

SCHEDULE

Because we are cramming three months into six weeks, it is important that you do all reading assignments on time. They are generally user-friendly and very short, but they are very instructive and require careful reading: they tell you what something is and how to do it in very direct language. You will find yourself referring to them often. Remember, each summer class is the equivalent of one week of regular class, so we will be completing multiple tasks each meeting. We will be drafting assignments (computer lab) and work-shopping them in class, so be sure that you always come prepared.

All supplemental material will be on ELMS, including handouts and sample documents written by other students. **Assignments will be in the Assignment Section along with supplemental reading.**

You will be turning in items in **Red** during the first five minutes of class, work-shopping draft items in **Blue** on the dates indicated, and submitting in-class items in **Green** during class. Workshops of in-class writings are not emphasized in any way as they will occur after writing time has elapsed. We will be printing in class, so you must have money on your printing cards.

DATE	PROJECTS	DUE
JULY	Web Page & Proposal	
Monday 11	Introduction: Proposal, Topic Selection, Five Topic Memo, Web Page	1. Five Topic Memo
Wednesday 13	6:00 Library 6101, Rhetorical Analysis, Web Page	Web Page 2. Rhetorical Analysis
Monday 18	Begin Step One: Individual Problem Statement Proposal: Team and Topic Selection, Outline, Research Memo	3. Web Page 4. Individual Problem Statement 5. Research Memo
Wednesday 20	Step One: Background, Scope, Methodology	Step One 6. Team Problem Statement
Monday 25	Step Two: Detailed Plan	7. Outline Detailed Plan
Wednesday 27	Step Two, Three, & four: Detailed Plan, Conclusion, Cautions	Steps One & Two
AUGUST	Career Dossier & Team Assessment	
Monday 1	Steps Five, and Six: Executive Summary & Cover Letter	Executive Summary Cover Letter
Wednesday 3	Rhetorical Analysis, Resume	8. Proposal
Monday 8	Personal Statement	9. Rhetorical Analysis,
Wednesday 10	Personal Statement	10. Resume Personal Statement
Monday 15	Personal Statement	

Wednesday 17	Personal Statement	11. Personal Statement 12. Team Assessment Memo
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SUBJECT TO CHANGE