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| **SEMESTER SCHEDULE** | **Tuesday** | **Thursday** |
| **Week 1**  **Sept 5 -7** | **In class:** Introductions, syllabus, policies, and procedures. Rhetorical appeals (ethos, pathos, and logos) and scientific writing. | **In class:** Visit from Roger Grette, Career Advisor in the College of Engineering. |
| **Week 2**  **Sept 12-14** | **In class:** Résumé types and samples. Résumé and cover letter best practices. Résumé and cover letter assignment. | **Before class:** Find/bring in a job ad   **In class:** Develop resume and cover letter in class (workshop). |
| **Week 3**  **Sept 19-21** | **Before class:** Finish drafting your cover letter and résumé.  **In class:** Résumé and cover letter peer review (bring your job ad!). | **RÉSUMÉ AND COVER LETTER DUE**  **In class:** Article summary assignment. |
| **Week 4**  **Sept 26-28** | **Before class:** Draft an outline of the article  **In class:** Summary development workshop | **Before class:** Finish first draft ofsummary**.  In class:** Article summary peer review. |
| **Week 5**  **Oct 3-5** | **ARTICLE SUMMARY DUE**   **In class:** Introduce poster presentation assignment. Discuss assessing meaningful visuals and best practices for poster design. Assemble groups and begin brainstorming topics. | **Before class:** Meet with your group and organize/develop poster and presentation content. **In class:** Continue working on poster research, organization, and development. |
| **Week 6**  **Oct 10-12** | **Before class:** Meet with your group and organize/develop poster and presentation content. **In class:** Sign up for presentation slots. Poster development and presentation rehearsal. | **POSTER PRESENTATION DAY 1  Due the day you present:** Your poster (collaborative, hard copy). Your group write-up and reflection (individual, on Moodle) is due no later than 11:59 pm by the next class period. |
| **Week 7**  **Oct 17-19** | **POSTER PRESENTATION DAY 2**  **Due the day you present:** Your poster (collaborative, hard copy). Your group write-up and reflection (individual, on Moodle) is due no later than 11:59 pm by the next class period. | **CLASS HELD IN SCIENCE & ENGINEERING LIBRARY LEARNING STUDIO  In class:** Introduce the final project (final report, presentation, topic proposal memo, annotated bibliography).  Research Workshop with Anne Graham, College of Engineering Research Librarian. |

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| **Week 8**  **Oct 24 - 26** | **Before class:** Read sample memos on Moodle, and note the format, style, and purpose of the samples.  **In class:** Business memo conventions. Introduce topic proposal memo for final project. Brainstorm for topis idea and develop topic proposal memo. | **Before class**: Develop first draft of topic proposal memo.  **In class:** Topic proposal memo peer review |
| **Week 9**  **Oct 31 – Nov 2** | **Before class:** Revise topic proposal memo according to peer feedback.  **In class:** Topic proposal memo revision workshop.  **TOPIC PROPOSAL MEMO DUE** | **In class:** The annotated bibliography. Develop annotated bibliography in class. |
| **Week 10**  **Nov 7 - 9** | **Before class:** Finish the first draft of the annotated bibliography.  **In class:** Annotated bibliography peer review. | **In class:** Discuss conventions of scientific reports. Develop first draft of the final report. |
| **Week 11**  **Nov 14 -16** | **ANNOTATED BIBLIOGRAPHY DUE**  Class cancelled for development of the final report draft. | **Before class:** Finish a first draft of the final report. **In class:** Final report peer review |
| ***Week 12: No Classes – Thanksgiving*** | | |
| **Week 13**  **Nov 28 -30** | **Before class:** Revise final report according to peer feedback. **In class:** Final report revision workshop. Discuss best practices for PowerPoint presentation. | **Before class:** Develop PowerPoint presentations**. In class:** Develop and rehearse PowerPoint presentation. |
| **Week 14**  **Dec 5 -7** | **FINAL PROJECT PRESENTATION DAY 2** | **FINAL PROJECT PRESENTATION DAY 2** |
| **FINAL REPORT DUE DEC. 12** | | |