



FLORIDA POLYTECHNIC
UNIVERSITY

General Education Syllabi -- Fall 2022

Courses

ENC 1101 - English Composition 1
ENC 2210 - Technical Writing

Instructions

To navigate this document open the arrow on the left-hand side and select the icon for bookmarks.

To search, click CTRL-F for find. A dialogue box will open in the top right-hand corner of the screen.

Florida Polytechnic University
Course Syllabus
ENC 1101: English Composition

Fall 2022 Sections/Instructors

Code	Number	Section	Day	Time fr	Time to	Room	Instructor FN	Instructor LN
ENC	1101	1	TR	8:00AM	9:15AM	1062	TBD	TBD
ENC	1101	2	TR	12:30PM	1:45PM	1067	Kathleen	Hardesty
ENC	1101	3	TR	2:00PM	3:15PM	1159	Kathleen	Hardesty
ENC	1101	4	MWF	10:00AM	10:50AM	1064	Sarah	Pearsall
ENC	1101	5	MWF	9:00AM	9:50AM	1060	Sarah	Pearsall
ENC	1101	6	MWF	2:00PM	2:50PM	1068	Sarah	Pearsall
ENC	1101	7	MWF	3:00PM	3:50PM	1060	Nann	Tucker
ENC	1101	8	MWF	4:00PM	4:50PM	1062	C. Wylie	Lenz
ENC	1101	9	MWF	3:00PM	3:50PM	1015	C. Wylie	Lenz

[Course Information](#)

- *Course number & title:* ENC 1101: English Composition 1—Expository and Argumentative Writing
- *Credit Hours:* 3

[Course Details](#)

[Official Catalog Course Description](#)

This course focuses on the principal elements of writing clearly, efficiently, and effectively. Logical arguments, building research skills, and developing critical thinking through reading, writing, and discussion are also presented. This course meets communication/writing-intensive requirements (W).

[Course Overview](#)

In this course we will examine the rhetorical and practical elements of writing effective arguments for contemporary, general, educated audiences. The readings and writing assignments in this class all aim to help us develop communication and critical thinking skills, in part by prompting interrogation of the beliefs, assumptions, values, and sources used in the construction and transmission of knowledge.

[Course Pre and/or Co-Requisites](#)

None.

[Communication/Computation Skills Requirement \(6A-10.030\)](#)

Yes. This is a “Gordon Rule” course that meets communication/writing-intensive requirements (W).

Required Texts

- Kathryn Crowther, Lauren Curtright, Nancy Gilbert, Barbara Hall, Tracienne Ravita, and Kirk Swenson, *Successful College Composition* [[online, open source](#)]
- Melanie Gagich and Emilie Zickel, *A Guide to Rhetoric, Genre, and Success in First-Year Writing* [[online, open source](#)]
- [Purdue Online Writing Lab](#)
- Supplemental materials delivered via Canvas

Equipment and Materials

Students should verify computer software and hardware requirements to ensure course work can be submitted successfully. Since all assignments are submitted through Canvas (unless otherwise noted), access to a computer is required for this course. Contact student support if you need assistance with computer and/or internet access.

Course Objectives

In this course, we will learn to:

- identify rhetorical purposes and methods of organization appropriate to topic, thesis, and audience;
- collect, read, analyze, and use information from a wide range of sources;
- write a clear, coherent essay observing appropriate grammatical, mechanical, and stylistic conventions;
- write competently in the expository and argumentative modes;
- evaluate, edit, and revise at all stages of the writing process.

Course Learning Outcomes and Program Alignment

Students will be able to	Gen Ed Program Competencies
Analyze rhetorical elements in a wide range of texts	1, 2
Compose thesis-driven academic essays	1, 2
Practice grammatical, mechanical, and stylistic conventions of academic writing	1, 2
Summarize and synthesize information from a variety of sources	1, 2
Integrate sources into original academic writing	1, 2

Course Policies

Attendance

According to [University Policy \(FPU-5.0010AP\)](#), “Students are expected to attend all of their scheduled University classes and to satisfy all academic objectives as defined by the instructor.” Excessive absences or tardiness without a medical excuse may have a negative impact on your final grade.

Participation

Not only must you attend class regularly, but you must participate. If you do not participate in class (or if you frequently “multitask”), your grade may suffer.

