Technical Writing Dates and Deadlines

All dates are tentative. See the [Target Due Dates & the Late Policy section of the Short Guide](https://tracigardner.github.io/TechComm/semester/2025-01-Spring/ShortGuide2TW-Spring25.pdf#page=6) for an explanation of these dates.

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| Course Work | Target Due Date | 3-Day Grace Period Ends | Checkpoint Deadline | Final Grace Period Ends |
| Week 1 Try-Its, Student Information and Group Preferences Form, and Check-In Survey | Friday, 1/ 24 | Wednesday, 1/ 29 | n/a | n/a |
| Week 2 Try-Its and Check-In Survey | Friday, 1/31 | Wednesday, 2/5 | n/a | n/a |
| Week 3 Try-Its, the Introduce Yourself Discussion, and Check-In Survey | Friday, 2/7 | Wednesday, 2/12 | n/a | n/a |
| Survey of Website Writing Assignment and the related Self-Check | Friday, 2/7 | n/a | Monday, 2/17 | Friday, 5/2 |
| Week 4 Try-Its and Check-In Survey | Friday, 2/14 | Wednesday, 2/19 | n/a | n/a |
| Week 5 Try-Its and Check-In Survey | Friday, 2/21 | Wednesday, 2/26 | n/a | n/a |
| Week 6 Try-Its and Check-In Survey | Friday, 2/28 | Wednesday, 3/5 | n/a | n/a |
| User Documentation Revision and Reflection Memo, and the related Self-Check | Friday, 2/28 | n/a | Monday, 3/17 | Friday, 5/2 |
| Week 7 Try-Its and Check-In Survey | Friday, 3/7 | Wednesday, 3/19 | n/a | n/a |
| Week 8 Try-Its and Check-In Survey | Friday, 3/21 | Wednesday, 3/26 | n/a | n/a |
| Week 9 Try-Its and Check-In Survey | Friday, 3/28 | Wednesday, 4/2 | n/a | n/a |
| Proposal and the related Self-Check | Friday, 3/28 | n/a | Monday, 4/7 | Friday, 5/2 |
| Week 10 Try-Its and Check-In Survey | Friday, 4/4 | Wednesday, 4/9 | n/a | n/a |
| Week 11 Try-Its and Check-In Survey | Friday, 4/11 | Wednesday, 4/16 | n/a | n/a |
| Progress Report and the related Self-Check | Friday, 4/11 | n/a | Monday, 4/21 | Friday, 5/2 |
| Week 12 Try-Its and Check-In Survey | Friday, 4/18 | Wednesday, 4/23 | n/a | n/a |
| Week 13 Try-Its and Check-In Survey | Friday, 4/25 | Wednesday, 4/30 | n/a | n/a |
| Recommendation Report and related Self-Check | Tuesday, 4/29 | n/a | Wednesday, 4/30 | Friday, 5/2 |
| Week 14 Check-In Survey | Friday, 5/2 | Wednesday, 5/7 | n/a | n/a |
| Optional Final Exam | Wednesday, 5/14 | n/a | n/a | n/a |