Kinds of Work in the Course

This course includes four kinds of work: Try-Its, Check-In Surveys, Major Projects, and Self-Checks. A fifth category, Other Weekly Activities, covers less frequent work. All work is submitted and assessed in Canvas to ensure FERPA protection. Read more about each kind of work below.
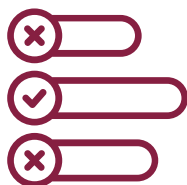
Try-Its

Try-Its, whether individual or group Try-Its, let you try a writing activity related to the week's work or the current project without worrying about mistakes. Some activities ask you to write a short technical document. Others present you with scenarios or documents to analyze. All Try-Its are open book: you can use the textbooks, Canvas, and your notes. Usually you have two Try-Its each week.

Deadlines: Each week's Try-Its have a Target Due Date and a 3-Day Grace Period.

Assessment for Try-Its: As long as you put in the effort for a full response, your work will earn a Complete. Canvas marks most individual Try-Its Complete automatically. I review them, and if I find you did not give it your full effort or did not complete the activity, I change the mark to Incomplete. Group Try-Its are marked manually after the grace period ends.

You can revise Try-Its if I mark them Incomplete, as long as the 3-Day Grace Period has not ended.

Check-In Surveys

Check-In Surveys are short, anonymous individual activities that ask you how you are doing in the course. I use your responses to customize the course. The surveys are primarily multiple-choice or true-false questions. There are no right or wrong answers. There is a Check-In Survey for each week of classes.

Deadlines: Each week's Check-In Survey has a Target Due Date and a 3-Day Grace Period.

Assessment for Check-In Surveys: Canvas marks these activities Complete automatically. I see the survey statistics and answers in summary. I do see your name with your answers, unless you type your name in your answer. Your responses will not help or hurt you in the course (as long as you don't skip the activity).

Major Projects

Major Projects are the primary assignments in the course. You will compose full technical documents, such as memos, documentation, proposals, and reports. These activities are the most important kind in the course, and they have the strongest impact on your course grade. There are five Major Projects in the course.

Deadlines: Each Major Project has a Target Due Date, a Checkpoint Deadline, and a Final Grace Period. You must meet the Target Due Date or the Checkpoint Deadline to revise and resubmit your work during the Final Grace Period. Otherwise, you can still make a One-Shot Submission during the Final Grace Period.

Assessment for Full Drafts: I compare your Major Project to the rubric attached to each assignment in Canvas. Your project needs a "Yes" rating for all the criteria listed in the rubric to earn a Complete.

If your work does not receive a "Yes" for all the criteria, I mark it Incomplete. You can revise and resubmit Incomplete work as long as (1) you meet either the Target Due Date or the Checkpoint Deadline, and (2) the Final Grace Period is still open. This term, the Final Grace Period ends at 11:59 PM on Friday, May 2, 2025.

Self-Checks

Self-Checks ask you to compare your working draft to the criteria for a Major Project assignment to assess the status of your project. When you are able to mark all the criteria in the Self-Check as True, you are ready to turn in your Major Project. There are five Self-Checks in the course, one for each of the Major Projects.

Deadlines: Each Self-Check has a Target Due Date, a Checkpoint Deadline, and a Final Grace Period. You must meet the Target Due Date or the Checkpoint Deadline to revise and resubmit your work during the Final Grace Period. Otherwise, you can still make a One-Shot Submission during the Final Grace Period.

Assessment for Self-Checks: Canvas automatically assesses your Self-Checks. If you do not earn a 1 (Complete) on the survey, revise your project to meet the criteria you marked False. You can revise and resubmit Incomplete work as long as (1) you meet the Target Due Date or the Checkpoint Deadline, and (2) the Final Grace Period is still open. This term, the Final Grace Period ends at 11:59 PM on Friday, May 2, 2025.

Other Weekly Activities

Other Weekly Activities are miscellaneous tasks that do not fit any of the primary categories. For example, the Syllabus Review and Student Info Form during the first week of the course are Other Weekly Activities. Their frequency varies during the term. These activities fall primarily during the first week of the course.

Deadlines: Other Weekly Activities have a Target Due Date and a 3-Day Grace Period.

Assessment for Other Weekly Activities: As long as you put in the effort for a full response, your work will earn a Complete. When possible, Canvas marks this work Complete automatically. Otherwise, I will mark the work manually.