**Fall 2015 Weekly Calendar (ver. 13.0)**

ENG-393-1802 (Wed. 6:30 – 9:10 pm)

Office hours: Wed., 5pm-6pm, and by appointment, 1204 Tawes Hall

Cell/Text: (414) 305-4623 (When texting a short message, make sure to include your name.)

This schedule is subject to change; you will be notified. For more information on University academic calendar, go [HERE](http://www.provost.umd.edu/calendar/15.cfm).

|  |  |  |  |
| --- | --- | --- | --- |
| **WEEK** | **Do this BEFORE class (homework)** | **Wednesday Sept. 2** | **Friday Sept. 4** |
| 1 | Read everything in the [Course Overview](https://myelms.umd.edu/courses/1171792) learning module.  Take [Course Overview Quiz](https://umd.instructure.com/courses/1171792/quizzes/1117597).  Read [Learning Module 1: Introduction To Audience Based Writing](https://umd.instructure.com/courses/1171792/pages/module-1-introduction-to-audience-based-writing) page and click through to all live links.  Get a sense of the module and the required tasks  and writing assignments.  Complete the short online [Student Survey](https://myelms.umd.edu/courses/1171792/modules/items/8187269). | 1. Introduction to Course 2. Discuss rhetorical concept of audience 3. [Module 1/Activity 1](https://myelms.umd.edu/courses/1171792/assignments/3885446): Define Piketty’s r > g for  3rd graders 4. [Module 1/Activity 2](https://myelms.umd.edu/courses/1171792/assignments/3885451): Audience analysis of coffee advertisements 5. Discuss instructions for Extended Definition: First Draft | Nothing due today |
| 2 | **Do this BEFORE class (HOMEWORK)** | **Wednesday Sept. 9** | **Friday Sept. 11** |
|  | 1. Take the [Module 1: Audience-Based Writing Quiz](https://myelms.umd.edu/courses/1171792/quizzes/1118821). 2. Review instructions for [Extended Definition: First  Draft](https://myelms.umd.edu/courses/1171792/assignments/3880648) and get to work on your draft. 3. Complete the [Module 1/Activity 3](https://myelms.umd.edu/courses/1171792/assignments/3880658): Analyze Extended Definition: First Draft student paper. 4. Then complete and submit your [Extended Definition: First Draft](https://myelms.umd.edu/courses/1171792/assignments/3880648). 5. Read [Peer Review Overview](https://myelms.umd.edu/courses/1171792/pages/peer-review-overview?module_item_id=8182432). | 1. Discuss peer review and academic integrity policy. 2. Complete and submit [Extended Definition: First Draft (Peer Review)](https://myelms.umd.edu/courses/1171792/assignments/3883295) | Nothing due today.  Monday Sept 14: Last day to add class |
| 3 | **Do this BEFORE class (HOMEWORK)** | **Wednesday Sept. 16** | **Friday Sept. 18** |
|  | 1. Complete [Plagiarism Self-Test.](http://abacus.bates.edu/cbb/quiz/index.html" \o "" \t "_blank) (This links to an  external site.) After reading instructions, click on  "Start the self-test" at the bottom of the page and begin the test in the pop-up window. For reference: [University of Maryland Code of Academic Integrity](http://www.president.umd.edu/policies/docs/III-100A.pdf" \o "" \t "_blank). 2. Carefully consider the feedback received from the  in-class peer review of your first draft and submit [Extended Definition: Second Draft](https://myelms.umd.edu/courses/1171792/assignments/3880703) 3. For extra assistance, set up an appointment at the [Writing Center](http://www.english.umd.edu/academics/writingcenter), located at 1205 [Tawes Hall](http://www.umd.edu/CampusMaps/bld_detail.cfm?bld_code=TWS). 4. Read [Technical Instructions: First Draft](https://umd.instructure.com/courses/1171792/assignments/3881193) but  *do NOT start working on it*. 5. AlsoReview [Reflective Writing Overview](https://umd.instructure.com/courses/1171792/pages/reflective-writing-overview?module_item_id=8182522) | Complete and submit [Extended Definition: Second  Draft Peer Review)](https://myelms.umd.edu/courses/1171792/assignments/3883303).  Discuss [Technical Instructions: First Draft (Usability  Testing).](https://umd.instructure.com/courses/1171792/assignments/3883280)  Break into assigned small groups. Do these activities together:   * [Module 2/Activity 1](https://myelms.umd.edu/courses/1171792/assignments/3885457): Revise TERP Zone  instruction set * [Module 2/Activity 2](https://myelms.umd.edu/courses/1171792/assignments/3885460): Usability test of sprinkler instruction set   Then begin [Technical Instructions Topic Selection](https://myelms.umd.edu/courses/1171792/assignments/3881266). | [Extended Definition: Final Submission](https://umd.instructure.com/courses/1171792/assignments/3873911).  Includes Rhetorical Strategy Memo.  Work with your group to complete and submit [Technical Instructions Topic Selection](https://myelms.umd.edu/courses/1171792/assignments/3881266).  You will receive feedback on your topic over the weekend, to which you will need to reply in order to receive confirmation to move forward with your project. |
