**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** |