**Course Schedule for ME 297: Spring 2018**

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| Class | Day | Class Content | **Reading: CSW** | **Assignments Due** |
| 1 | M – 1/8 | Introduction to the course  Assign Document #1: Job Application Email | Introduction | *In-class diagnostic* |
| 2 | W – 1/10 | Emails: Audience, Purpose, Occasion  Structure of Emails | Lesson 1  Lesson 9: Excerpt 1 |  |
|  | F – 1/12 | Essentials of Grammar for an Engineer | Appendix A | *Online quiz on grammar (by end of 1/14)* |
|  | M – 1/15 | Writing Day: No Class |  |  |
| 3 | W – 1/17 | Language of Emails: Being Clear and Precise | Lesson 2 | Bring latest draft of Assignment #1 |
| 4 | F – 1/19 | Language of Emails: Tone and Connections  Avoiding Mistakes of Punctuation | Appendix B | *Upload correspondence drafts to Canvas (by 5:00 p.m. on 1/21)* |
|  | M – 1/22 | *Workshop on Job Application Email* |  | Critique correspondence drafts to workshop members |
| 5 | W – 1/24 | *Workshop on Job Application Email* |  | Critique correspondence drafts of workshop members |
|  | F –1/26 | Optional Class: Essentials of Punctuation for an Engineer |  | Online quiz on punctuation (by end of 1/28) |
| 6 | M – 1/29 | Assign Document #2: Handout for Initial Research Talk  Being Clear: Avoiding Ambiguity | Lesson 3 | **Submit Assignment #1 to Canvas by end of 1/29** |
| 7 | W – 1/31 | Incorporating References |  | Gather sources for Assignment #2 |
| 8 | F – 2/2 | Library Resources |  | Gather sources for Assignment #2 and begin drafting presentation slides |
| 9 | M – 2/5 | Sustaining Energy | Lesson 4 | Continue drafting presentation slides and handout |
| 10 | W – 2/7 | Connecting Ideas | Lesson 5 | Continue drafting presentation slides and handout |
|  | F – 2/9 | Writing Day: No Class | Appendix C | *Corrections to Assignment 1 due by end of 2/9*  *Online quiz on usage (by end of 2/11)* |
| 11 | M – 2/12 | Research Handout: In-Class |  | *Upload draft of handout to Canvas (by 5:00 on 1/21)* |
| 12 | W – 2/14 | Presentation Handout: Critique Workshop |  |  |
|  | F – 2/16 | No class meeting |  | **Submit Assignment #2 to Canvas by end of 2/16** |
| 13 | M – 2/19 | Proposals: Approach and Structure  Assign Document #3: Proposal | Lesson 9: Proposals | Begin drafting Assignment #3 |
| 14 | W – 2/21 | Proposals: Structure and Best Practices |  | Continue drafting Assignment #3 |
|  | F – 2/23 | Writing Day: No Class |  |  |
| 15 | M – 2/26 | Organization: Titles |  |  |
| 16 | W – 2/28 | Beginning with the Familiar | Lesson 6 |  |
|  | 3/2 – 3/9 | Spring Break |  |  |
| 17 | M – 3/12 | Emphasis | Lesson 8: Excerpt 1 | *Upload draft of proposal to Canvas by end of 3/12* |
| 18 | W – 3/14 | *Workshop on Proposal* |  | *Critique proposal excerpts of colleagues in the workshop* |
|  | F – 3/16 | Writing Day: No Class |  |  |
| 19 | M – 3/19 | *Workshop on Proposal* |  | *Critique proposal excerpts of colleagues in the workshop* |
| 20 | W – 3/21 | *Workshop on Proposal* |  | *Critique proposal excerpts of colleagues in the workshop* |
|  | F – 3/23 | Writing Day: No Class |  |  |
| 21 | M – 3/26 | Assign Document #4: Formal Report  Organization Formal Reports | Lesson 7: Excerpt 2 |  |
| 22 | W – 3/28 | Emphasis: Summaries and Appendices | Lesson 8: Excerpt 2 | Begin drafting Assignment #4 |
|  | F – 3/30 | Writing Day: No Class |  | **Submit Assignment #3 (Dropbox on Canvas by end of 3/23)** |
| 23 | M – 4/2 | Actually Sitting Down to Write | Lesson 10 | Continue drafting Assignment #4 |
| 24 | W – 4/4 | Format: Dressing Documents for Success | Appendix D | Continue drafting Assignment #4 |
|  | F – 4/6 | Writing Day: No Class |  |  |
|  | M – 4/9 | Instructions (Required Appendix in Final Report) | Lesson 9: Instructions | Continue drafting Assignment #4 |
|  | W – 4/11 | Posters (Requirement for Capstone Design Project) |  | Continue drafting Assignment #4 |
|  | F – 4/13 | Writing Day: No Class |  |  |
| 25 | M – 4/16 | ***Workshop on Final Report*** |  | *Critique papers or reports of colleagues in the workshop* |
| 26 | W – 4/118 | ***Workshop on Final Report*** |  | *Critique papers or reports of colleagues in the workshop* |
|  | F – 4/13 | Writing Day: No Class |  |  |
| 27 | M – 4/23 | Web Pages; Review of Final Report |  | *Critique papers or reports of colleagues in the workshop* |
| 28 | W – 4/25 | Conclusion of Course | Conclusion |  |
|  | F – 4/27 | Writing Day: No Class |  | **Assignment #4: Final Report (Submit by end of 4/29)** |