

Course Calendar (Fall 2007)

WK	DATE	TOPIC	READINGS*	HAND-IN
I	8/21	Introduction to the Course	None	None
II	8/28	The Profession: Past, present, future; kinds of jobs. Select topic for presentation	232-236; 525-526	Declare career path FORM 1
III	9/4	Document process; management: Project management	Cook	
IV	9/11	Presentations	389-398	Presentations (10%)
V	9/18	Tools and Resources: Tools, Web, hardcopy, listservs, bibliographies; seek-and-find assignment (pick topic)	194-196; 516-517; 579-580	Document Chart (2.5%) FORM 2
VI	9/25	Management: People, meetings, project management	320-328; 331-333	
VII	10/2	Oral Presentation Book Report		Due week XII
VIII	10/9	FALL BREAK		
IX	10/16	Research methods: Methods; picking a research topic	200-201; 308-309; 381-382; 387; 436-441; 458-470; BOOTH, <i>et al.</i>	Seek-and-Find (5%)
X	10/23	Research methods, cont. See especially Fink on RESERVE	Cont. from last week	Writer's Notebook Inspection I (5%)
XI	10/30	Research methods, cont.: Statistics	239-245; 523-525 KELLER; COOK	Career chart (2.5%) FORM 3
XII	11/6	Research methods, cont.: Statistics, cont.	KELLER	(1) Research Reports start (3 @ 5%) (2) Book Report (10%)
XIII	11/13	Publications associated with technical communicators: Book reviews/reports, articles, abstracts, etc.	7-9; 197-219; 467-470; 454-458	
XIV	11/20	Academic success: Seminar papers, talks, survey of classes offered, etc.; degree requirements and planning; comprehensive examinations; paperwork; politics	BOOTH, <i>et al.</i>	Literature Review (SoS) (15%)
	11/22-23	Thanksgiving		
XV	11/27	Job search: Tools; letter of application/résumé; sources; interviews	38-42; 273-278; 288-293; 473-492.	Last chance to hand in research analysis; 3 abstracts (15%)
XVI	12/4	Genres in technical writing/communication		Writer's Notebook Inspection II (10%)
XVII	12/12	FINAL EXAMINATION		Final (5%)