

W E E K	Wednesday:	FRIDAY: ONLINE SUBMISSIONS
1	Wednesday, August 31 Complete During Class <ol style="list-style-type: none"> 1. Course Overview 2. Introductions 3. What's Technical Writing? 4. Module 1 Activity 1 5. Discuss "How I bought used voting machines..." (Links to an external site.) Complete After Class <ol style="list-style-type: none"> 1. Read Learning Module 1: Introduction To Audience Based Writing 2. Read Extended Definition - First Draft/Peer Review 	Friday, Sept. 2 <ol style="list-style-type: none"> 1. Take Module 1: Audience-Based Writing Quiz
2	Wednesday, Sept. 7 Complete Before Class <ol style="list-style-type: none"> 1. Read: Extended Definition - First Draft/Peer Review 2. Review: Learning Module 1: Introduction To Audience Based Writing 3. Review Peer Review Overview Complete During Class <ol style="list-style-type: none"> 1. Module 1 Activity 3 2. Module 1 Activity 2 	Friday, Sept. 9 <i>No submission due today</i>

	<p>3. Read/ Begin work on Extended Definition - First Draft/Peer Review</p>	
<p>3</p>	<p>Wednesday, Sept. 14</p> <p>**BRING LAPTOPS**</p> <p>COMPLETE BEFORE CLASS (HOMEWORK)</p> <ol style="list-style-type: none"> 1. Submit Extended Definition - First Draft BEFORE CLASS STARTS 2. Review Peer Review Overview 3. Read (do not begin) Technical Instructions - First Draft/Usability Testing & Peer Review 4. Read Learning Module 2: Technical Instructions For Non Specialists <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Extended Definition First Draft Peer Review Instructions 2. Discuss (do not begin) Technical Instructions - First Draft/Usability Testing & Peer Review 3. Discuss Learning Module 2: Technical Instructions For Non Specialists 4. Module 2 Activity 1 <p>COMPLETE AFTER CLASS</p> <ol style="list-style-type: none"> 1. Take comments and editing advice from in-class peer review and begin working on Extended Definition - Final Draft DUE FRIDAY, Sept 16 BY 11:59 pm 	<p>Friday, Sept. 16</p> <ol style="list-style-type: none"> 1. Extended Definition - Final Submission **DUE BY 11:59PM TONIGHT** 2. Take Module 2: Technical Instructions Quiz

	<p>2. For extra assistance, consider setting up an appointment at the Writing Center, located in Tawes Hall.</p>	
4	<p>Wednesday, Sept. 21</p> <p>**BRING LAPTOPS**</p> <p>COMPLETE BEFORE CLASS (HOMEWORK)</p> <ol style="list-style-type: none"> 1. Review Learning Module 2: Technical Instructions For Non Specialists 2. Review (do not begin) Technical Instructions - First Draft/Usability Testing & Peer Review <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Module 2 Activity 2 2. Technical Instructions Topic Selection (Small Group Submission) 3. Begin Technical Instructions - First Draft <p>** First draft of technical instructions is due before class on Wednesday, Sept. 28.**</p>	<p>Friday, Sept. 23</p> <p><i>No submission due</i></p>
5	<p>Wednesday, Sept. 28</p> <p>COMPLETE BEFORE CLASS</p> <ol style="list-style-type: none"> 1. Submit Technical Instructions - First Draft (small group submission) <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Technical Instructions First Draft Usability Testing & Peer Review Instructions 	<p>Friday, Sept. 30</p> <ol style="list-style-type: none"> 1. Review Reflective Writing Overview 2. Take Plagiarism Self-Test (Links to an external site.) <ul style="list-style-type: none"> • After reading instructions, click on "Start

	<p>** Final draft of technical instructions is due before class on Wednesday, Oct. 5.**</p>	<p>the self-test" at the bottom of the page and begin the test in the pop-up window.</p> <ul style="list-style-type: none"> For reference: University of Maryland Code of Academic Integrity
<p>6</p>	<p>Wednesday, Oct. 5</p> <p>COMPLETE BEFORE CLASS</p> <ol style="list-style-type: none"> Technical Instructions - Final Submission (small group submission) Read Learning Module 3: Proposal Writing: Establishing Problems & Identifying Solutions Do Not Do Collaborative Activities Read (do not begin) Research Proposal - First Draft/Peer Review Read Research Proposal - Topic Selection Memo <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> Module 3 Activity 2 Part I and II Module 3 Activity 3 (If time permits) Module 3 Activity 1 (If time permits) Discuss Research Proposal - Topic Selection Memo 	<p>Friday, Oct. 7</p> <ol style="list-style-type: none"> Take Module 3: Writing Proposals Quiz Submit Research Proposal - Topic Selection Memo <ul style="list-style-type: none"> <i>You will receive feedback on your Topic Selection Memo this weekend.</i> <i>If there are issues with your topic, or you have questions, please email and/or schedule an appointment.</i>

