

Tentative Schedule (COMM 303)

Please take a few moments at the end of each week to plan your next week's work to manage your time effectively. All reading should be completed prior to the class meeting for which it is assigned. Assignments are due at 11:59 pm on the indicated day unless stated otherwise. Major assignment due dates are highlighted in yellow. Please note that this calendar is subject to change.

<i>Date</i>		<i>Topic</i>	<i>Reading</i>	<i>Assignment(s) Due</i>
Week One				
Tues	8/18	Introduction to class Rollout LinkedIn Assignment		
		If you have not already purchased your book and access code from the bookstore, please do so prior to Week Two		
Week Two		Business & Professional Excellence		
Tues	8/25	Career Exploration Communication Apprehension	Chapter 1	<i>Chapter 1 Knowledge Check + Quiz in Vantage – due BEFORE class</i>
	<i>In class</i>	<i>Participation Activity: Career Exploration Pt 1 Activity</i>		
Thu	08/27			LinkedIn Profile Draft Due
Week Three		Verbal & Nonverbal Communication		
Tues	9/01	Verbal & Nonverbal Communication Resume and Cover Letter Assignment Rollout	Chapter 2	<i>Chapter 2 Knowledge Check + Quiz in Vantage – due BEFORE class</i>
	<i>In class</i>	<i>Participation Activity: Networking Activity</i>		<i>Learning Community Preference List</i>

Date		Topic	Reading	Assignment(s) Due
Week Four		Listening		
Tues	9/08	Communication & Listening	Chapter 3	Chapter 3 Knowledge Check + Quiz in Vantage – due BEFORE class
	<i>In class</i>	<i>Participation Activity: Career Exploration Pt 2 Activity</i>		
Week Five		Resumes, Interviews, & Negotiations		
Tues	9/15	Resumes, Interviews, & Negotiations	Chapter 4	Chapter 4 Knowledge Check + Quiz in Vantage – due BEFORE class
	<i>In class</i>	<i>Career Center Visit – bring resume and cover letter draft, prepare questions</i>		
Thu	9/17			Final Resume + Cover Letter Due
Week Six		Getting to Know Your Diverse Workplace		
Tues	9/22	Getting to Know Your Diverse Workplace	Chapter 5	Chapter 5 Knowledge Check + Quiz in Vantage – due BEFORE class
	<i>In class</i>	<i>Participation Activity: Mockumentary Media Analysis</i>		

Date		Topic	Reading	Assignment(s) Due
Week Seven		Strengthening Teams & Conducting Meetings		
Tues	9/29	Teams in the Workplace Elevator Pitch Rollout Panel Interview Rollout	Chapter 7	Chapter 7 Knowledge Check + Quiz in Vantage – due BEFORE class
	In class	Participation Activity: Team Project Management Plan		
Week Eight		Technology in the Workplace		
Tues	10/06	Technology in the Workplace	Chapter 8	Chapter 8 Knowledge Check + Quiz in Vantage – due BEFORE class
	In class	Participation Activity: In-class peer review, professional (digital) presence		
Thu	10/08			Final LinkedIn Profile Due
Week Nine		Informing and Persuading: Speech Design		
Tues	10/13	Speech Design	Chapter 11 Chapter 12	Chapter 11 Knowledge Check + Quiz in Vantage – due BEFORE class
	In class	Participation Activity: Group work General Questions Interview Planning		
Week Ten		Leadership & Conflict Management		
Tues	10/20	Leadership & Conflict Management	Chapter 10	Chapter 10 Knowledge Check + Quiz in Vantage – due BEFORE class
	In class	Participation Activity: Group work Specific Questions Interview Planning		

Date		Topic	Reading	Assignment(s) Due
Week Eleven		Business & Professional Writing		
Tues	10/27	Business & Professional Writing	Chapter 9	Chapter 9 Knowledge Check + Quiz in Vantage – due BEFORE class
	In class	Participation Activity: Group work Final Interview Questions		
Week Twelve				
Tues	11/03	Election Day: No Class		
Week Thirteen		Delivering a Speech with Professional Excellence		
Tues	11/10	Professional Development: Elevator Pitch Workshop	Chapter 13	Note: Vantage assignments are not due for this week
	In class	Chapters 11/12 Review		
Week Fourteen		Professional Presentation: Communication		
Tues	11/17	Elevator Pitch Day: Mandatory Attendance		Elevator Pitch
		Participation is mandatory for credit. Exceptions with prior notice		
Week Fifteen				
Tues	11/24	Fall Break : No Class		
Week Sixteen				
Tues	12/01	Mock Interview Day: Mandatory Attendance Note: Business casual dress code		Mock Interview
		Participation is mandatory for credit. Exceptions with prior notice		
December 7-11 Final Exam Week				
You are already done for this class. Enjoy break & be sure to practice some self-care !!				