

ENGLISH 407B SPRING 2017 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

Jan 16	Martin Luther King Jr. Day Recess (No Class)	
Jan 18	Agenda: <input type="checkbox"/> Course Introduction <input type="checkbox"/> Review Syllabus <input type="checkbox"/> Discuss Class Schedule	Due: <input type="checkbox"/> Get the Textbook (Required) <input type="checkbox"/> Check UNLV ACE Account and RebelMail Read: Chapter 2 and Course Policy Materials (WebCampus)

WEEK 2

Jan 23-27	Agenda: <input type="checkbox"/> Discuss Technical Writing Style <input type="checkbox"/> Introduce Rhetorical Situation <input type="checkbox"/> Discuss Exercises and Quiz Submissions <input type="checkbox"/> Introduce Case Project <input type="checkbox"/> Business Memo Components	Due: <input type="checkbox"/> Quiz 1: Getting Started with 407A/B <input type="checkbox"/> Quiz 2: Intro to Technical Writing <input type="checkbox"/> Exercise 1: Rhetorical Situation <input type="checkbox"/> Exercise 2: Wordy Sentences <input type="checkbox"/> Exercise 3: Gobbledygook Read: Chapters 3, 5, 20 as well as Case Project Materials (WebCampus)
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WEEK 3

Jan 30-Feb 3	Agenda: <input type="checkbox"/> Memo Components (cont.) <input type="checkbox"/> Technical Definitions <input type="checkbox"/> Ethics of Technical Language <input type="checkbox"/> Policy Layout and Design	Due: <input type="checkbox"/> Quiz 3: Professional Writing Style <input type="checkbox"/> Quiz 4: Business Memos <input type="checkbox"/> Exercise 4: Case Analysis Read: Chapter 4, 13, and 17
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WEEK 4

Feb 6-10	Agenda: <input type="checkbox"/> Procedures Project Introduction <input type="checkbox"/> Procedures Group Assignments <input type="checkbox"/> Drafting Case Project Memos	Due: <input type="checkbox"/> Quiz 5: Collaboration <input type="checkbox"/> Quiz 6: Presentations <input type="checkbox"/> Exercise 5: Revising Memos Read: Chapters 7, 11, and 29 as well as Procedures Project Materials (WebCampus) <p style="text-align: center;">ROUGH DRAFT OF CASE PROJECT DUE IN CLASS ON FEB 13.</p>
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"Due to mandatory scheduled maintenance, the appropriate chamber for this testing sequence is currently unavailable... It has been replaced with a live-fire course designed for military androids."

WEEK 5

Feb 13-17	Agenda: <ul style="list-style-type: none"> <input type="checkbox"/> Discuss Top-Down Editing <input type="checkbox"/> Case Project Peer Review <input type="checkbox"/> Discuss Optional Teacher Review of the Case Project <input type="checkbox"/> Procedures Project Planning 	Due: <ul style="list-style-type: none"> <input type="checkbox"/> Rough Draft of Case Project Documents on Feb 13 (IN CLASS) <input type="checkbox"/> Topic Decisions for Procedures Project (via Email) <input type="checkbox"/> Procedures Project Team Minutes for Feb 13-17 <p style="text-align: center;">REVISED ROUGH DRAFT OF CASE PROJECT DUE FOR TEACHER REVIEW ON FEB 17 (OPTIONAL).</p>
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WEEK 6

Feb 20	Washington's Birthday Recess (No Class)	
Feb 22	Agenda: <ul style="list-style-type: none"> <input type="checkbox"/> Design and Components of Presentations <input type="checkbox"/> Analysis of Video vs. Written Instructions <input type="checkbox"/> Drafting Procedures Project 	Due: <ul style="list-style-type: none"> <input type="checkbox"/> Exercise 6: Situation Analysis (Group Submission) <input type="checkbox"/> Procedures Project Team Minutes for Feb 20-24 <p style="text-align: center;">FINAL DRAFTS OF CASE PROJECT DUE FOR TEACHER EVALUATION ON FEB 24 AT 11:59PM</p>

WEEK 7

Feb 27-Mar 3	Agenda: <ul style="list-style-type: none"> <input type="checkbox"/> Review Procedures Project Grading Criteria and Requirements <input type="checkbox"/> Drafting Proposal and Presentation Materials 	Due: <ul style="list-style-type: none"> <input type="checkbox"/> Exercise 7: Advanced PowerPoint Formatting <input type="checkbox"/> Procedures Project Team Minutes for Feb 27-Mar 3 <p style="text-align: center;">ROUGH DRAFTS OF PROCEDURES PROJECT DUE IN CLASS ON MAR 6.</p>
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WEEK 8

Mar 6-10	Agenda: <ul style="list-style-type: none"> <input type="checkbox"/> Procedures Project Peer Review <input type="checkbox"/> Introduce Job Search Project <input type="checkbox"/> UNLV CareerLink and Job Resources <p>Read: Chapter 9, 10, 12, and 28 as well as Job Search Project Materials (WebCampus)</p>	Due: <ul style="list-style-type: none"> <input type="checkbox"/> Rough Drafts of Procedures Project Materials on Mar 6 (IN CLASS) <input type="checkbox"/> Quiz 7: Cover Letters <input type="checkbox"/> Exercise 8: Cover Letters <input type="checkbox"/> Procedures Project Team Minutes for Mar 6-10 <p style="text-align: center;">REVISED ROUGH DRAFT OF PROCEDURES PROJECT FOR TEACHER REVIEW ON MAR 10 (OPTIONAL)</p>
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WEEK 9

