

Weekly Schedule (subject to change)

Please note: We will usually meet in Zoom on all Mondays and some Wednesdays. Our first class is in the classroom. Please keep in touch with me by email (ybrener@ccny.cuny.edu). I will respond between 7-9pm every day. Please make sure you are able to use Blackboard, both to read and respond to posts in the discussion area. If you have any issues, please contact me or the [IT center](#).

Week	Date and Location	Reading	Writing
Week 1	W 08/26/2020 ZOOM	Introductions. Read and critique the Syllabus. Talk about Resume/Cover Letter Assignment	Write Online Introduction in Discussion Board by 08/30 at 11:59 p.m.
Week 2	M 08/31/2020 ZOOM	Find a job application you could apply to when you complete your studies. Copy and save the link.	Write First Draft of Resume/Cover Letter Respond to at least one peer's introduction in Discussion Board
	W 09/02/2020 ONLINE CLASS	Critique resumes/cover letters Introduce Interview Assignment Read materials for Interview Assignment including three interview examples (to be specified later.	Write Final Draft of Resume/Cover Letter. Due by 09/09 at 11:59pm Respond to Syllabus Discussion. You have until 09/09 to do this.
Week 3	M 09/07/2020 LABOR DAY NO CLASSES		
	W 09/09/2020 ONLINE CLASS	Read follow up materials about good interview practices. We will read examples of good interviews and examine interviewing tactics.	Write 10-12 questions for your interview partner (tbd), and bring to class on Monday.
Week 4	M 09/14/2020 ZOOM	Interviews In class we will revisit the interview materials and discuss how to conduct an	During class, we will discuss our interviews. You will begin your interview in break out groups.

		effective, focused interview.	For homework, write a rough draft. Due by 09/16
	W 09/16/2020 ONLINE CLASS	Share and revise your interview essay, and your interviewee's.	Peer Review Share your draft with your interviewee and critique each other's work. Send your interview partner any remaining comments by 09/16 at 11:59 p.m.
Week 5	M 09/21/2020 ZOOM	We will look at portfolio examples together and discuss what the contents of your portfolios will be. Homework before	Portfolio Workshop We will begin building your online portfolios.
	W 09/23/2020 ONLINE CLASS	We will look at portfolio examples together and discuss what the contents of your portfolios will be.	Due: Interview Assignment. Final Draft due by 9/23/2020 at 11:59pm Read op ed examples before 09/30.
Week 6	M 09/28/2020 NO CLASS		
	T 09/29/2020 ZOOM MONDAY SCHEDULE	Read Documentation Chapter from Norton Field Guide Writing for a General Audience: Annotated Bibliographies Locate and print three sources for your op-ed, bring to class DUE: Read Annotated Bibliographies	Think about what topic you might choose for your op-ed. Post your proposed topic in the online discussion board. Find three sources that you might use as research. Print out and bring to class. We will discuss op ed examples, and practice creating a mini op ed about our class. Bring to class your idea for your op ed, and your supporting sources of information. In class we will talk about how to use sources for your op ed. We will also discuss your ideas. HW: Write an annotated bibliography.
	W 09/30/2020 ONLINE	Continue working on op ed and Annotated Bibliography	Finish a first draft of your op ed by 10/05/2020 by 11:59pm. Send me

			your first drafts with supporting materials.
Week 7	M 10/05/2020 ZOOM	Discuss and paraphrase Course Learning Outcomes. Introduce Student's Choice Assignment	Revise your Op-Ed and make editing decisions based on all your comments so far.
	W 10/07/2020 ONLINE CLASS	Discuss genres, think about which genre you might choose	Post in Course Learning Outcomes discussion. Finish final draft of Op-Ed by 10/14 at 11:59 p.m.
Week 8	M 10/12/2020 NO CLASS		
	W 10/14/2020 ZOOM MONDAY SCHEDULE	Bring in a good example of your chosen genre. Be ready to name title, author, genre and why you chose it	Participate in online Discussion Board on Genre Write a summary of your example and a brief proposal of your chosen assignment due by 10/19 at 11:59 p.m.
Week 9	M 10/19/2020 ZOOM	Discuss choices for next assignment, and student elevator pitch sentences	Peer review and discussion. Discussion of multimodal forms of expression.
	W 10/21/2020 ONLINE CLASS	Mark a citation from two sources that you may use in your essay.	Upload your Assignments so far into your Online Portfolio. Work on a rough draft of your Student's Choice Assignment.
Week 10	M 10/26/2020 ZOOM	Portfolio Workshop and Office Hours Share sections of drafts for current assignment. If not already completed, find two sources for your Student's Choice Assignment. Mark a citation from each that you may use in your essay.	Work on opening paragraph and quotation sandwiches for current assignment. Look out for announcement. Submit rough draft of Student's Choice Assignment by 10/28 at 11:59 p.m.
	W 10/28/2020 Online Section	Revise your Student's Choice Assignment	Work on current assignment. Final draft due by 11/04 at 11:59 p.m.

		according to comments.	
Week 11	M 11/02/2020 ZOOM Introduction to Grants Project	Introduction to Grant project. Slide show and discussion Grants: Introduction and Problem Statement Read supporting materials	Create Groups- Brainstorm Ideas, GANTT Chart Read Grant Proposals Discussion: Grants: Budgets and S.M.A.R.T. Goals Work on problem statement/summary
	W 11/04/2020 Online Section	Read Grant Proposal materials TBD	Write aspirational biography and select one potential grant proposal topic. Select Grant Proposal Groups. Look out for specifics TBD
Week 12	M 11/09/2020 ZOOM	Grants: Peer Review We will look at and critique each other's problem statements	HW: First draft of Final Self-Reflection
	W 11/11/2020	Grants: Presenting Your Grant Proposal	Peer Review of Self-Reflection Drafts to be conducted online
Week 13	M 11/16/2020 ZOOM	GUEST SPEAKER Professional Grant Writer Tavis Allison will help revise your problem statements.	DUE: IMPORTANT: Please submit the first sentence of your group's topic statement by Sunday 11/15/2020 at 11:59 p.m. so that our guest speaker can work with you on your idea. Completed GANTT Chart, Problem Statement (Feeder) Guest speaker gives presentation on Grant Proposals

			Write short response to guest speaker
	W 11/18/2020 ONLINE	Grants: Continue working in groups Grants: Project Narratives and Incorporating Sources DUE: Find 1 unique source per group, post in discussion board	Grants: Project Narratives and Incorporating Sources DUE: Find 1 unique source per group, post in discussion board DUE: Project Narrative Rough Draft; Budget Grants: Presentation Workshop
Week 14	M 11/23/2020 ZOOM	Portfolio Workshop And Grants Continued	Final Portfolio Workshop View and discuss sample presentations and project narratives
	W 11/25/2020 NO CLASS FRIDAY SCHEDULE		
Week 15	M 11/30/2020 ZOOM	Grant Presentations DUE: Project Narrative Rough Draft; Budget Grants: Presentation Workshop View and discuss sample presentations and project narratives	Continue working on Grant Proposals
	W 12/02/2020 ZOOM	Final Portfolio Workshop	Self-Reflections Writing Reflections/ Add Self-Assessments to Portfolio
Week 16	M 12/07/2020 ZOOM	Grant Presentations	
	W 12/09/2020 FINAL CLASS	Any final grant presentations/	Grant Proposal Due 12/13/2020 at 11:59pm Portfolios and Self Reflections due 12/15/2020 at 11:59pm

Optional Extra Day	M 12/14/2020 IN VIRTUAL OFFICE	Available for one on one meetings 9am-2pm by appointment	
---------------------------	---	---	--