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| **\*NOTE: NOTE:** The following dates are subject to change based on the needs of the students at the instructor’s prerogative. Students will be notified ahead of time of any changes.  Your instructor will share important dates in your first session and will also post them to LEARN. You are responsible for checking LEARN frequently to ensure you are aware of the most current deadlines and requirements. |  |  |  | **\*Note: *Side Quest Final Due Date on or before Thursday, April 6th – drop box closes @ 11:59 pm*** |
|  |  |  |  |  |
| **Week** | **Date** | **Module/Topic** | **Assignment** | **Due Date** |
| **1** | Thurs, Jan 5 | First Day:   * Course Schedule/Course Launch   **Module:**  Making Decisions & Setting Goals  Activities:   * Tell Me More! * Communicating for Success | Introduce Setting Goals Assignment | **Setting Goals Assignment due on or before Thursday, January 19 - drop box closes at 11:59 pm** |
| **2** | Thurs, Jan 12 | **Module:**  Making Decisions & Setting Goals   * Activities  3-2-1 |  |  |
| **3** | Thurs, Jan 19 | **Module:**  Advocating & Participating: Purpose & Audience  Activities:   * Audience Needs * Service Providers & Consumers |  | **Submit Setting Goals Assignment** |
| **4** | Thurs, Jan 26 | **Module:**  Advocating & Participating: Purpose & Audience, Context & Tone  Activities:   * Understanding Our Biases * A Visual Map | Introduce **Systemic Communication Assignment** | **Systemic Communication Assignment due on or before Thursday, February 9th - drop box closes at 11:59 pm** |
| **5** | Thurs, Feb 2 | **Module:**  Advocating & Participating: Context & Tone  Activities:   * Tech Industry Meetings * Meeting Minutes/Notes |  |  |
| **6** | Thurs, Feb 9 | **Module:**  Reflecting  Activities:   * Gibbs Reflective Cycle * De-escalation in Stressful Situations * Empathy Mapping | Introduce Empathy Map Assignment | **Submit Systemic Communication Assignment**  **Empathy Map Assignment due on or before Thursday, February 16th - drop box closes at 11:59 pm** |
| **7** | Thurs, Feb 16 | **Module:**  Planning  Activities:   * Pick Your Channel (asynchronous) * Persuasive or Misleading? * Instructional or Condescending? * Technical Language or Complex Jargon? |  | **Submit Empathy Map Assignment** |
| **Reading Week** | Thurs, Feb 23 |  |  |  |
| **8** | Thurs, Mar 2 | Project Introduction: Design Sprint | Introduce Project 1, 2, 3 | **Project 1 Assignment due on or before Thursday, March 9th - drop box closes at 11:59 pm**  **Project 2 Assignment due on or before Thursday, March 23 - drop box closes at 11:59 pm**  **Project 3 Assignment due on or before Thursday, April 6th - drop box closes at 11:59 pm** |
| **9** | Thurs, Mar 9 | **Module:**  Investigating & Questioning: Gathering, Analyzing  Content:   * Defining the Issue (asynchronous) * Question Building (asynchronous) * A Noisy Investigation Part 1 * A Noisy Investigation Part 2 |  | **Submit Project 1** |
| **10** | Thurs, Mar 16 | **Module:**  Investigating & Questioning: Analyzing, Sharing  Content:   * Conversations of Integrity * Paraphrasing Practice (asynchronous) * A Noisy Investigation Part 3 |  |  |
| **11** | Thurs, Mar 23  ***VW Dates: March 23 & 29th*** | **Module:**  Organizing: Visual, Written  Content:   * Sharing Results |  | **Submit Project 2** |
| **12** | Thurs, Mar 30 | **Module:**  Organizing: Written, Presented | **Introduce Self Assessment & Reflection** | **Self Assessment & Reflection Assignment due on or before Thursday, April 13th - drop box closes at 11:59 pm** |
| **13** | Thurs, Apr 6 | **Module:**  Repairing & Clarifying  Content:   * Accountability * Giving & Receiving Feedback Roleplay * Self-assessment and Gathering Peer Feedback |  | **Submit Project 3**  ***Side Quest Final Due Date on or before Thursday, April 6th – drop box closes @ 11:59 pm*** |
| **14** | Thurs, Apr 13 | Flex time |  | **Submit Self Assessment & Reflection** |
| **15** | Thurs, Apr 20 | Exam Week |  |  |