Mar 13-17	<p>Agenda:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instructions Project Introduction <input type="checkbox"/> Distribute LEGOs and Group Assignments <input type="checkbox"/> Researching Job Postings <p>Read: Chapter 14 and 27 as well as the Instructions Project Materials (WebCampus)</p> <p style="text-align: center;">FINAL DRAFTS OF PROCEDURES PROJECT DUE FOR TEACHER EVALUATION ON MAR 20/22 AT 11:59PM</p>	<p>Due:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 8: Resumes <input type="checkbox"/> Exercise 9: Objective Statements <input type="checkbox"/> Exercise 10: Resumes <input type="checkbox"/> Procedures Project Team Minutes for Mar 13-15
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WEEK 10

Mar 20-24	<p>Agenda:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedures Project Presentations <input type="checkbox"/> Drafting Job Assessment Memo <p style="text-align: center;">COMPLETE LEGO MODEL FOR TEACHER REVIEW BEFORE NEXT CLASS ON MAR 27</p>	<p>Due:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Procedures Project Materials (Group) <input type="checkbox"/> Procedures Project PAMs (Individual) <input type="checkbox"/> Job Application Choice (via Email)
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WEEK 11

Mar 27-31	<p>Agenda:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Instruction Design, Components, and Construction <input type="checkbox"/> Instructions Project Team Meeting <input type="checkbox"/> Drafting Job Resume and Cover Letter <p style="text-align: center;">ROUGH DRAFTS OF JOB SEARCH PROJECT DUE IN CLASS ON APR 3.</p>	<p>Due:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Complete LEGO Model (BEFORE Class) <input type="checkbox"/> Quiz 9: Instructions <input type="checkbox"/> Instructions Project Team Minutes for Mar 27-31
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WEEK 12

Apr 3-7	<p>Agenda:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Job Search Project Peer Review <input type="checkbox"/> Job Search Project Consultation <input type="checkbox"/> Visual Design and Graphics <input type="checkbox"/> Reviewing Special Notices <input type="checkbox"/> Instructions Project Team Meeting <p style="text-align: center;">REVISED ROUGH DRAFT OF JOB SEARCH PROJECT DUE FOR TEACHER REVIEW ON APR 7(OPTIONAL).</p>	<p>Due:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Rough Draft of Job Search Project Documents on Apr 3 (IN CLASS) <input type="checkbox"/> Instructions Project Team Minutes for Apr 3-7
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SPRING BREAK RECESS: April 10-14 ☺

"The Enrichment Center is required to remind you that at the end of this experiment you will be baked...
...and then there will be cake."

WEEK 13

Apr 17-21	Agenda: <ul style="list-style-type: none"> <input type="checkbox"/> Usability Testing Overview <input type="checkbox"/> Instructions Project Team Meeting <input type="checkbox"/> Complete Instructions for LEGO Model <input type="checkbox"/> Job Project Grading Criteria and Evaluation 	Due: <ul style="list-style-type: none"> <input type="checkbox"/> Quiz 10: Usability <input type="checkbox"/> Instructions Project Team Minutes for Apr 17-21 <p style="text-align: center;">FINAL DRAFTS OF JOB SEARCH PROJECT DUE FOR TEACHER EVALUATION ON APR 21 AT 11:59PM COMPLETE ROUGH DRAFT OF INSTRUCTIONS PROJECT DUE IN CLASS ON APR 24</p>
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WEEK 14

Apr 24-28	Agenda: <ul style="list-style-type: none"> <input type="checkbox"/> Instructions Project Peer Revision <input type="checkbox"/> Instructions Grading Criteria and Evaluation <input type="checkbox"/> Instructions Project Team Meeting 	Due: <ul style="list-style-type: none"> <input type="checkbox"/> Rough Drafts of Instructions Project Materials on Apr 24 (IN CLASS) <input type="checkbox"/> Complete Usability Testing Materials <input type="checkbox"/> Instructions Project Team Minutes for Apr 24-28 <p style="text-align: center;">REVISED ROUGH DRAFT OF INSTRUCTIONS PROJECT DUE FOR TEACHER REVIEW ON APR 28 (OPTIONAL). USABILITY TESTING MATERIALS FOR INSTRUCTIONS PROJECT DUE BEFORE CLASS ON MAY 1</p>
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WEEK 15

May 1-5	Agenda: <ul style="list-style-type: none"> <input type="checkbox"/> Instructions Project Usability Testing <input type="checkbox"/> Instruction Project Data Analysis <input type="checkbox"/> Instructions Project Team Meeting <input type="checkbox"/> Revising Instructions Project 	Due: <ul style="list-style-type: none"> <input type="checkbox"/> Hard Copy of LEGO Instructions for Usability Testing (BEFORE Class) <input type="checkbox"/> Copies of Usability Testing Materials (BEFORE Class) <input type="checkbox"/> Instructions Project Team Minutes for May 1-5
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WEEK 16

May 8-12	FINALS WEEK – NO CLASS AND NO EXAM FINAL DRAFT OF INSTRUCTIONS PROJECT DUE FOR TEACHER EVALUATION MAY 10 AT 11:59PM (NO EXCEPTIONS, NO EXEMPTIONS, AND NO EXCUSES)
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