

Wk#	Date	Lecture Topic/Assignments (I = Instructor, O = Oral Instructor, W = Writing Instructor)
1	H 23 Aug	Course Intro, procedures, (I) Resume and cover letter writing (W) Assigned: Resume & Cover letter Assigned: Propose ECE current topic for PPT talk
2	H 30	Summary speeches (W) <i>In Class: Teams assigned for oral summary of technology and video tutorial</i> Due: Resume & cover letter (1st draft) Assigned: 1 minute Oral Summary of technology
3	H 6 Sep	Web site design (O), Web site access control (I) <i>In Class: Survey 2—PowerPoint features students want to learn about</i> Due: Proposed ECE current topic for PPT talk Assigned: Web student home page
4	H 13	PowerPoint presentations (O) Present: 1 minute Oral summary, technology (1 team in mock meeting in front of class) Due: Resume & cover letter (final draft) Assigned: PowerPoint, ECE current topic
5	H 20	Critical listening and feedback (O) <i>In Class: Critically evaluate—example of technical PowerPoint presentation</i> Due: Web student home page
6	H 27	Instructions for presentations (I, O, W) Present: PowerPoint ECE current topic (students 8 talks/room, CLEAR+peer fdback)
7	H 4 Oct	Feedback on presentations (I, O, W) Present: PowerPoint ECE current topic (students 8 talks/room, CLEAR+peer fdback) <i>In Class: Critically evaluate—students' PowerPoint presentations</i>
8	H 11	FALL BREAK
9	H 18	Meeting site management and Teaming (O) Present: 1 minute Oral summary of technology (teams in mock meetings in front of class) Due: Web, PowerPoint ECE current topic Assigned: Team agreements
10	H 25	Writing an e-mail proposal (W), Tailoring a tutorial to a technical audience (W) Due: Team agreements Assigned: e-mail proposal for Video tech tutorial
11	H 1 Nov	Conflict management (O), Making videos (O) <i>In Class: Role play, Teams sign up with CLEAR to schedule review of video</i> Due: e-mail proposal for Video tech tutorial Assigned: Video technical tutorial
12	H 8	Interviewing (presented by Career Center) <i>In Class: Interviewing exercise</i>
13	H 15	Videos: help session (O) Present: 1 minute Oral summary, technology (teams in mock meetings in front of class) Due: Video technical tutorial (prelim) Assigned: Web, html summary of tech tutorial
14	H 22	THANKSGIVING
15	H 29	Videos: help session (O) Present: 1 minute Oral summary, technology (teams in mock meetings in front of class)
16	H 6 Dec	<i>In Class: Critically evaluate—students' videos</i> Due: Web Video technical tutorial (final) Due: Web, html summary of technical tutorial