

## COURSE SCHEDULE

Note: Homework is listed for *the day it is due*. Please plan accordingly.

This calendar is subject to change according to the progress of the course; students will be notified in writing of any changes.

### UNIT 1: ONBOARDING PROCESS

#### Week 1 (1/17 – 1/21):

- I. **No class, Martin Luther King, Jr., Day**
- II. **(AS)** Review Google Search Strategies  
Read [Purdue OWL, “Genre and Medium”](#)  
Read [“Business Writing: The Type of Writing that Is Used in a Professional Setting”](#)  
Complete Bibliography Draft Activity  
Complete Syllabus Analysis Activity

#### Week 2 (1/24 – 1/28):

- I. Introductions  
Syllabus and Moodle Overview  
Introduce Imitation  
Empathy Activity
- II. Introduce Literacy Narrative  
Literacy Narrative Example  
Literacy Narrative Outline Activity

#### Week 3 (1/30 – 2/4):

- I. Common Genres of Business Communication Activity
- II. **HW:** 1. Literacy Narrative Draft with Annotations due in class  
2. Read Harris, “Revising” from *Rewriting: How to Do Things with Texts*  
Peer Review

#### Week 4 (2/7 – 2/11):

- I. **HW:** 1. Strengths and Goals Memo with Annotations due in class  
2. Read Schwarz, “How to Design an Agenda for an Effective Meeting”  
3. Read Rogelberg, “Why Your Meetings Stink—and What to Do about It”  
Peer Review  
Biweekly Team Meeting 1
2. **HW:** Choose a business you might be interested in and find their website  
Audience Analysis Activity

## UNIT 2: CAREER RESEARCH

### Week 5 (2/14 – 2/18):

- I. **HW:** Onboarding Process Final Portfolio *hard copy* due in class  
Introduce Work Procedure assignment  
Form teams  
Search Strategies Activity  
Respond to team request emails **by the end of the day**
- II. Imitation Activity

### Week 6 (2/21 – 2/25):

- I. **HW:** Team Leaders send out Agenda for Biweekly Team Meeting 2 Sunday night  
Genre Presentations  
Biweekly Team Meeting 2
- II. Genre Presentations

### Week 7 (2/28 – 3/4):

- I. **HW:** 1. Annotated Job Description Draft due in class  
2. Read Maguire, “The Secret of Good Writing”  
What You Need to Know Activity  
Cover Letter Deconstruction  
Cover Letter Activity
- II. **HW:** Cover Letter Draft with Annotations due in class  
Peer Review

### Week 8 (3/7 – 3/11):

- I. **HW:** 1. Genre Imitations with Annotations due in class  
2. Team Leaders send out Agenda for Biweekly Team Meeting 3 Sunday night  
Peer Review  
Biweekly Team Meeting 3
- II. Research and Audience Activity

### Week 9 (3/14 – 3/18):

- I. **No class, Spring Break**
- II. **No class, Spring Break**

### UNIT 3: COLLABORATIVE ANALYSIS

#### Week 10 (3/21 – 3/25):

- I. **HW:** Work Procedure Final Portfolio *hard copy* due in class  
Introduce Collaborative Analysis assignment  
Team Project Meeting:
  - Develop and Submit Teamwork Agreement as a Memo
- II. **HW:** 1. Create a short (~2 min) presentation based on Research and Audience Activity  
2. Team Leaders send out Agenda for Biweekly Team Meeting (Supp) Tuesday night  
Introduction to Library Resources  
Team Project Meeting:
  - Research and Audience Activity presentations in groups
  - Choose an industry and a business to research for the SWOT Report

#### Week 11 (3/28 – 4/1):

- I. **HW:** 1. Read Brandenburger, “Are Your Company’s Strengths Really Weaknesses?”  
2. Team Leaders send out Agenda for Biweekly Team Meeting 4 Sunday night  
Review Proposal format  
Biweekly Team Meeting 4 (Team Project Meeting):
  - Draft Research Proposal
  - Annotate Research Proposal for Peer Review
- II. **HW:** 1. Research Proposal Draft with Annotations due in class  
2. Read SWOT Report examples  
Peer Review  
Report Deconstruction

#### Week 12 (4/4 – 4/8):

- I. Structuring intros and conclusions  
Developing a thesis statement for a report
- II. **HW:** SWOT Report Draft due in class  
Peer Review

#### Week 13 (4/11 – 4/15):

- I. **HW:** Team Leaders send out Agenda for Biweekly Team Meeting 5 Sunday night  
Revising collaboratively  
Biweekly Team Meeting 5  
Exit Interview sign-up  
Introduce Performance Review assignment
- II. **No class, Writing Day** (Great opportunity to meet with your group! You can even use the classroom space.)

#### UNIT 4: PERFORMANCE REVIEW

**Week 14 (4/18 – 4/22):**

- I. **No class, Exit Interviews**
- II. **HW:** Collaborative Analysis Final Portfolio *hard copy* due in class  
Activity with [MIT Performance Review Guidelines](#)

**Week 15 (4/25 – 4/29):**

- I. **HW:** 1. Select 4-5 possible writing samples from this or other classes/jobs to present  
2. Team Leaders send out Agenda for Biweekly Team Meeting 6 Sunday night  
Portfolio Review Activity  
Biweekly Team Meeting 6 (Last one)
- II. **HW:** 1. Watch Glass, “The Gap”  
2. Read Goler et al., “Let’s Not Kill Performance Evaluations Yet”  
Performance Review Activity

**Week 16 (5/2 – 5/6):**

- I. Exit Interview Presentations
- II. Exit Interview Presentations  
Course Evaluations

**Wednesday, May 11 by 11:59 pm:** Performance Review Final Portfolio due