English 202: Technical Writing
Section TH2
Three Rivers Community College
Fall 2017

Instructor: Andrew Marvin
Class Meets: W 3:00–4:15 PM in Room E125 and online via Blackboard
Office Hours: M 3:00–4:00 PM, TR 3:30–4:30 PM, and W 2:00–3:00 PM in Room C160
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Course Description

This course is designed for students who want to develop writing skills needed in the workplace. After targeting an audience, students will complete an array of assignments: memos, instructions, proposals, formal analytical reports, etc. Topics for these assignments will relate to the student's major. Students will learn how to format pages, incorporate visuals into their writing, and give brief oral reports based on their written assignments. Students should have familiarity with word processing before enrolling in the course. ENG K101 or K101S is a prerequisite for this course.

Required Texts

Lannon, J. M., & Gurak, L. J. (2017). *Technical communication* (14th ed.). New York, NY:

   Pearson.

Learning Outcomes

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

- Recognize the difference between academic writing and writing in business, industry, and technical fields.
- Understand the importance of error-free documents in the workplace.
- Prepare documents with clarity and economy of words.
- Recognize and adjust for audience background and knowledge when creating workplace documents.
- Create visuals for documents that are well-integrated with the text.
- Format documents to fit specific writing assignments including, but not limited to, letters, memos, proposals, and short reports.
- Produce a formal analytical report using advanced research techniques.
- Prepare and give an oral presentation of the formal report's major findings.
- Collaborate over a distance.
- Manage writing projects in ways found in workplace settings.

How Does a Hybrid Course Work?

Our section of ENG 202 is a hybrid course, which means we will meet once a week on campus, and the rest of the course will take place online via Blackboard. It does not mean there is less work to be done compared to an on-ground course that meets twice a week. Quite the opposite.

To make effective use of our class time, we will be using *a flipped classroom model.* Traditionally, instructors use in-class meetings to lecture and explain concepts, and then students complete the corresponding assignments independently, outside of class.

In our flipped classroom, you will be responsible for teaching yourselves various forms of technical communication *before* we meet in class. Weekly quizzes will ensure you've done the reading. You will also prepare a draft of that week's assignment and submit it digitally on Blackboard before class. We will spend the first part of class addressing questions, discussing concepts, and critiquing drafts. You will then have the remainder of the class period to revise your work before submitting a final version for grading.

Assignments

In this class, your grade will be based on the following:

Reading Quizzes

> Each week, you will read a chapter (or chapters) in our textbook about a certain type of technical communication. If you do not do the reading, completing the corresponding assignment will be quite challenging. Therefore, we will use reading quizzes to ensure familiarity with course concepts. Reading quizzes usually comprise a handful of questions and are completed in Blackboard by the assigned deadline. You may opt-out of one reading quiz without penalty or explanation.

Drafts

> Writing is a recursive, iterative process, so we will be relying on drafts to ensure our work is of professional quality. Each week, after completing the reading quiz, you will produce a draft of that week's assignment. You will submit your draft digitally on Blackboard by the start of next class. We will then use your drafts to answer questions and facilitate discussion. *Be sure to have access to a digital copy of your drafts.*

> While drafts are not formally graded, you are expected to come to class prepared to share and revise your in-progress work. Doing so strengthens your assignment in preparation for its graded final submission at the end of class. *If you do not participate in the drafting process for an assignment, either by absence or lack of preparation, two points will be*

deducted from your final draft. E.g., failure to produce a draft of a ten-point assignment results in a maximum possible score of eight points.

Final Assignment Submissions

Following our discussion, the second part of most class periods will be allocated for you to revise, proofread, and finalize your assignment before submitting it for grading. Final assignments are always submitted via Blackboard by the end of the class period.

Because we have limited time to discuss and workshop drafts, *coming to class with a strong draft is essential.* Do not assume you can complete an assignment from scratch in a partial class period. Not only will you incur the penalty explained above, but your final submission will likely be of poorer quality.

Types of Technical Writing

Here is a brief overview of the types of technical writing we will be learning this semester.

Email, Memos, Letters, Instructions, Definitions

These assignments are intended to improve various skills related to technical communication, including prioritizing clarity and concision, developing professional tone and style, and designing effective documents. They will improve your writing via common document formats that are essential to communicating in the workplace.

Group Proposal and Presentation

This assignment comprises a formal written document *and* oral presentation. Students will be assigned to a group and asked to write a collaborative proposal on an issue of their choice. Each group will then deliver the proposal as a formal oral presentation that uses visuals and/or PowerPoint/Keynote slides.

Résumé + Cover Letter

In the job market, many qualified applicants often apply for a single position. As such, we must ensure that our application materials stand out among the competition. In this class, you will craft your own résumé based on your real experience and skills, tailoring it for specific positions to which you'd like to apply. You will also design a cover letter to complement your résumé and explain how your credentials make you well-suited for the job in question.

