

Wk#	Date		Lecture Topic/Assignments (I = Instructor, O = Oral Instructor, W = Writing Instructor)
1	H	27 Aug	Course Intro, procedures, Sr. projects (I), Resume and cover letter writing (W) <i>In Class: Write—paragraph of cover letter</i> Assigned: Resume & Cover Letter
2	H	3 Sep	PowerPoint presentations (O) <i>In Class: Quiz on oral presentations</i> Due: Resume and Cover Letter (draft) Assigned: Proposed PPT ECE current topic Assigned: PowerPoint, ECE current topic
3	H	10	Feedback on Resumes/Cover Letters (W), Writing bio (W), Website design (O) <i>In Class: Inventory for bio</i> Due: Proposed PowerPoint ECE current topic Assigned: Student Biography Assigned: Web, student home page
4	H	17	Oral present Quiz results (O), Critical listening/feedback (O), Example PPT presentations (I) <i>In Class: Critically evaluate—example of technical PowerPoint presentation</i> Assigned: Clinic preferences
5	H	24	Using html (I), Meeting management/teaming, Conflict management (O) <i>In Class: Role play</i> Due: Student Biography (draft) Due: Resume & cover letter (final version) Due: Clinic preferences
6	H	1 Oct	Teams assigned (I), Feedback on biographies (W), Instructions for presentations (I) <i>In Class: Critically evaluate—students' PowerPoint presentations</i> Present: PowerPoint, ECE current topic (6 talks/room) Assigned: Team Agreements Assigned: Clinic Poster
7	H	8	Making posters (I, O, W), Feedback on presentations (I, O, W) <i>In Class: Critically evaluate—students' PowerPoint presentations</i> Present: PowerPoint, ECE current topic (4 talks/room) Due: Team Agreements (1st draft) Due: Student Biography (final version) Due: Web, student home page (draft)
8	H	15	FALL BREAK
9	H	22	Feedback on team agreements (W) <i>In Class: Critically evaluate—students' PowerPoint presentations</i> Present: PowerPoint, ECE current topic (6 talks/room) Due: Clinic Poster (prelim content)
10	H	29	Feedback on presentations (I, O, W) <i>In Class: Critically evaluate—students' PowerPoint presentations</i> Present: PowerPoint ECE current topic (6 talks/room) Due: Team Agreements (final version)
11	H	5 Nov	Feedback on web home pages (O) <i>In Class: Critically evaluate—students' PowerPoint presentations</i> Present: PowerPoint, ECE current topic (6 talks/room)
12	H	12	Interviewing (presented by Career Center) <i>In Class: Mock interview</i> Due: Clinic Poster (draft)
13	H	19	Writing an e-mail proposal (W) <i>In Class: E-mail writing errors, work on posters</i> Due: Web, student home page (final version) Assigned: E-mail, proposal for clinic sequel
14	H	26	THANKSGIVING
15	H	3 Dec	<i>In Class: Critically evaluate—students' posters, team self-assessment</i> Present: Clinic Poster (final version) Due: Team self-assessment
16	H	10	<i>In Class: Critically evaluate—students' posters, team self-assessment</i> Present: Clinic Poster (final version) Due: Team self-assessment Due: E-mail, proposal for clinic sequel