ENC4298 - Technical Communication for the Virtual Workplace  
Dr. Madelyn Flammia

Course Schedule

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| **Week** | **Modules** | **Date** | **Topics** | **Assignments Due** | **Reading Assignments** |
| 1 | 1 & 2 | 5/12 | Introduction; Team Selection; Planning | Introduction Message due by 11:59 pm Wednesday 5/14;  Team Selection due by 11:59 pm Thursday 5/15 |  |
| Week 1/  Module 2 | 5/14 | Planning Phase | Team Selection due by 11:59 pm Wednesday, 8/29 | Chapters 2, 3, & 4 |  |
| 3 | 9/3 | Proposal Writing | Meeting Minutes due by 11:59 pm Friday, 9/7 | Chapter 5; teams should review Part II of our textbook (Chapters 10-18) |  |
| 4 | 9/10 | Proposal Writing | Proposal due by 11:59 pm Wednesday, 9/12 | No reading assignment |  |
| 5 | 9/17 | Team Management | Meeting Minutes due by 11:59 pm Friday, 9/21 | Chapters 6 & 8 |  |
| 6 | 9/24 | Research Phase | No assignment due | No reading assignment |  |
| 7 | 10/1 | Research Phase | Meeting Minutes due by 11:59 pm Friday, 10/5 | No reading assignment |  |
| 8 | 10/8 | Drafting Phase; Progress Reports | Progress Report due by 11:59 pm Wednesday, 10/10 | No reading assignment |  |
| 9 | 10/15 | Drafting Phase | Meeting Minutes due by 11:59 pm Friday, 10/19 | No reading assignment |  |
| 10 | 10/22 | Review Phase | No assignment due | Chapter 7 |  |
| 11 | 10/29 | Revision Phase | Meeting Minutes due by 11:59 pm Friday, 11/2 | No reading assignment |  |
| 12 | 11/5 | Revision Phase | No assignment due | No reading assignment |  |
| 13 | 11/12 | Project Evaluation Phase | No assignment due | Chapter 9 |  |
| 14 | 11/19 | Research Report due | Research Report due by 11:59 pm Wednesday, 11/21 | No reading assignment |  |
| 15 | 11/26 | Individual Memo due | Individual Memo due by 11:59 pm Wednesday, 11/28 | No reading assignment |  |
| 16 | 12/3 | Course Evaluation | No assignment due | No reading assignment |  |