Formal Analytical Report and Individual Presentation

Your grand finale will be an 8–10-page formal analytical report, which is a researched study that provides an in-depth analysis of a key problem or idea in your field of study. Your report will include visuals and use at least six (6) secondary sources cited in APA format (see p. 6). The report will also feature formal section headings, including Background, Problem Analysis, Purpose, Scope, Body, and References.

Details of each assignment will be provided as we progress. Each of these categories is worth a certain number of points, as explained below.

How You Will Be Graded

Each assignment is worth a certain number of points. There are 100 points total.

Assignment	Point Value
Reading Quizzes (10)	30 (3 points each)
1. Personal Introduction	4
2. Email	4
3. Memo	4
4. Business Letter	5
5. Practice Presentation	0
6. Group Proposal + Presentation	10
7. Technical Definitions	4
8. Instructions and Procedures	4
9. Résumé	10
10. Cover Letter	10
11. Formal Analytical Report + Presentation	15

The total number of points you earn determines your final grade, according to Three Rivers' grading scale below.

Number of Points	Letter Grade	GPA
93–100	A	4.0
90–92	A-	3.7
87–89	B+	3.3
83–86	B	3.0
80–82	B-	2.7
77–79	C+	2.3
73–76	C	2.0
70–72	C-	1.7
67–69	D+	1.3
63–66	D	1.0
60–62	D-	0.7
0–59	F	0

How to Format Your Papers

APA will be our house style for all assignments. Here are the particulars:

- Formal papers are to be typed on white 8.5 × 11-inch paper in 12-point Times New Roman.
- Double-space your entire paper. No extra white space. Use left-alignment; do not justify.
- Use only one space after periods or other punctuation marks.
- Use 1-inch margins—top, bottom, left, and right.
- Indent the first line of each paragraph one half-inch. Use the tab key or the ruler in your word processor; do not hit the space bar five times.
- Include a page header/running head at the top of every page that contains flush right page numbers and a flush left, all caps, shortened (50 characters maximum) version of your TITLE.
- Essays should include four major sections: Title Page, Abstract, Main Body, and References.
- The title page should contain the paper's title, author's name, and institutional affiliation. Include the page header described above. Only in the title page header, include "Running head:" before your all caps SHORTENED TITLE, like so, "Running head: TITLE".
- Type your title in title case in the upper half of the page. Beneath the title, type your first name, middle initial, and last name. Beneath your name, type the institutional affiliation.
- The Abstract page should have "Abstract" as the title, centered without no formatting.
- Your abstract should be 150–250 words summarizing the key points of your research. Do not indent your abstract. Include "*Keywords:*" beneath it to help others find your work.
- Include your title, centered without formatting, on the first page of your Main Body.
- Staple your assignment in the upper left-hand corner.
- Adhere to word count requirements, and do not use stratagems like bigger margins, increasing the size of punctuation, etc. Type your word count after your concluding paragraph at the bottom of the page. "Word count" refers only to your original sentences. Nothing else.

Use **APA style** to document sources. **Parenthetical citations** should contain the author's last name, year, and page number and appear at the end of the sentence, like this:

> The efficacy of blasters as compared to "hokey religions and ancient weapons" has long been a source of contention between scoundrels and farm boys (Solo, 1977, p. 237).

You would then include a **full APA citation** on your References page that corresponds to your in-text citation, like this:

> Solo, H. (1977). *A good blaster at your side* (2nd ed.). Corellia, NY: Pearson.

If you need help with APA format, see me, or consult our textbook (p. 651). You can find sample documents, as well as grammar and stylistic help, in part five of the book. You might also look up the free Purdue OWL APA Style Guide at http://owl.english.purdue.edu.

Attention to detail is what separates good from great. If you have questions, just ask.

Class Policies

Attendance & Participation

This is a hybrid class that meets once a week on campus. The rest of our coursework will take place online via Blackboard. When corresponding online, we must express ourselves clearly and concisely and treat each other with respect.

To ensure your success, we will be using the following attendance policy for our on-campus meetings: **you are permitted two (2) absences** without penalty or explanation. Any additional absences will require appropriate documentation and a discussion with me to determine how your grade should be affected.

I understand that life gets in the way occasionally, so please contact or see me if you anticipate missing significant class time. *Keep in mind that your absence does not alter due dates;* you are still responsible for submitting your work on time.

Late Assignments

Assignments are due by the assigned deadline and via the indicated medium (i.e., in most cases, digitally via Blackboard). If you plan on being absent or away from your computer when an assignment is due, you are responsible for getting your work to me ahead of time. *All assignments have a deadline, and deadlines are—as a general rule—non-negotiable.*

Reading quizzes must be completed by the deadline and cannot be made up. Assignment drafts must be submitted on Blackboard by the start of the class in which they are due. Failure to do so will result in the point penalty described above in the "Drafts" section.

