

Schedule Spring 2017

Week	Date	Topic	Reading	
0	Jan. 26	First Day		
1	Jan. 30 – Feb. 2	Intro to technical writing Entry Essay	Markel – Chapter 1	
2	Feb. 6 - 9	Analyzing Your Audience, Organizing Your Information	Markel – Chapter 5, 7	
3	Feb. 13 - 16	Preventing Plagiarism In-class exercises	<i>APA/IEEE documentation guide In back of Markel and links on Yahoo Group</i>	
4	Feb. 20 - 24	Library databases orientation Meet in the Library Lab Mon. 1:30-3:00 – Room 213 Mon. 6:00 -7:30 – Room 213 Wed. 1:30-3:00 – Room 219 Wed. 6:00-7:30 – Room 219 Thurs. 12-1:30 – Room 213	Markel – Chapter 9	
5	Feb. 27 – March 2	Writing Resumes	Markel – Chapter 15, Career Links	
6	March 6 - 9	Writing effective sentences	Markel – Chapter 10	
7	March 13 - 16	Engineering Ethics	Markel Chapter 2 - online Material Due – Reference Assignment	
8	March 20 - 23	Writing Letters, Memos and Email	Markel – Chapter 6 Due – Interview Assignment Must be submitted to turnitin	
	March 27 – 31	SPRING BREAK – NO CLASS		
9	April 3 - 6	Intellectual Property 1	Online material Due – Journal Article Analysis Must be submitted to turnitin	
10	April 10 - 13	Intellectual Property 2	Online Material	
11	April 17 - 20	Informational and Lab Reports	Markel Chapters 17 and 18	
12	April 24 - 27	Proposals and Recommendation Reports	Markel Chapters 16 and 19	
13	May 1 - 4	Make-up Labs		
14	May 8 - 15	Student Presentations <i>I will be in my office from 3-6pm on May 16 to collect papers. Send one group member. I want to review these personally. Email me if you cannot make that time.</i>	Final paper must be on turnitin by midnight. Hard copy handed to instructor by May 16	