

ENG 232 – Course Schedule

Notes: The below is a preliminary schedule of our course’s topics, assigned readings, discussions, and assignments. Not all in-class assignments are listed. Other supplemental readings/videos may be posted in weekly course modules.

Assigned Reading refers to our *Technical Communication* (9th ed) textbook.

Week	Tasks	Assigned Reading
Week 1 Oct. 26 – Oct. 31	<ul style="list-style-type: none"> Course Overview and Expectations – Read Syllabus and Access Textbook by Wednesday Post to Icebreaker Forum by Thursday Student Introduction Memo due by Sunday 	Ch. 1 Ch. 3
Week 2 Nov. 1 – Nov. 7	<ul style="list-style-type: none"> Week 2 discussion forum due Thursday/Sunday Begin work on Location Recommendation Project 	Ch. 2 Ch. 6 Ch. 7 Ch. 9
Week 3 Nov. 8 – Nov. 14	<ul style="list-style-type: none"> Location Recommendation Project due Tuesday Week 3 discussion forum due Friday/Sunday Begin work on Employment Project 	Ch. 21
Week 4 Nov. 15 – Nov. 21	<ul style="list-style-type: none"> Process Explanations/Instructions Assignment Week 4 discussion forum due Thursday/Sunday 	Ch. 27
Week 5 Nov. 22 – Nov. 28	<ul style="list-style-type: none"> Employment Project due Wednesday Week 5 discussion forum due Thursday/Sunday 	Ch. 4 Ch. 5 Ch. 23

Week	Tasks	Assigned Reading
Week 6 Nov. 29 – Dec. 5	<ul style="list-style-type: none"> • Continue work on Capstone Paper/Report • Review Final Portfolio requirements (begin revising previous documents as needed) • Begin work on Annotated Bibliography • Week 6 Forum Due Thursday/Sunday 	Ch. 23 Appendix (APA section)
Week 7 Dec. 6 – Dec. 12	<ul style="list-style-type: none"> • Annotated Bibliography due Tuesday • Week 7 Forum: Capstone Report Peer Workshop Due Thursday/Sunday • Continue work on Final Portfolio 	Review Ch. 23 and Appendix (APA section)
Week 8 Dec. 13 – Dec. 18	<ul style="list-style-type: none"> • Capstone Presentation Due Tuesday (submitted to assignment link AND post to group forum) • Week 8 forum due Tuesday/Thursday • Final Portfolio Due Saturday at Noon (cannot be turned in late!) 	Review textbook and Appendix A (APA section) as needed