**Course Calendar**

*\* Schedule is subject to change at the discretion of the professor.*

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| **January 16**Thursday | **In Class*** Introductions and Syllabus
* What is Technical Communication?
* What is the overall semester plan?

**Homework*** Read “Introduction” pdf on Blackboard
 |
| **January 21**Tuesday | **In Class*** Audience
* Purpose

**Homework*** Read *TC* Ch. 1
 |
| **January 23**Thursday | **In Class*** Reading Quiz
* Structuring memos, letters, emails
* Introduce Project 1
* In Your Own Words

**Homework*** Read *TC* Ch. 14
* Work on Project 1
 |
| **January 28**Tuesday | **In Class*** In-class exercises
* Rhetorical situation

**Homework*** Read *TC* Ch. 3
* Work on Project 1
 |
| **January 30**Thursday | **In Class*** Reading Quiz
* Project 1 Workshop
* Muddiest Point

**Homework*** Project 1 Due at 11:59pm
* Read Ch. 21
 |
| **February 4**Tuesday | **In Class*** Introduce Project 2
* Lightning Talks 101
* In-Class practice

**Homework*** Read Ch. 21
* Work on Project 2
 |
| **February 6**Thursday | **In Class*** Reading Quiz
* Presentation options
* Project 2 Workshop

**Homework*** Read Ch. 8
* Work on Project 2
 |
| **February 11**Tuesday | **In Class*** Lightning Talks Due
* Students give Lightning Talks

**Homework*** Be prepared for Lightning Talks
 |
| **February 13**Thursday | **In Class*** Students give Lightning Talks

**Homework*** Read Ch. 11
 |
| **February 18**Tuesday  | **In Class*** Introduce Project 3
* Infographics 101

**Homework*** Read Ch. 12
 |
| **February 20**Thursday  | **In Class*** Reading Quiz
* Analyzing Infographics
* Using Canva and Piktochart
* In Your Own Words

**Homework*** Read Ch. 14
* Work on Project 3
 |
| **February 25**Tuesday  | **In Class*** Writing Instructions
* In-Class Practice

**Homework*** Review Readings
* Work on Project 3
 |
| **February 27**Thursday  | **In Class*** Reading Quiz
* Workshop Project 3
* One Minute Paper

**Homework*** Project 3 Due at 11:59pm
* Read Ch. 11
 |
| **March 3**Tuesday  | **In Class*** Introduce Project 4
* Online Writing concepts
* Spark Page

**Homework*** Work on Project 4
* Review Ch. 11
 |
| **March 5**Thursday  | **In Class*** Reading Quiz
* Website Analysis
* In-class practice
* In Your Own Words

**Homework*** Work on Project 4
 |
| **March 7**Tuesday | **Spring Break – NO CLASS!** |
| **March 9**Thursday  | **Spring Break – NO CLASS!**  |
| **March 17**Tuesday | **In Class*** Project 4 Workshop

**Homework*** Project 4 Due at 11:59pm
* Read “Social Justice and TPC Examples” PDF on Blackboard
 |
| **March 19**Thursday  | **In Class*** Introduce Project 5
* Plan groups
* Overview of next week
* In Your Own Words

**Homework*** Read through Online Assignments for next week and plan for completion
 |
| **March 24**Tuesday  | **In Class*** No class meeting
* Complete March 24 Assignments on Blackboard

**Homework*** Complete BB Assignments by 11:59pm
 |
| **March 26**Thursday  | **In Class*** No class meeting
* Complete March 26 Assignments on Blackboard

**Homework*** Study for reading quiz and group discussion based on online readings/assignments
 |
| **March 31**Tuesday  | **In Class*** Reading Quiz
* Group discussions from online readings/assignments

**Homework*** Complete questions based on reading
 |
| **April 2**Thursday  | **In Class*** Group discussions from online readings/assignments
* Muddiest Point

**Homework*** Read “Oppression” PDF on BB
* Complete “Oppression” reading guide on BB
 |
| **April 7**Tuesday | **In Class*** Reading Quiz
* Group Discussions

**Homework*** Complete questions based on readings
 |
| **April 9**Thursday  | **In Class*** Group Discussions
* Work Plan for Project 5
* One Minute Paper

**Homework*** Read “Justice” PDF on BB
* Complete Work Plan with your Project 5 Group
 |
| **April 14**Tuesday  | **In Class*** Reading Quiz
* Work Plan Meetings
* Group Discussions

**Homework*** Complete questions based on readings
* Read Ch. 18
* Work on Project 5
 |
| **April 16**Thursday  | **In Class*** Group Discussions

**Homework*** Work on Project 5
* Sign up for Apr 23 Conferences
 |
| **April 21**Tuesday  | **In Class*** Project 5 Workshop

**Homework*** Prepare for Conferences
 |
| **April 23** Thursday  | **In Class*** No class
* Conferences in my office

**Homework*** Work on Project 5
 |
| **April 28**Tuesday | **In Class*** Project 5 Workshop
* Turn in a hard copy of Project 5 rough draft (complete)
* Evaluations
* Sign up for Conferences

**Homework*** Conferences next class
 |
| **April 30**Thursday | **In Class*** No class
* Conferences in my office

**Homework*** Work on Project 5
 |
| **May 4**Monday | **Project 5 Due at 11:59pm on BB** |
| **May 7** Thursday | **Final Exam** |