| 4 | **Do this BEFORE class (HOMEWORK)** | **Wednesday Sept. 23** | **Friday Sept. 25** |
|  | 1. Review Learning [Module 2: Technical Instructions For Non Specialists](https://myelms.umd.edu/courses/1171792/modules/items/8170831). Do the readings and watch the videos. 2. Take [Module 2: Technical Instructions Quiz](https://myelms.umd.edu/courses/1171792/quizzes/1122346) 3. After you receive instructor feedback on your topic,  work with your group to start drafting [Technical  Instructions: First Draft](https://myelms.umd.edu/courses/1171792/assignments/3881193) | 1. Work with group to complete and submit [Technical Instructions: First Draft (Usability Testing)](https://myelms.umd.edu/courses/1171792/assignments/3883280) | Nothing due today |
| 5 | **Do this BEFORE class** | **Wednesday Sept. 30** | **Friday Oct. 2** |
|  | Based on usability test feedback on the first draft, work with group to complete and submit [Technical Instructions: Second Draft](https://myelms.umd.edu/courses/1171792/assignments/3883240) | Complete and submit peer review of [Technical  Instructions: Second Draft.](https://myelms.umd.edu/courses/1171792/assignments/3883286) This peer review  focuses on proofreading the text closely.  Start to discuss final project ideas and set up student-teacher conferences next week. | 1. Based on peer review, complete and submit [Technical Instructions: Final Submission](https://myelms.umd.edu/courses/1171792/assignments/3873960). 2. Start to develop your final project ideas. |
| 6 | **Do this BEFORE class (HOMEWORK)** | **Wednesday October 7: IN-CLASS CONFERENCES** | **Friday Oct. 9** |
|  | 1. Review Learning [Module 3: Proposal Writing:  Establishing Problems & Identifying Solutions](https://myelms.umd.edu/courses/1171792/modules/items/8170832) 2. ~~Take Module 3: Writing Proposals Quiz~~ - **CANCELED** 3. Read but do not begin working on [Research  Proposal: First Draft](https://myelms.umd.edu/courses/1171792/assignments/3881566) 4. **[REV: Module 3/Activity 1 moved to  Wednesday night.]** | 1. During class time, meet with the instructor to screen  your initial research project topic selection. If your topic meets criteria, immediately submit [Research Proposal: Topic Selection Memo](https://myelms.umd.edu/courses/1171792/assignments/3889314) for formal instructor feedback.   While waiting your turn for conference, work in small groups on the following activities:   * Complete [Module 3/Activity 1](https://myelms.umd.edu/courses/1171792/assignments/3881958): Read and grade an example Proposal Memo. * [Module 3/Activity 2](https://myelms.umd.edu/courses/1171792/assignments/3888351): Investigate proposal  writing in your field. * [Module 3/Activity 3](https://myelms.umd.edu/courses/1171792/assignments/3888360): Brainstorm transportation projects for different document types. * [Module 3/Activity 4](https://myelms.umd.edu/courses/1171792/assignments/3888364): Critical evaluation of three project ideas. | *You will receive feedback on your Topic Selection Memo by today.*   * *If there are issues with your topic, or you have questions, please email and/or schedule an appointment.* |
| 7 | **Do this BEFORE class (HOMEWORK)** | **Wednesday October 14** | **Friday Oct. 16** |
|  | After receiving feedback on your topic, get to work  on [Research Proposal: First Draft](https://myelms.umd.edu/courses/1171792/assignments/3881566). As you work,  compile a list of specific questions you have about the assignment.  Review [Secondary Research Overview](https://myelms.umd.edu/courses/1171792/pages/secondary-research-overview)  Review [Primary Research Overview](https://myelms.umd.edu/courses/1171792/pages/primary-research-overview) | UMD statistical science consultant Guy Alain Aurelien will conduct a presentation on designing surveys. This  will be essential to completing your Primary Research  Rationale in two weeks.   1. Complete [Module 3/Activity 5](https://myelms.umd.edu/courses/1171792/assignments/3882112): Brainstorm project about blended learning and scope out survey audience. | Submit [Research Proposal: First  Draft](https://myelms.umd.edu/courses/1171792/assignments/3881566). **The deadline has been extended to Sunday, Oct. 18, at 9 am.**  We will discuss your draft next week in  conference. Then you will receive a peer  review. |
| 8 | **Do this BEFORE class (HOMEWORK)** | **Wednesday October 21: CONFERENCES** | **Friday Oct. 23** |
