Updates to Tech Writing for Sp 26

Changes to "Semester-Long Project Overview" Description

Last semester, several of us had students who were confused by the purpose of the semester-long project and how the different assignments worked together.

To that end, I've first stolen Traci G's genius idea of linking the project to *Ut Prosim*. (Thank you, Traci!)

New Text
Navigate to the **Semester-Long Project Overview: *Ut Prosim* in Action** page in the **3764 Template Simplified Canvas** site. Then do the following:

1. Copy the first 3 paragraphs of the project overview page and replace the first XXX paragraphs of your existing overview page with the new ones.
2. Change the title of your overview page to Semester-Long Project Overview: *Ut Prosim* in Action.
3. On your home page, update the reference to the overview page (after para 3) with the new title
4. Update the link itself so it goes to the new page.
5. Repeat 3 & 4 with the page title and link under **Quick Links** on the homepage.

New Visual
At the top of the new overview page, you'll see a visual of an infographic explaining how the 6 projects work together. This png and the pdf version of the infographic are in a folder called **Project Linkage Mats** in **Files**. Please download them, upload them to your sites, and provide them to students however you wish.

Sample Spring 2026 TW Schedule

Rather than change the entire module structure in the existing template, I've opted for this method (which asks you to update the dates yourself once you've imported material from your fall sections).

What you see here is a sample schedule. You can make changes as needed!

Here are a couple of things to note:

- **Due Dates**
  - Replace dates in the fall version of your course with the ones shown below.
  - Change any due dates you need to.
- **Peer Reviews**
  - For information on how to set up a peer review using the Peer Review tool in Canvas, see **Joe Scallorn's "Navigating Canvas Peer Reviews: 2 Options"** in the Knowledge Base section of our shared Technical Writing Resources Canvas site.
  - If you're interested in using Discussions for peer reviews, please check out the official Instructure Community's **How do I use peer review discussions in a course?** page. Although this resource focuses on peer reviewing of discussion posts, the same principles and procedures would apply to drafts.
  - If you drop peer reviews, rearrange the schedule to give your students extra time to work on their major assignments or to conference with you.
- **Quizzes**
  - All quizzes have been updated so you do not have to hand-grade the final question (in two cases, the final two).
  - ***You will, however, have to trash the quizzes you currently have at your site and re-import the quizzes from the template***.

I. Foundations & Project Initiation

Week 1 (T 1.20-Su 1.25)
- Readings stay the same
- Submit
  - Chapter 1 Quiz – W 1.21
  - Chapter 2 Quiz – F 1.23
  - Rhetorical Awareness Discussion – Su 1.25

Week 2 (M 1.26 – Su 2.1)
- Readings stay the same
- Submit
  - Chapter 3 Quiz – T 1.27
  - Chapter 4 Quiz – W 1.28
  - Your Discipline's Code of Ethics Discussion – F 1.30
  - Subject Selection Email – Su 2.1

II. Proposing a Project (M 2.2 – F 2.6)

Week 3 (M 2.2 – F 2.6)
- Readings stay the same

- Submit
  - Chapter 13 Quiz – T 2.3
  - Chapter 17 Quiz – W 2.4
  - Evaluating Proposals Discussion: The Community Garden Project – F 2.6

Week 4 (M 2.9-F 2.13)
- Readings stay the same
- Submit
  - Chapter 5 Quiz – T 2.10
  - Revising for Plain Language Discussion – F 2.13

Week 5 (M 2.16 – Su 2.22)
- No readings
- Submit
  - Research Proposal Draft & Peer Evaluation – set as you see fit
  - Research Proposal for Informational Report – Su 2.22

III. Writing to Instruct

Week 6 (M 2.23 – F 2.27)
- Readings stay the same
- Submit
  - Chapter 11 Quiz – T 2.24
  - Evaluating Online Instructions Discussion – F 2.27

Week 7 (M 3.2 – F 3.6)
- Readings stay the same
- Submit
  - Chapter 6 Quiz – T 3.3
  - Analyzing Document Design Discussion – F 3.6

Week 8 (M 3.9 – F 3.13) – Spring Break

Week 9 (M 3.16 – Su 3.22)
- No readings
- Submit
  - User Document Draft & Peer Evaluation – set as you see fit
  - User Document: Creating an Instructional or Support Resource – Su 3.22

IV. Writing for Decision Makers

Week 10 (M 3.23 – F 3.27)
- Readings stay the same
- Submit
- Chapter 14 Quiz – T 3.24
- Informational Report Audience Analysis – F 3.27

Week 11(M 3.30 – F 4.3)
- Readings stay the same
- Submit
    - Chapter 12 Quiz – T 3.31
    - Progress Report on Informational Report – F 4.3 (set this date due to Easter; change if you wish)

Week 12 (M 4.6 – F 4.10)
- Readings stay the same
- Submit
    - Chapter 7 Quiz – T 4.7
    - Informational Report Letter of Transmittal – F 4.10

Week 13 (M 4.13 – Su 4.19)
- No readings
- Submit
    - Informational Report Draft & Peer Evaluation – set as you see fit
    - Informational Report for Non-Expert Readers – Su 4.19

V. Writing for the General Public

Week 14 (M 4.20 – F 4.24)
- Readings stay the same
- Submit
    - Chapter 15 Quiz – T 4.21
    - Fact Sheet Audience Analysis – F 4.24

Week 15 (M 4.27 – F 5.1)
- Readings stay the same
- Submit
    - Creating Data Visualizations for Your Fact Sheet – DROP
    - Fact Sheet Draft & Peer Evaluation – set as you see fit

Week 16 (M 5.4 – W 5.6)
- Submit Fact Sheet – W 5.6