DAY	DATE	ACTIVITIES AND ASSIGNMENTS
Key		**TCS** *Technical Communication Strategies for Today, 3rd Edition* Other readings and materials are either pdfs in the Readings folder of our Canvas Files area or links to online materials in our Pages area. All readings and assignments are due on the date listed. Additional short readings and assignments may be added during the semester when I find that they will be most useful. **Items listed in red** indicate *specific materials that you are expected to bring and/or hand in on that class day*. This schedule may change over the course of the semester, but readings and assignments will never be due earlier than they are indicated here. Any changes will be announced in class and on Canvas.
		Unit One: **Foundations of Professional Writing**
1	T 1-9	**Welcome to W231! Introduction to our course and goals.**
2	R 1-11	**Introduction to each other. Key concepts #1: what is "professional writing"?** Read: Syllabus and Consent to Course Policies form; TCS Chapter 1
3	T 1-16	**Key concepts #2: what is "rhetoric"?** Read: TCS Chapter 2 **Introductory Email assignment** **One signed copy of your Consent to Course Policies form due, uploaded to Canvas**
4	R 1-18	**Managing the attitudes of writing: tone.** Read: TCS Chapter 6, pp. 137–154 **Bring anything you think is an example of "professional writing"**
5	T 1-23	**Genres of professional writing: workplace correspondence.** Read: TCS Chapter 6 Assign: Good News/Bad News Letters

6	R 1-25	**Genres of professional writing: memos and email** **Bring a copy of an email you recently wrote and are willing to share**
7	T 1-30	**Memos and email continued** Assign: Staff-wide Memo and Email Assignment **Good News/Bad News Letters due**
8	R 2-1	**Genres of professional writing: social media** Read: Marr, "12 Easy Steps to Build Your Personal Brand on Social Media" and Queens University, "Managing Personal vs. Professional Identity on Social Media." *Readings can be found on Canvas.*
	Unit Two: Rhetoric in Document Design	
9	T 2-6	**What is document design?** Assign: Document Design Report **Staff-wide Memo and Email Assignment due**
10	R 2-8	**"The first two things" of document design. General principles of document design.** Read: TCS Chapter 13 **Bring and be prepared to discuss any document you think is "effectively designed"**
11	T 2-13	**General principles of document design continued**
12	R 2-15	**Professional visuals: Aesthetic and Informational** Read: TCS Chapter 14
13	T 2-20	**Aesthetic and informational visuals continued** View: Mars, "Why City Flags May be the Worst-designed Things You've Never Noticed" **Bring and be prepared to discuss an informational visual that you have found**

14	R 2-22	**Typography: what language looks like** Read: Yang, “Is Your Font Racist?”; Hudgins, “Hating Comic Sans is Ableist”
	Unit Three: Writing for Career Advancement	
15	T 2-27	**The many rhetorical situations of career advancement. Reading position announcements rhetorically.** Assign: Career Advancement Materials **Document Design Report due**
16	R 2-29	**Genres of advancement: cover letters and resumes** Read: TCS Chapter 5, pp. 99–113
17	T 3-5	**Cover letters and resumes continued: levels of reading** Read: TCS Chapter 5, pp. 114–136
18	R 3-7	**Tone and public presence** Read: Sreenivasan, “How to Use Social Media in Your Career”; Crawford, “5 Ways Social Media Can Help Your Career” **Bring and be prepared to discuss a social media object about you that is publicly available**
	T 3-12 R 3-14	**Spring Break—classes do not meet**
19	T 3-19	**Resume and cover letter peer review** **Bring two printed copies of your resume and cover letter**
	Unit Four: Writing to Problem-Solve 1— Proposals	

20	R 3-21	**Writing and collaboration** Assign: Research Proposal and Project Groups; Progress Report; Research Report Read: TCS Chapter 3 **Career Advancement Materials due**
21	T 3-26	**The rhetorical situations of proposals: internal, external, solicited, unsolicited. Proposal structure and persuasive goals. Framing problem statements.** Read: TCS Chapter 9
22	R 3-28	**Proposal structure and persuasive goals continued. Proposal problem statement peer review.** **Bring a copy of your proposal problem statement to share with another class group**
23	T 4-2	**Research in professional writing** Read: TCS Chapter 12
24	R 4-4	**Meetings with individual project groups** No class meeting. Your group will schedule a meeting with me.
		Unit Five: **Writing to Problem-Solve 2—** **Research Reports**
25	T 4-9	**Genres of professional writing: reports. Report superstructure and persuasive goals: the body.** Review assignment: Research Report Read: TCS Chapter 11, pp. 308–331 **Research Proposal due**
26	R 4-11	**Ethics in professional writing** Read: TCS Chapter 4

27	T 4-16	**Report body continued. Report supplements: front matter and back matter.** Read: TCS Chapter 11, pp. 308–343 **Progress Report due by today**
28	R 4-18	**The roles of research in the Research Report** Review: TCS Chapter 12 Note: consult TCS Appendix A, pp. 475–492 as you finalize your report these next two weeks. This section contains very helpful pointers on mechanics and style.
29	T 4-23	**Research Report concluding activities** Bring any and all questions your group has about the Research Report
30	R 4-25	**Last day! Course conclusion and semester in review** OCQ completion in class **Please bring a laptop/tablet if possible to complete the OCQ**
*	F 4-26	**Research Report, Self-Evaluation Form, and Group Member Evaluation Forms due. See the assignment sheet for instructions about handing in these materials on Canvas.**