Electronic Devices

I expect you to refrain from unrelated activities on your various devices. In other words, while attending class, you may use your device(s) to take notes, access class materials, collaborate with classmates, and/or complete class activities and assignments. If you use an electronic device for purposes not related to class, your final grade may be penalized.

Readings

You are responsible for keeping up with the assigned readings, which are identified in the syllabus and in each week's module. Complete the assigned readings before the relevant class meeting. None of the readings should be considered superfluous. Moreover, I will not necessarily reiterate the entire content of assigned readings during lectures. Anticipate reading quizzes, which will be taken online before class.

Assignment Submission

With very few exceptions, assignments will be submitted electronically via Canvas. Files should be saved in a standard format, preferably .doc, .docx, or .pdf. File names should include your last name (so that, for example, I do not receive dozens of files named "Essay 1"). You must submit all major assignments to pass the course.

Late Work

You are responsible for keeping track of assignment due dates, which are posted in Canvas. Late penalties may apply.

Plagiarism

According to Florida Polytechnic University's [Academic Integrity](#) policy, plagiarism is "[a]ppropriation of another person's ideas, processes, results, or words without giving appropriate credit in any academic exercise." Any student who commits plagiarism is subject to sanctions described in this policy.

Assignment Feedback

For major written assignments, all instructors provide feedback about your writing. This feedback is designed to help you identify your strengths and weaknesses and improve your writing in specific ways.

Classroom Behavior

In this class, both in the classroom and online, we will maintain civility. Rude or disruptive behavior will result in reduction of your final grade. Most basically, during full-class discussion you will not speak when someone else (either your instructor or a fellow student) is speaking. Additionally, be prepared to demonstrate respect for ideas and experiences that may differ from your own.

Out-of-Class Communication

If you have questions or concerns regarding any aspect of this class—and *the answer cannot be found in available course materials*—visit your instructor during office hours,

make an appointment for an alternative meeting time, and/or contact your instructor via email (adhering to appropriate standards of professional communication). Note: It may take an instructor up to 24 hours to respond to email during the work week, and your instructor may be unavailable during weekends. Tip: Use University email system rather than Canvas for contacting your instructor directly.

Additional Help

If you find you need help with this class, your faculty strongly recommend that you (1) visit their office hours and (2) take advantage the Writing Center (IST 2nd Floor, NW quadrant)

Grading Scale

Your final course grade will take the form of a letter grade that reflects a point percentage equivalent. (See also [University Grading Policy](#)).

- A = 93% and above, A- = 90%-92%
- B+ = 87%-89%, B = 83-86, B- = 80%-82%
- C+ = 77%-79%, C = 73-76, C- = 70%-72%
- D+ = 67%-69%, D = 63-66, D- = 60%-62%
- F = 59% and Below

Grades (Distribution / Assignments / Evaluation)

As ENC 1101 is a writing-intensive course, all students enrolled in this class must produce a significant body of writing (approximately 6,000 words) during the semester. Students are expected to spend at least two hours completing out-of-class work for each hour in class. Your grades will be posted to Canvas as they become available; it is your responsibility to keep track of them. I will provide specific instructions and evaluation rubrics for each assignment.

60% of your final grade will derive from four major essays:

- Essay #1— (~1,000 words)
- Essay #2— (~1,000 words)
- Essay #3— (~1,000 words)
- Essay #4— (~1,500-2,000 words)

The following 40% of your final grade will be comprised of a mixture of presentations, reading reports, peer reviews, annotated bibliographies, quizzes, complete drafts, and other homework assignments.

Syllabus

It is the student's responsibility to be familiar with the contents of this syllabus. This syllabus is subject to change; such changes will be announced via Canvas.

University Policies

Reasonable Accommodations

Florida Polytechnic University is committed to assisting students with disabilities and offering reasonable accommodations to those with documented eligibility. The Office of Disability Services (ODS) coordinates accommodations for students with disabilities in accordance with the ADA Amendments Act of 2008 (ADAAA), the Americans with Disabilities Act of 1990 (ADA), and Section 504 of the Rehabilitation Act of 1973. Reasonable accommodations are determined on an individual basis through an interactive process between you, ODS, and your instructor(s). If you have already registered with ODS, please ensure that you have requested an accommodation letter for this course and communicate with your instructor about your approved accommodations at your earliest convenience. If you are not registered with ODS but believe you have a temporary health condition or permanent disability requiring an accommodation, please contact ODS as soon as possible.

