvas	Discussion 1 + Introductions post	Peer review drafts: project 1A	Quiz 1	Extra credit opp: goals journal 1 due
	Friday, 1/18			Peer review comments: project 1A		<a href="#">Last day for withdrawal with tuition cancellation. Instructor approval required 1/19 thru 3/24 for withdrawal with no refund.</a>
Week 3 - Designing print/online documents	Monday, 1/21	PSFTC ch. 7	Discussion 2	Project 1A	Quiz 2	<a href="#">Monday Holiday - University closed</a>
	Wednesday, 1/23			Peer review drafts: project 1B		<a href="#">Early Academic Assessment begins</a>
Week 4 - Writing definitions, descriptions, & instructions	Monday, 1/28	PSFTC ch. 14	Discussion 3	Peer review comments: project 1B	Quiz 3	
	Wednesday, 1/30			Project 1B		
Week 5 - Creating graphics	Monday, 2/4	PSFTC ch. 8	Discussion 4		Quiz 4	
	Wednesday, 2/6			Peer review drafts: project 2A		
Week 6 - Ethical & legal	Monday, 2/11	PSFTC ch. 2	Discussion 5	Peer review comments: project 2A	Quiz 5	

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obligations	Wednesday, 2/13			Project 2A		
Week 7 - Usability	Monday, 2/18	<a href="#">Usability.gov</a>	Discussion 6		Quiz 6	
	Wednesday, 2/20			Peer review drafts: project 2B		
<a href="#">Week 8 - Writing collaboratively &amp; virtual group projects</a>	Monday, 2/25	<a href="#">PSFTC ch. 3 &amp; Newton's Law of Productivity</a>		Peer review comments: project 2B	<a href="#">Know Thyself: Myers-Briggs personality type test</a>	<a href="#">Early Academic Assessment Ends</a>
	Wednesday, 2/27			Project 2B		Extra credit opp: goals journal 2 due
Week 9 - Writing proposals	Monday, 3/4	<i>PSFTC</i> ch. 11	Discussion 7	Last day to turn in OPTIONAL project 1 revisions	Quiz 7	
	Wednesday, 3/6					
Week 10 - Spring break	Enjoy spring break					
Week 11 - Forming, storming, norming, performing, adjourning: The 5 stages of teamwork	Wednesday, 3/20	<a href="#">Projectmanagement.com's 5 Stages of Teamwork</a>		Peer review drafts: project 3A		Teamwork stage: forming, storming
	Friday, 3/22			Peer review comments: project 3A		
Week 12 - Writing informational &	Monday, 3/25	<i>PSFTC</i> chs. 12-13	Discussion 8	Project 3A	Quiz 8	Teamwork stage: norming, performing

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Informational & recommendation reports	Friday, 3/29			Peer review drafts: project 3B		<a href="#">Last day 3/24 to withdraw from classes with instructor approval</a>
Week 13 - Task management and goal mastery	Monday, 4/1	<a href="#">Eat That Frog: preface, introduction, and conclusion</a>		Peer review comments: project 3B		Teamwork stage: performing
	Wednesday, 4/3			Project 3B		
Week 14 - Evaluating team/individual performance	Wednesday, 4/10	<a href="#">Eat That Frog, chs. 3, 4, 7</a>		Last day to turn in OPTIONAL project 2 revisions		
	Friday, 4/12					
Week 15 - Writing performance reviews	Monday, 4/15	<a href="#">Eat That Frog, chs. 12-13</a>		Peer review drafts: project 3C		
	Wednesday, 4/17			Peer review comments: project 3C		Teamwork stage: adjourning
<a href="#">Week 16 - Positive broadcasting &amp; communicating leadership</a>	Monday, 4/22	<a href="#">The Power of Vulnerability: leadership talk</a>		Project 3C		<a href="#">Office hours - visit instructor at Maccabees 10th floor for final questions/feedback.</a>
	Wednesday, 4/24		Notify me if you will be turning in OPTIONAL Project 3 Revision	Peer review drafts: project 4		Extra credit opp: goals journal 3 due
Week 17 - Last day of class (adjourning)	Monday, 4/29	<a href="#">"The Last Class," Bird by Bird, by Ann Lamott</a>	Last day to turn in OPTIONAL Project 3 Revision	Project 4		<a href="#">Office hours - visit instructor at Maccabees 10th floor for final questions/feedback.</a>