

**JANUARY**

31	1	2	3	4
7	8	9	10	11
14	15 First Day of Classes  Introductions  Syllabus	16	17 Rhetoric  Workplace Writing  Why are you here?	18
21  MLK Day  (no classes)	22  Read Bitzer “The Rhetorical Situation”  Discussion Post Due Before Class	23	24  Read Vatz “The Myth of the Rhetorical Situation”  Discussion Post Due Before Class	25
28	29  Read Ch. 3 on Communication Objectives  Discussion Post Due Before Class	30	31  Read Ch. 5 on Persuasion  Discussion Post Due Before Class	1

**FEBRUARY**

4	5  Read Ch. 2 on Obtaining a Job  Discussion Post Due Before Class  Cover Letter and Résumé Drafts Due	6	7  Read Ch. 4 on Usability  Discussion Post Due Before Class  Cover Letter and Résumé Due	8
11	12  Read Ch. 22 on Letters and Memos  Discussion Post Due Before Class  Letter Drafts Due	13	14  Read Ch. 14 on Pages and Documents  Discussion Post Due Before Class  Letters Due  Memo Drafts Due	15
18	19  Read Ch. 9 on Style  Discussion Post Due Before Class  Memos Due  Email Drafts Due	20	21  Read Ch. 27 on Instructions  Discussion Post Due Before Class  Begin Instructions  Emails Due	22
25	26  Read Ch. 13 on Graphics  Discussion Post Due Before Class  Instructions w/ Graphics Drafts Due	27	28  Read Ch. 16 on Testing Drafts  Discussion Post Due Before Class  Usability Test Due	1

**MARCH**

4	5  Read Ch. 6 on Gathering Information  Discussion Post Due Before Class  Conduct Usability Test	6	7  Instructions w/ Usability Report Due	8
11  Spring Break	12  Spring Break	13  Spring Break	14  Spring Break	15  Spring Break
18	19  Read Ch. 25 on Feasibility Reports  Discussion Post Due Before Class  Define Projects/Draft SWOT	20	21  Read Ch. 8 on Drafting  Discussion Post Due Before Class  SWOT Analysis Due on Blackboard  Draft Gantt Chart	22
25	26  Read Ch. 23 on Proposals  Discussion Post Due Before Class  Proposal Drafts Due  Gantt Charts Due on Blackboard	27	28  Read Ch. 26 on Progress Reports  Discussion Post Due Before Class  Progress Report Drafts Due  Proposals Due on Blackboard	29

**APRIL**

1	2 Read Ch. 10 on Beginning Communication  Discussion Post Due Before Class  Progress Reports Due via Email	3	4 Read Ch. 12 on Front and Back Matter  Discussion Post Due Before Class	5
8	9 Read Ch. 15 on Revising  Feasibility Report Drafts Due  Complete and bring to class Part A of Performance Appraisal	10	11 Feasibility Reports Due  Completed Performance Appraisals Due	12
15	16 Read Chapter 19 on Presentations  Discussion Post Due Before Class  Intro to Video	17	18 Video Workshop Day 1	19
22	23 Meetings with Ty	24	25 Meetings with Ty	26
29	30 Last Day of Class  Video Presentations Due	1	2	3