The Office of Disability Services (ODS):

DisabilityServices@floridapoly.edu

(863)874-8770

ASC East building

[ODS website](http://www.floridapoly.edu): www.floridapoly.edu > Student Affairs > Health Wellness > Disability Services

Accommodations for Religious Observances, Practices and Beliefs

The University will reasonably accommodate the religious observances, practices, and beliefs of individuals in regard to admissions, class attendance, and the scheduling of examinations and work assignments. (See [University Policy](#).)

Title IX

Florida Polytechnic University is committed to ensuring a safe, productive learning environment on our campus that prohibits sex discrimination and sexual misconduct, including sexual harassment, sexual assault, dating violence, domestic violence and stalking. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to your professor, but your professors have an obligation to report the incident to the Title IX Coordinator. It is an educational goal that you feel able to share information related to your life experiences in classroom discussions and in one-on-one meetings. However, it is requirement for university employees to share information with the Title IX Coordinator regarding disclosure. However, please know that your information will be kept private to the greatest extent possible. You will not be required to share your experience. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the Florida Polytechnic University [Ombuds Office](#), BayCare's Student Assistance Program, 1-800-878-5470 and locally within the community at [Peace River Center](#), 863-413-2707 (24-hour hotline) or 863-413-2708 to schedule an appointment.

Academic Integrity

All students must commit to the highest ethical standards in completion of all academic pursuits and endeavors, whether in classroom or online environments: [Academic Integrity](#).

Student Recording of Lectures

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use.

Recordings may not be used as a substitute for class participation or class attendance. Recordings may not be published or shared in any way, either intentionally or accidentally, without the written consent of the faculty member. Failure to adhere to these requirements is a violation of state law (subject to civil penalty) and the student code of conduct (subject to disciplinary action).

*Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), and invited guest speakers **is prohibited.***

For further information, go to [the Registrar's webpage](#) and click on [HB233 Guidance](#).

Academic Support Resources

Library

Students can access the Florida Polytechnic University Library through the University website and [Canvas](#), on and off campus. Students may direct questions to Academic Success Center success@floridapoly.edu or by email, library@floridapoly.edu.

Academic Success Center

The Academic Success Center, located in the IST and at ASC East, provides a range of services. Students may direct questions to success@floridapoly.edu.

Writing Center

The Writing Center offers students free one on one consultations for tutoring and additional assistance with communications-related projects. Writing Services consultations are held online. To learn more, access Writing Services online resources, or schedule a consultation, visit <http://www.floridapoly.edu/writingservices>. You can also access Writing Services through the navigation button on the left side of every Canvas course homepage.

Schedule

This schedule is subject to change. Refer to Canvas for readings access, extended assignment descriptions, and specific due dates. For University deadlines, consult to general Florida Poly academic calendar (<https://floridapoly.edu/academics/academic-calendar/>).

NOTE: *You should read the assigned material before attending class.*

Topics by Week, Tentative – Additional readings and specific assignments will be available at the beginning of the term.

<i>Topic(s)</i>	Course introductions / Knowledge, evidence, and argumentation
<i>Topic(s)</i>	Summary and synthesis
<i>Topic(s)</i>	Writing and revising
<i>Topic(s)</i>	Rhetoric
<i>Topic(s)</i>	Rhetorical analysis
<i>Topic(s)</i>	Rhetorical analysis, essay structure, thesis statements
<i>Topic(s)</i>	Causal arguments
<i>Topic(s)</i>	Causal arguments / Academic research and documentation
<i>Topic(s)</i>	Causal arguments / Argumentative fallacies
<i>Topic(s)</i>	Proposal arguments
<i>Topic(s)</i>	Proposal arguments
<i>Topic(s)</i>	Proposal arguments, presentations
<i>Topic(s)</i>	Proposal arguments, presentations
<i>Topic(s)</i>	Proposal arguments, presentations
<i>Topic(s)</i>	Course conclusions

Professional and Technical Communication
Florida Polytechnic University
Fall 2022

Department	Course ID	Section	Offer Days	Offer Time From	Offer Time To	Room Number
ENC	2210	1	TR	11:00AM	12:15PM	1060
ENC	2210	2	TR	9:30AM	10:45AM	1060
ENC	2210	3	TR	2:00PM	3:15PM	1060

- Credit Hours: 3
- Class websites:
 - Canvas: <https://floridapolytechnic.instructure.com/courses/5905>
 - Microsoft Teams (TBA)

Instructor Information

- varies

Catalog Course Description

This course focuses on the forms, formats, and genres of business, government, professional, and technical communication. Students are given opportunities to practice creating proposals, reports, applications, and resumes.