7	<p>Wednesday, Oct. 12</p> <p>**BRING LAPTOPS**</p> <p>COMPLETE BEFORE CLASS (HOMEWORK)</p> <ol style="list-style-type: none"> 1. Read Primary Research Overview 2. Read Secondary Research Overview <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Module 3 Activity 4 2. Module 3 Activity 5 3. Discuss Primary Research Worksheet -** Due Before Class Wednesday, Oct. 26** 4. Discuss/Begin Research Proposal - First Draft/WORKSHOPS **FIRST DRAFTS DUE FRIDAY Oct. 28** 	Friday, Oct. 14
8	<p>Wednesday, Oct. 19</p> <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Discuss and perform primary research 	Friday, Oct. 21
9	<p>Wednesday, Oct.26</p> <p>COMPLETE BEFORE CLASS (HOMEWORK)</p> <ol style="list-style-type: none"> 1. Submit Primary Research Worksheet <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Discuss/Begin Research Proposal- First Draft 	<p>Friday, Oct. 28</p> <ol style="list-style-type: none"> 1. Submit Research Proposal- First Draft

10	<p>Wednesday, Nov. 2</p> <p>COMPLETE BEFORE CLASS (HOMEWORK)</p> <ol style="list-style-type: none"> 1. Complete Research Proposal Workshop Worksheets <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Research Proposal Workshops 	<p>Friday, Nov. 4</p> <ol style="list-style-type: none"> 1. Submit Research Proposal - Final Submission
11	<p>WEDNESDAY, Nov. 9</p> <ol style="list-style-type: none"> 1. TBD 	<p>Friday, Nov. 11</p>
12	<p>Wednesday, Nov. 16</p> <p>COMPLETE BEFORE CLASS (HOMEWORK)</p> <ol style="list-style-type: none"> 1. Read Learning Module 4: Employment/Application Materials 2. Take Module 4: Employment/Application Materials Quiz <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Discuss Assignment 4 2. Module 4 Activity 1 3. Module 4 Activity 2 	<p>Friday, Nov. 18</p> <p>COMPLETE AFTER CLASS</p> <ol style="list-style-type: none"> 1. Submit Assignment 4 (due by 11:59pm Friday)
13	<p>Wednesday, Nov. 23</p> <p>Thanksgiving Week (NO CLASS)</p>	<p>Friday, Nov. 25</p> <p><i>No submission due</i></p>

<p>14</p>	<p>Wednesday, Nov. 30</p> <p>COMPLETE BEFORE CLASS</p> <ol style="list-style-type: none"> 1. Submit Final Project Outline <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Discuss Learning Module 5: Final Project: Creating A Professional Level Technical Document 2. Complete Final Project Outline Peer Review (Complete rubric provided on your peer review page. Be sure to write comments in the rubric comment boxes explaining your grading. Also, please enter a brief comment in the save/submit before saving/submitting.) 	<p>Friday, Dec. 2</p>
<p>15</p>	<p>Wednesday, Dec. 7</p> <p>COMPLETE BEFORE CLASS</p> <ol style="list-style-type: none"> 1. Submit Final Project - First Draft <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Final Project First Draft Peer Review Instructions 2. 	<p>Friday, Dec. 9</p> <ol style="list-style-type: none"> 2. Begin Final Project Second Draft Peer Review (DUE TUESDAY, MAY 10 AT 11:59 PM)
<p>16</p>	<p>Wednesday, Dec. 14</p> <p>COMPLETE BEFORE CLASS</p> <ol style="list-style-type: none"> 1. Submit Final Project - Second Draft <p>COMPLETE DURING CLASS</p> <ol style="list-style-type: none"> 1. Final Project Second Draft Peer Review 	<p>Friday, Dec. 14</p> <ol style="list-style-type: none"> 1. Final Project - Final Submission DUE BY 11:59 PM TODAY 2. CourseEvalUM