|  | Prepare for our conference. Make sure you have a  list of specific questions. | **NO CLASS TODAY**  Each student meets individually with me in my office (Tawes 1204) for up to 30 minutes to discuss  their 1st draft.  Your meeting time was set in class 10/14 (if you  attended). Contact me if you didn’t. | Complete and submit [Research Proposal: First Draft Peer Review](https://myelms.umd.edu/courses/1171792/assignments/3883249).  We will do this peer review on ELMS. You will receive a random, anonymous peer review assignment. You will not receive a peer review in return, or instructor review, until you submit a peer review. **It is due Friday night 10/16 at 11:59 pm.** |
| 9 | **Do this BEFORE class (HOMEWORK)** | **Wednesday October 28** | **Friday October 30** |
|  | Using feedback from peer review, write a second  draft of your proposal. | Submit [Research Proposal: Second Draft](https://myelms.umd.edu/courses/1171792/assignments/3882317) by class time, Wed. 6:30 pm. This draft is for This draft is for participation credit.  **Please also upload your 2nd draft Research Proposal to Google Drive for peer review**, by class time Wed.  at 6:30 pm. There is a group folder for it.  In class: Complete [Research Proposal Second Draft  Peer Review](https://myelms.umd.edu/courses/1171792/assignments/3882385)  Review and Discuss instructions for [Final Project  Primary Research Plan](https://myelms.umd.edu/courses/1171792/assignments/3882844). | Using feedback from peer review of your  second draft, submit [Research Proposal: Final Submission](https://myelms.umd.edu/courses/1171792/assignments/3873962). |
| 10 | **Do this BEFORE class (HOMEWORK)** | **Wednesday November 4** | **Friday November 6** |
|  | 1. Complete and submit [Final Project: Primary  Research Plan](https://myelms.umd.edu/courses/1171792/assignments/3882844) (Tuesday 11:59 pm) | Complete and submit peer review of [Final Project:  Primary Research Plan](https://myelms.umd.edu/courses/1171792/assignments/3882958).  Primary research practice surveys. | Nothing due today.  **Begin primary research. You have from November 4 to 18 to complete. Starting late on primary research.** |
| 11 | **Do this BEFORE class (HOMEWORK)** | **Wednesday November 11** | **Friday November 13** |
|  | 1. Review [Learning Module 4: Final Project: Creating A Professional Level Technical Document](https://myelms.umd.edu/courses/1171792/modules/items/8170833) 2. Read instructions for [Final Project: Outline](https://myelms.umd.edu/courses/1171792/assignments/3882998) and start drafting it. | Group activities to examine and discuss examples  of real-world report documents.  Title pages, tables of contents, executive summaries.  Final Project Front Matter Exercise  [EXTRA CREDIT: Reverse outline a report](https://myelms.umd.edu/courses/1171792/assignments/3956588) | Nothing due today. |
| 12 | **Do this BEFORE class (HOMEWORK)** | **Wednesday November 18** | **Friday November 20** |
|  | Submit [Final Project: Minimum Primary Research](https://umd.instructure.com/courses/1171792/assignments/3889523) for instructor review/feedback.  Submit [Final Project: Outline](https://myelms.umd.edu/courses/1171792/assignments/3882998) | Complete [Final Project: Outline (Peer Review)](https://myelms.umd.edu/courses/1171792/assignments/3883003)  In-class short conference sessions: Troubleshoot last-minute issues in project research and outlines.  **Nov. 18 – Dec. 2: Write first draft of final project.** |  |
| 13 | **Do this BEFORE class (HOMEWORK)** | **Wednesday November 25 – NO CLASS** | **Friday November 27** |
|  | **Thanksgiving Break** | **Thanksgiving Break** | **Thanksgiving Break** |
| 14 | **Do this BEFORE class (HOMEWORK)** | **Wednesday December 1 & 2 - CONFERENCES** | **Friday December 4** |
|  | 1. Submit [Final Project (First Draft)](https://myelms.umd.edu/courses/1171792/assignments/3883017) | NO CLASS DEC. 2.  I will hold conferences with each student on Tuesday  and Wednesday evening for 30 minutes to discuss their project first drafts and course progress.  Check schedule on ELMS to confirm your appointment. Do not be late. | Complete and Submit online: [Final Project First Draft (Peer Review)](https://myelms.umd.edu/courses/1171792/assignments/3883019)  Deadline: 11:59 pm Friday Dec. 4 |
| 15 | **Do this BEFORE class (HOMEWORK)** | **Wednesday December 9 – LAST DAY OF CLASS** | **Friday December 11** |
|  | Based on feedback received during conference with instructor and first draft peer review, write [Final  Project: Second Draft](https://myelms.umd.edu/courses/1171792/assignments/3883222). | Submit 2nd draft to ELMS and Google Drive by Wednesday Dec. 9, 6:30 pm  IN CLASS: 2nd draft peer review  Course wrap up.  Fill out PWP student survey   1. [CourseEvalUM](https://www.courseevalum.umd.edu/) | [Final Project: Final Submission](https://myelms.umd.edu/courses/1171792/assignments/3874010) Due at Midnight  Late submissions lose 10 grade points per each day submitted late.  Projects submitted after Monday at midnight marked F. |