

## ENGLISH 407A SPRING 2016 SCHEDULE

**Note:** This schedule is subject to revisions, adjustments, and other updates through the semester. Your instructor will notify you of significant changes, but it is your responsibility to stay informed of those changes

### Week 1

<b>Jan 18-22</b>	<p><b>Agenda:</b>            Course Introduction            Business Writing Style            Introduce Rhetorical Situation</p> <p><b>Read:</b> Chapter 1 and Course Overview Materials (WebCampus)</p>	<p><b>Due:</b>            Get UNLV ACE Account and login to Rebelmail</p>
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### Week 2

<b>Jan 25-29</b>	<p><b>Agenda:</b>            Business Writing Style (conti.)            Business Memo Components            Introductory Project</p> <p><b>Read:</b> Chapter 3, 5, and 14 as well as Introduction Project Materials (WC)</p>	<p><b>Due:</b>            Quiz 1: Getting Started with 407A/B            Quiz 2: Intro to Business Writing            Exercise 1: Rhetorical Situation            Exercise 2: Wordy Sentences            Exercise 3: Gobbledygook</p>
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### Week 3

<b>Feb 1-5</b>	<p><b>Agenda:</b>            Introduce Group Project            Group Project Planning and Research</p> <p><b>Read:</b> Chapter 4, 7, and 28 as well as Group Project Materials (WC)</p>	<p><b>Due:</b>            Quiz 3: Professional Writing Style            Quiz 4: Business Memos            Exercise 4: Revising Memos</p>
ROUGH DRAFTS OF INTRODUCTORY PROJECT DUE FOR PEER REVIEW ON <b>FEB 10</b> .		

### Week 4

<b>Feb 8-12</b>	<p><b>Agenda:</b>            Introductory Project Peer Review            Project Assessment Memo Overview            Discuss Top-Down Editing            Discuss Optional Teacher Review of Projects</p> <p><b>Read:</b> Chapter 8 and 16</p>	<p><b>Due:</b>            Topic Decision for Group Project            Introductory Project Peer Review            Quiz 5: Collaboration            Exercise 5: Situational Analysis (Group)</p>
REVISED ROUGH DRAFT OF INTRODUCTORY PROJECT DUE FOR TEACHER REVIEW ON <b>FEB 12 (OPTIONAL)</b> .		

## Week 5

<b>Feb 15-19</b>	<b>Agenda:</b> Drafting Research Design Plan Researching and Evaluating Source Materials Group Project Consultation	<b>Due:</b> Quiz 6: Reports Quiz 7: Usability
	<b>Read:</b> Chapter 13	
<b>FINAL DRAFTS OF INTRODUCTION PROJECT DUE FOR TEACHER EVALUATION FEB 19 AT 11:59PM.</b>		

## Week 6

<b>Feb 22-26</b>	<b>Agenda:</b> Introduce Case Project Case Scenario Overview Business Letter Components	<b>Due:</b> Quiz 8: Business Letters Exercise 6: Revising Letters
	<b>Read:</b> Chapter 18 and 19 as well as Case Project Materials (WC)	
<b>ROUGH DRAFTS OF GROUP RESEARCH DESIGN PLAN DUE FOR PEER REVIEW ON MAR 2.</b>		

## Week 7

<b>Feb 29-Mar 4</b>	<b>Agenda:</b> Business Letter Components (conti.) Group Research Design Plan Peer Review Usability Testing Overview	<b>Due:</b> Research Design Plan Peer Review Exercise 7: Case Analysis
	<b>REVISED ROUGH DRAFT OF GROUP RESEARCH DESIGN PLAN DUE FOR TEACHER REVIEW ON MAR 4 (OPTIONAL).</b>	

## Week 8

<b>Mar 7-11</b>	<b>Agenda:</b> Preparation for Usability Testing Drafting Group Progress Report Issues with Case Project	<b>Due:</b> Rough Drafts of Usability Materials
	<b>FINAL DRAFTS OF GROUP RESEARCH DESIGN PLAN DUE FOR TEACHER EVALUATION ON MAR 11.</b> <b>ROUGH DRAFTS OF CASE PROJECT DUE FOR PEER REVIEW ON MAR 16.</b>	