Gordon Rule (6A-10.030)

Yes. This course meets communication/writing-intensive requirements (W).

Required Texts

- *Purdue Online Writing Lab*
- Supplemental materials delivered via Canvas

Equipment and Materials

For each class meeting, you will need to bring paper, a writing implement, and a laptop or tablet. For work submitted via Canvas, you will need access to word processing software that allows you to create and save .doc, .docx and .pdf files. (NOTE: Microsoft Office is available to students for free.)

Course Objectives

Upon successful completion of this course, students will be able to:

- demonstrate writing and speaking processes through invention, organization, drafting, revision, editing, and presentation;

- define audience and purpose;
- employ descriptive, expository, narrative, scientific modes of expression in technical communications (written, visual, and oral);
- participate effectively in groups with emphasis on listening and responding as well as collaborative brainstorming, creation, and revision;
- apply principles of critical thinking, problem-solving, and technical proficiency in the development of technical documents;
- research and write technical documents and to give oral presentations on technical subject matters; and
- employ coherent strategies of organization in technical documents, including using elements of visual organization

Learning Outcomes

Upon successful completion of the course, students should be able to:

1. Write and design clear, usable professional and technical documents in a variety of genres
2. Find, evaluate, and integrate credible source materials using library databases and other sources
3. Use audience-appropriate rhetorical strategies
4. Create effective oral and visual presentations

Alignment with Program Outcomes

Learning Outcome	ThinkWell/LearnWell Diagram (Bloom's Level)	General Education Competency
1	Creating – 6	2, 3
2	Evaluating – 5	1, 4
3	Analyzing – 4	1
4	Creating – 6	2, 3

General Education Competency – Communication

Students will demonstrate the ability to communicate effectively and to analyze communication critically in both oral and written mediums. Students who complete the communication skills requirement will be able to:

1. Analyze, interpret, evaluate, and synthesize information to support an argument or conclusion.
2. Choose a topic and develop it for a specific audience, purpose, and context.
3. Employ the conventions of standard American English.
4. Identify and apply standards of academic integrity, including the use, attribution, and documentation of source material in an appropriate style.

Academic Support Resources

- Library: Students can access the Florida Polytechnic University Library through the University website and Canvas, on and off campus. Students may direct

questions to Academic Success Center success@floridapoly.edu or by email, library@floridapoly.edu.

- ASC: The Academic Success Center, located in the IST and at ASC East, provides a range of services. Students may direct questions to success@floridapoly.edu.
- Writing Services at Florida Poly: Writing Services offers students free one on one consultations for supplemental instruction and additional assistance with communications-related projects. Writing Services consultations are available both face to face and online. To learn more, access Writing Services online resources, or schedule a consultation, visit <http://www.floridapoly.edu/writingservices>

You can also access Writing Services through the navigation button on the left side of every Canvas course homepage.

Course Policies

Attendance: Students in face-to-face (this includes labs and C-courses) courses are expected “to attend all of their scheduled University classes and to satisfy all academic objectives as defined by the instructor” (University Policy, FPU-5.0010AP). Students are expected to communicate with the instructor regarding emergencies that may affect attendance in this course.

Attendance is mandatory in this course, and attendance is taken regularly. You may miss up to four (4) class meetings without penalty; absence beyond this will affect your grades in this course.

Participation: Participation counts for 10% of your grade in this course. Not only must you attend class regularly, but you must participate. If you do not participate (or if you appear frequently distracted), your grade will suffer.

Electronic Devices: This class has a general ban on cell phone usage. You may use a laptop or other electronic device only during a few designated in-class assignments, and then only to complete assigned work. If you use an electronic device during undesignated times, or for purposes not related to class, your grade will be penalized. I will make all PowerPoint presentations available through Canvas, so you need not transcribe or record information during class. Most of our classroom time involves discussion, and thus recording is discouraged.

Readings: All reading material for this course is provided through Canvas, either through links to external sites or documents on each week’s module. You are responsible for keeping up with the assigned reading for this class, and to demonstrate your understanding of the content through class participation or come to class prepared with questions about the readings.

Assignment Submission: With very few exceptions, assignments will be submitted electronically via Canvas. You must submit all major assignments to receive credit for the course. Assignments that are not submitted through assignments in Canvas include Peer Reviews, the Manual Idea Pitch (an oral presentation), and the Final Presentation (only the oral portion). You will have ample notification of these assignments.

