

SYLLABUS



Wk#	Date	Lecture Topic/Assignments (I = Instructor, O = Oral Instructor, W = Writing Instructor)
1	H 28 Aug	Course Intro, procedures (I), Resume and cover letter writing (W) <i>In Class:</i> <u>Write</u> —paragraph of cover letter Assigned: Resume & Cover Letter Assigned: Proposed PPT ECE current topic
2	H 4 Sep	Meeting management and Teaming (O) <i>In Class:</i> <u>Teams assigned</u> for oral summary of technology and video tutorial Due: Resume & Cover Letter (1st draft) Assigned: Team Agreements Assigned: Mock meeting, technology summary
3	H 11	Feedback on Resumes/Cover Letters (W), Web site design (O), Web site access control (I) <i>In Class:</i> <u>Quiz on oral presentations</u> Due: Team Agreements (1st draft) Due: Proposed PowerPoint ECE current topic Assigned: Web, student home page
4	H 18	Oral presentations Quiz results (O), PowerPoint presentations (O) <i>In Class:</i> <u>Critically evaluate</u> —mock meeting presentations Present: Mock meeting, technology summary Assigned: PowerPoint, ECE current topic
5	H 25	Using html (I), Critical listening and feedback (O), Example PowerPoint presentations (I) <i>In Class:</i> <u>Critically evaluate</u> —example of technical PowerPoint presentation
6	H 2 Oct	Instructions for presentations (I, O, W) <i>In Class:</i> <u>Critically evaluate</u> —students' PowerPoint presentations Present: PowerPoint, ECE current topic (students 8 talks/room, CLEAR+peer fdback)
7	H 9	Feedback on presentations (I, O, W) <i>In Class:</i> <u>Critically evaluate</u> —students' PowerPoint presentations Present: PowerPoint, ECE current topic (students 8 talks/room, CLEAR+peer fdback) Due: Web, student home page
8	H 16	FALL BREAK
9	H 23	Writing an e-mail proposal (W) Assigned: E-mail, proposal for technical Poster <i>In Class:</i> <u>Critically evaluate</u> —students' PowerPoint presentations Present: PowerPoint, ECE current topic (students 4 talks/room, CLEAR+peer fdback) Due: Team Agreements (final draft)
10	H 30	Summary speeches (W), Tailoring a tutorial to a technical audience (W) <i>In Class:</i> <u>Summarize tech article, Critically evaluate</u> —students' PowerPoint presentations Present: PowerPoint ECE current topic (students 4 talks/room, CLEAR+peer fdback) Due: E-mail, proposal for technical Poster Assigned: Web, student home page, html PPT
11	H 6 Nov	Conflict management (O), Making posters (O) <i>In Class:</i> <u>Role play, Teams sign up with CLEAR to schedule review of video</u> Present: PowerPoint, ECE current topic (students 4 talks/room, CLEAR+peer fdback) Due: Resume & cover letter (final draft) Assigned: Technical Poster
12	H 13	Present: Mock meeting, technology summary <i>In Class:</i> <u>Critically evaluate</u> —mock mtngs Present: Mock meeting, technology summary Due: Web, student home page, html PowerPoint ECE current topic
13	H 20	Interviewing (presented by Career Center) <i>In Class:</i> <u>Interviewing exercise</u> Due: Technical Poster (prelim version) Assigned: Web, student home page, html Poster
14	H 27	THANKSGIVING
15	H 4 Dec	Posters: help session (O, W) Present: Mock meeting, technology summary <i>In Class:</i> <u>Critically evaluate</u> —mock mtngs Present: Mock meeting, technology summary
16	H 11	Present: Technical Poster (final version) <i>In Class:</i> <u>Critically evaluate</u> —students' posters Due: Web, student home page, html technical Poster