## Week 9

<b>Mar 14-18</b>	<b>Agenda:</b> Case Project Peer Review Preparation for Usability Testing Team Minutes Overview <b>Read:</b> Chapter 6 (Complete Over Spring Break)	<b>Due:</b> Case Project Peer Review Final Drafts of Usability Materials
	REVISED ROUGH DRAFT OF CASE PROJECT DUE FOR TEACHER REVIEW ON <b>MAR 18 (OPTIONAL).</b> <b>USABILITY TESTING COMPLETED BY MAR 30.</b>	

## SPRING BREAK MARCH 21-25 😊

## Week 10

<b>Mar 28-Apr 1</b>	<b>Agenda:</b> Usability Testing Data Analysis Introduce Job Search Project Researching Jobs UNLV <a href="#">CareerLink</a> and <a href="#">Job Resources</a>	<b>Due:</b> Quiz 9: Cover Letters Exercise 8: Cover Letters Exercise 9: Objective Statements Group Project Team Minutes for Previous Week
	<b>Read:</b> Chapter 9, 10, and 24 as well as Job Search Project Materials (WC)	
<b>FINAL DRAFTS OF CASE PROJECT DUE FOR TEACHER EVALUATION APR 1 AT 11:59PM.</b>		

## Week 11

<b>Apr 4-8</b>	<b>Agenda:</b> Report Organization and MLA Formatting Constructing Report Graphics and Visuals Group Project Consultation	<b>Due:</b> Job Application Choice and Rationale Quiz 10: Resumes Exercise 10: Resumes Group Project Team Minutes for the Week
	<b>FINAL DRAFTS OF GROUP PROGRESS REPORT DUE FOR TEACHER TEACHER EVALUATION APR 8 AT 11:59PM.</b>	

## Week 12

<b>Apr 11-15</b>	<b>Agenda:</b> Drafting Job Assessment Memo Visual Design and Graphics <a href="#">Lorem Ipsum</a> Formatting Practice	<b>Due:</b> Tentative Usability Solutions for Final Report Group Project Team Minutes for the Week
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### Week 13

<b>Apr 18-22</b>	<b>Agenda:</b> Report Components and Construction Drafting Group Final Report Group Project Consultation	<b>Due:</b> Group Project Team Minutes for the Week
ROUGH DRAFTS OF THE JOB SEARCH PROJECT DUE FOR PEER REVIEW ON <b>APR 27</b> .		

### Week 14

<b>Apr 25-29</b>	<b>Agenda:</b> Job Search Project Peer Review Job Search Project Consultation Grading Criteria and Evaluation	<b>Due:</b> Job Search Project Peer Review Group Project Team Minutes for the Week
ROUGH DRAFTS OF GROUP PROJECT FINAL REPORT DUE FOR PEER REVIEW ON <b>MAY 4</b> . REVISED ROUGH DRAFT OF JOB SEARCH PROJECT DUE FOR TEACHER REVIEW ON <b>APR 29 (OPTIONAL)</b> .		

### Week 15

<b>May 2-6</b>	<b>Agenda:</b> Group Final Report Peer Review Revising and Finalizing Report Group Project Consultation	<b>Due:</b> Group Final Report Peer Review Group Project Team Minutes for the Week
REVISED ROUGH DRAFT OF GROUP PROJECT REPORT DUE FOR TEACHER REVIEW ON <b>MAY 6 (OPTIONAL)</b> . <b>FINAL DRAFT OF JOB SEARCH PROJECT DUE FOR TEACHER EVALUATION MAY 6 AT 11:59PM</b>		

### WEEK 16

<b>May 9-13</b>	<b>FINALS WEEK – NO CLASS AND NO EXAM</b> <b>FINAL DRAFT OF GROUP PROJECT REPORT DUE FOR TEACHER EVALUATION MAY 11 AT 11:59PM</b> <b>(NO EXCEPTIONS, NO EXEMPTIONS, AND NO EXCUSES)</b>	
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