

Weekly Schedule (Revised)

Week 1

Date	5:00-6:00	6:00-7:00	7:00-8:00	8:00-9:00
Legend: TBB: Instructor Materials; G&L: Gurak and Lannon				
July M 8	In Class: Introduction; Course materials, assignments, policies	In Class: Technical Document Characteristics	In Class: Readable documents	In Class: Chapter 6 Exercises
	Due: Response to the Syllabus	Read: G&L (Chapter 1; same for both editions) Due: L&G: Chapter 1 (same for both editions), Exercise 2 (bring document with you to class)	Read: L&G (1 st Chapter 6; 2 nd Chapter 7); Encyclopedic Examples (available in dropbox) Assignment: Encyclopedic Examples	Due: Group Completion of Select Exercises
W 10	In Class: Communities of Practice	In Class: <i>Terrarium</i> and Communities of Practice; Audience Analysis	In Class: Review of COP Writer's and Audience's Worksheets	In Class: Presentation of analysis
	Read: TBB (An Introduction to Communities of Practice available in dropbox)	Read: L&G (1 st Chapter 4; 2 nd Chapter 4) Both Audience and Writer Communities of Practice Worksheets (available in dropbox)	Read: Example Worksheets (available in dropbox)	Due In-Class: Analysis & Verbal Report (Group)

Week 2

Date	5:00-6:00	6:00-7:00	7:00-8:00	8:00-9:00
Legend: TBB: Instructor Materials; G&L: Gurak and Lannon				
M 15	In class: Definitions Assignment: Extended Definition	In Class: Workshop on Definitions	In Class: Descriptions Assignment: Process or Mechanical Description	In Class: Description Analysis
	Read: L&G (1 st Chapter 11; 2 nd Chapter 12)	Due: Presentation of group definitions	Read: L&G (1 st Chapter 12; 2 nd Chapter 13)	Read: Example Descriptions (available in dropbox)
W 17	In Class: Situation Analysis	In Class: Situation Analysis	Assignment: Group Report & Pitch Day	In Class: How we work Discussion
	Read: L&G: (pp. 67-68; 2 nd TBA); TBB (Situation Analysis, available in dropbox)	Read: Situation Analysis worksheet & example worksheets (available in dropbox)	Read: Nothing	Due: How I work worksheet (available in dropbox)

Week 3

Date	5:00-6:00	6:00-7:00	7:00-8:00	8:00-9:00
Legend: TBB: Instructor Materials; G&L: Gurak and Lannon				
M 22	In Class: Collaboration & Performance	In Class: Pitches	In Class: Begin group project	In-Class: Workshop
	Due: Process or Mechanical Description	Due: Pitch	Read: Nothing	
W 24	In Class: Reports	In Class: Analysis of Reports	In Class: Structuring Information	In-Class: Workshop
	Read: G&L (1 st Chapter 16; 2 nd Chapter 17) Due: Encyclopedia Entry	Read: Example Reports	Read: G&L (1 st Chapter 5; 2 nd Chapter 6)	

Week 4

Date	5:00-6:00	6:00-7:00	7:00-8:00	8:00-9:00
Legend: TBB: Instructor Materials; G&L: Gurak and Lannon				
M 29	In Class: Visuals	In Class: Practice Visual Analysis	In Class: Workshop	In Class: Workshop
	Read: L&G (Chapter 6)	Read: Example Visuals (available in dropbox)		
W 31	In Class: Information Design	In Class: Practice Information Design	In Class: Workshop	In Class: Workshop
	Read: L&G (1 st Chapter 8; 2 nd Chapter 9)	Read: Example Documents (available in dropbox)		

Week 5

Date	5:00-6:00	6:00-7:00	7:00-8:00	8:00-9:00
Legend: TBB: Instructor Materials; G&L: Gurak and Lannon				
August M 5	In Class: Workshop (prepare report for peer review)	In Class: Peer Response	In Class: Prepare for Presentations	Workshop
		Due: Complete and Comprehensive Draft of Report	Read: G&L (1 st Chapter 21; 2 nd Chapter 22)	
W 7	In Class: Presentations			
	Due: Final Group Report; Performance Evaluations; Collaborative and Individual Activity Logs; End-of-Semester Self Reflection			