Late Policy: Late work is unacceptable in this course. You must submit all items on time in order to receive credit for them. Quizzes and discussion boards close on the date and at the time indicated on Canvas, and peer reviews cannot be assigned if drafts are not submitted on time.

Assignment Feedback: For major written assignments, I will provide global comments (available on Canvas) and refer you to specific portions of these comments. I will also provide individualized feedback on drafts that are submitted on time. This feedback is designed to help you identify your strengths and weaknesses and improve your writing in specific ways. Students may seek additional feedback on drafts in regularly scheduled or by-appointment office hours.

Plagiarism/Academic Integrity: Plagiarism includes any form of reproducing information without acknowledging sources. This includes, but is not limited to: original work by other Florida Poly students, information located in online sources and textbooks. Plagiarism of any kind will not be tolerated in this course. Any student found to have committed or to have attempted to commit scholastic dishonesty is subject to sanctions described in the Florida Polytechnic University Code of Conduct.

Classroom Behavior: In this class, we will maintain an atmosphere of respect for all participants and professional communications in all forms. Although we may engage in casual discussion, disrespectful or disruptive behavior will result in reduction of your final grade. Additionally, be prepared to demonstrate respect for ideas and experiences that may differ from your own and to engage in lively and meaningful class discussions.

Out-of-Class Communication: If you have questions or concerns regarding any aspect of this class (and the answer cannot be found in available course materials), I strongly encourage you to consult me during regularly scheduled office hours, make an appointment for an alternative meeting time, and/or contact me via email (adhering to appropriate standards of professional communication). Emailing me through Canvas will ensure that I can most easily identify your section of the course. I respond to emails during normal business hours, and as quickly as possible at other times, and I expect students to maintain a high standard of prompt and respectful communication with me, and with each other as needed.

Grading Scale: Your final course grade will take the form of a letter grade that reflects a point percentage equivalent.

A = 93% and above	A- = 90%-92%	
B+ = 87%-89%	B = 83%-86%	B- = 80%-82%
C+ = 77%-79%	C = 73-76	C- = 70%-72%
D+ = 67%-69%	D = 63-66	D- = 60%-62%
F = 59% and Below		

Grades (Distribution / Assignments / Evaluation): As ENC 2210 is a writing-intensive course, all students enrolled in this class must produce a significant body of writing (approximately 6,000 words) during the semester. Students are expected to spend at least two hours completing out-of-class work for each hour in class. Your grades will be

posted to Canvas as they become available; it is your job to keep track of them. I will provide instructions and evaluation rubrics for each assignment.

Final Grades are Calculated as Follows:

- 25%: Employment Project
- 35%: Team Writing of Technical Manuals
- 15%: Short Assignments and Discussion Boards
- 10% Document Review
- 10% Class Participation
- 5% Quizzes

To view which assignments fall into these categories, click on “Assignments” in Canvas, and click on “Show by Type” in the upper righthand corner. This sorts assignments into their grading category.

University Policies

Reasonable Accommodations:

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The Office of Disability Services (ODS): DisabilityServices@floridapoly.edu
(863)874-8770; ASC East building
ODS website: www.floridapoly.edu > Student Affairs > Health Wellness >
Disability Services

Accommodations for Religious Observances, Practices and Beliefs:

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including sexual harassment, sexual assault, dating violence, domestic violence and stalking. It is important for you to know that there are resources available if you or someone you know needs assistance. You may speak to your professor, but your professors have an obligation to report the incident to the Title IX Coordinator. It is an educational goal that you feel able to share information related to your life experiences in classroom discussions and in one-on-one meetings. However, it is requirement for university employees to share information with the Title IX Coordinator regarding disclosure. However, please know that your information will be kept private to the greatest extent possible. You will not be required to share your experience. If you want to speak to someone who is permitted to keep your disclosure confidential, please seek assistance from the Florida Polytechnic University Ombuds Office, BayCare's Student Assistance Program, 1-800-878-5470 and locally within the community at Peace River Center, 863-413-2707 (24-hour hotline) or 863-413-2708 to schedule an appointment.

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Recordings may not be used as a substitute for class participation or class attendance. Recordings may not be published or shared in any way, either intentionally or accidentally, without the written consent of the faculty member. Failure to adhere to these requirements is a violation of state law (subject to civil penalty) and the student code of conduct (subject to disciplinary action).

Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), and invited guest speakers is prohibited.

Further clarification is provided at: <https://floridapoly.edu/registrar/assets/reg-hb233polyguidance.pdf>

Schedule of Topics and Assignments

This schedule is subject to change. Refer to Canvas for readings access, extended assignment descriptions, and specific due dates. For University deadlines, consult to general Florida Poly academic calendar.

NOTE: *Students should read the assigned material before attending class; i.e., before arriving for the first class meeting of Week 2, students should have read the assigned materials for that day. Written submissions through Canvas are due on the due dates identified in Canvas.*

Week 1

Topic: Introductions and Expectations

In-class activities: Introductions; Concision Exercise; Introductions to Course Structure and Major Projects

Work Due: Syllabus Quiz; Short Assignment: Keeping it Brief; Project 1 Overview (this is a read-only document)

Week 2

Topic: Project 1 Introduction and Email Etiquette

In-class Activities: Email Etiquette; 5 Concision Tricks; Analyzing Internship/Job Ads

Guest Speaker: Ms. Jones, CODES

Work Due: Project 1 Overview Quiz; Short Assignment: Email Etiquette; Screenshot of Job or Internship Ad

Week 3

Topic: Analyzing Opportunities

In-class Activities: Researching Companies and Markets; Formatting Basics

Work Due: Short Assignment: Resume Tips; Job Market Research Memo

Week 4

Topic: Analyzing Your Audience and Rhetorical Situation

In-class Activities: Organizing Information

Work Due: Short Assignment: Resume Swipe File; Internship or Job Ad Annotation

Week 5

Topic: Genre-Specific Employment Materials

In-class Activities: Resume and Cover Letter Bootcamp

Work Due: Document Review Quiz, First Draft of Cover Letter and Resume

Week 6

Topic: Peer Review and Revision

In-class Activities: Helpful Feedback and Diplomacy; Resume Buildout

Work Due: Project 1 Document Reviews , Revised Cover Letter and Resume for Instructor Feedback, Short Assignment: Review Global Feedback Sheets, Revision Planning

Week 7

Topic: Refining Materials and Professionalization

In-class Activities: Mock Interviews; Revision Strategies; Organization

Work Due: Project 1 Reflection; Final Draft of Cover Letter and Resume in PDF Format

Week 8

Topic: Introduction to Project 2 and Pitching Ideas

In-class Activities: Recorded Presentation from Entrepreneurship, Pitching Sample Ideas, In-Class Pitches and Pitch Ratings

Work Due: Project 2 Overview Quiz, Short Assignment: Skills Sets; Manual Pitches

Week 9

TBD

Week 10

Topic: Working in Teams and Building Strong Collaborations

In-class Activities: Introducing Strategies for Team Writing and Documenting Team Processes, Initial Team Meetings

Work Due: Meeting Minutes and Agenda; Team Agreements Bad Apples Activity/Discussion

Week 11

Topic: Planning Your Research

In-class Activities: Creating Shell Documents and Using Technology, Developing Clear Expectations; Team Meetings

Guest Presentation: Marcie Hoecker, Florida Polytechnic University Libraries

Work Due: Team Reports Quiz; Team Check-in on Research

Week 12

Topic: Developing Team Reports

In-class Activities: Team Report Rundown and Samples; IEEE Citation Review; Team Meetings

Work Due: Team Report First Draft; Team Report Document Reviews

Week 13

Topic: Applying Research and Organizing Information

In-class Activities: Adjusting Scope of Research Questions, Team Meetings

Work Due: Short Group Assignment: Team Revision Plan per Peer Review Suggestions; Short Assignment: Evaluating Visuals

Week 14

Topic: Incorporating Graphics and Writing Instructions

In-class Activities: Discussion of Graphics: Incorporating, Labeling and Citation; Team Meetings

Work Due: Short Assignment: Checking in on Team Project, Team Report - Final Draft

Week 15

Topic: Manual Drafting and Review

In-class Activities: Writing and Following Instructions; Student-Led Development of Peer Review, Organizing Presentations

Work Due: Instructional Manual First Draft; Project 2 Peer Review

Week 16

Topic: Final Presentations and Wrap Up

In-class Activities: Presentations (oral component)

Work Due: Presentation Slides; Course Evaluations

Due During Finals Week

Project 2 Reflection and Team Member Evaluation, Final Draft of Instructional Manual