<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Lecture Topic/Assignments (I = Instructor, O = Oral Instructor, W = Writing Instructor)</th>
</tr>
</thead>
</table>
| 1    | H 28 Aug | Course Intro, procedures (I), Resume and cover letter writing (W)  
In Class: Write—paragraph of cover letter  
Assigned: Resume & Cover Letter  
Assigned: Proposed PPT ECE current topic |
| 2    | H 4 Sep | Meeting management and Teaming (O)  
In Class: Teams assigned for oral summary of technology and video tutorial  
Due: Resume & Cover Letter (1st draft)  
Assigned: Team Agreements  
Assigned: Mock meeting, technology summary |
| 3    | H 11 Sep | Feedback on Resumes/Cover Letters (W), Web site design (O), Web site access control (I)  
In Class: Quiz on oral presentations  
Due: Proposed PowerPoint ECE current topic  
Assigned: Web, student home page |
| 4    | H 18 Sep | Oral presentations Quiz results (O), PowerPoint presentations (O)  
Due: Critical evaluate—mock meeting presentations  
Present: Mock meeting, technology summary  
Assigned: PowerPoint_ECE current topic |
| 5    | H 25 Sep | Using html (I), Critical listening and feedback (O), Example PowerPoint presentations (I)  
In Class: Critically evaluate—example of technical PowerPoint presentation  
Due: E-mail, proposal for technical Poster |
| 6    | H 2 Oct | Instructions for presentations (I, O, W)  
In Class: Critically evaluate—students' PowerPoint presentations  
Present: PowerPoint, ECE current topic (students 8 talks/room, CLEAR+peer feedback) |
| 7    | H 9 Oct | Feedback on presentations (I, O, W)  
In Class: Critical evaluate—students' PowerPoint presentations  
Present: PowerPoint, ECE current topic (students 8 talks/room, CLEAR+peer feedback)  
Due: Web, student home page |
| 8    | H 16 Oct | FALL BREAK |
| 9    | H 23 Oct | Writing an e-mail proposal (W)  
In Class: Critical evaluate—students' PowerPoint presentations  
Present: PowerPoint, ECE current topic (students 4 talks/room, CLEAR+peer feedback)  
Due: Team Agreements (final draft)  
Assigned: E-mail, proposal for technical Poster |
| 10   | H 30 Oct | Summary speeches (W), Tailoring a tutorial to a technical audience (W)  
In Class: Summarize tech article, Critically evaluate—students' PowerPoint presentations  
Present: PowerPoint_ECE current topic (students 4 talks/room, CLEAR+peer feedback)  
Due: E-mail, proposal for technical Poster  
Assigned: Web, student home page, html PPT |
| 11   | H 6 Nov | Conflict management (O), Making posters (O)  
In Class: Role play, Teams sign up with CLEAR to schedule review of video  
Present: PowerPoint, ECE current topic (students 4 talks/room, CLEAR+peer feedback)  
Due: Resume & cover letter (final draft)  
Assigned: Technical Poster |
| 12   | H 13 Nov | Present: Mock meeting, technology summary  
In Class: Critical evaluate—mock mtgs  
Due: Web, student home page, html PowerPoint_ECE current topic |
| 13   | H 20 Nov | Interviewing (presented by Career Center)  
In Class: Interviewing exercise  
Due: Technical Poster (prelim version)  
Assigned: Web, student home page, html Poster |
| 14   | H 27 Nov | THANKSGIVING |
| 15   | H 4 Dec | Present: Mock meeting, technology summary  
In Class: Critical evaluate—mock mtgs  
Due: Web, student home page, html technical Poster |
| 16   | H 11 Dec | Present: Technical Poster (final version)  
In Class: Critical evaluate—students' posters  
Due: Web, student home page, html technical Poster |