All final assignment submissions will be penalized one (1) point for each day they are late. "Late" is defined as "after the deadline," and since our deadlines have dates *and* times, one minute late is still late. Be careful, and remember, your absence does not alter due dates. *You cannot pass the class without submitting the résumé, cover letter, and formal analytical report assignments.*

Save Your Work Constantly.

Make a habit of hitting CTRL+S or CMD+S every few seconds. Print extra copies of assignments for your records. Email assignments to yourself. Use external backups. I strongly recommend Dropbox (it's free; use https://db.tt/hW0iLT4 for extra space) or a similar service to protect your work. Have multiple contingency plans in case one of your backup methods fails. Do not fall victim to carelessness or faulty technology.

Plagiarism

If you use someone else's words or thoughts without crediting them, you are plagiarizing. If you do not document your sources, you are plagiarizing. If you paraphrase without properly identifying the original author, you are plagiarizing. If you copy, buy, borrow, steal, or otherwise obtain and use another person's work as if it were your own, you are plagiarizing. Plagiarism is a high academic and literary offense. If you plagiarize, I will catch you, and *you will receive a zero* for the assignment in question. I will also report you to the Academic Dean, and the incident will go on record.

Plagiarism is theft. Do not do it.

Contacting Your Professor

The majority of our correspondence will take place on Blackboard. If you need to reach me privately, please use Blackboard's Messages tool. This is how I will contact you. Only in an emergency should you email me at amarvin@threerivers.edu.

I log into the course just about every day, and I will make every effort to respond to you within 24 hours. If you have sent me a Blackboard message, have not heard back within 24 hours, *and* the issue is urgent, you may email me.

Please use proper written communication etiquette when corresponding with me and your classmates. *Questions pertaining to the course should be posted to the Course Questions discussion board for everyone's benefit.*

Withdrawal

Monday, December 11 is the last day students may officially withdraw from classes at the Registrar's Office (A115, registrar@trcc.commnet.edu, 215-9919). Withdrawal does not affect your GPA, but it may have financial aid consequences, so consult with Financial Aid or your advisor before making any decisions. Any student who does not attend class or complete all coursework without officially withdrawing will be graded accordingly.

myCommNet Alert

myCommNet Alert is a system that sends text messages and emails when there is a campus emergency. Additionally, TRCC sends messages when the college is delayed or closed due to weather. I encourage you to sign up for these alerts in myCommNet. In addition, there may be instances when the college is open, but I am unable to make it to campus. In these rare cases, I will notify you via email/Blackboard as soon as possible.

Special Considerations for Students with Disabilities

If you have a disability that may affect your progress in this course, please meet with a Disability Service Provider (DSP; see the chart below) as soon as possible. Please note that an instructor cannot offer disability accommodations until a student provides the necessary paperwork from the college's Office of Disability Services. Also note that *accommodations take effect when the instructor receives the paperwork from a student.* They will not be provided retroactively.

TRCC Disability Service Providers Counseling & Advising Office	
Matt Liscum, Counselor (860) 215-9265 Room A113	Learning disabilities, ADD/ADHD, autism spectrum, mental health
Elizabeth Wilcox, Advisor (860) 215-9289 Room A113	Medical, mobility, and sensory disabilities

Academic Integrity

Academic integrity is essential to a useful education. Failure to act with academic integrity severely limits a person's ability to succeed in the classroom and beyond. Furthermore, academic dishonesty erodes the legitimacy of every degree awarded by the College. In this class and throughout your academic career, present only your own best work, clearly document the sources of the material you use from others, and act at all times with honor.

The Writing Center: C117

The mission of the TRCC Writing Center is to give all students the tools and support they need to be successful and independent academic writers. It offers a range of services for students, faculty and staff covering four basic areas: walk-in and reserved appointments, classroom presentations, writing resources, and emailed paper submission. To contact the Writing Center, call (860) 215-9082, or email TRWritingCenter@trcc.commnet.edu.

Donald R. Welter Library

The library is open Monday–Thursday from 8:30 AM to 8:00 PM and Friday from 8:30 AM to 3:00 PM. It is closed on Saturdays and Sundays. Hours may be truncated during the Summer and Winter sessions. The Circulation & Information Desk can be reached at (860) 215-9051. For more information, visit the library's website.

Computer Labs

In addition to the Writing Center's Tutoring Lab and the Library, an open computer lab can be found in E112. Its hours of operation are Monday–Thursday 9:00 AM to 9:00 PM and Friday 9:00 AM to 6:00 PM. It is closed on Saturdays and Sundays. Hours may be truncated during the Summer and Winter sessions.

Printing

Students can print from the open computer lab and the Library. Each semester a printer quota of 500 sheets is put in place. Once you have printed out 500 copies, you need to pay $5.00 for each additional 100 pages.

Digication Statement

All students are required to maintain an online learning portfolio in Digication using the college template. Digication gives students the opportunity to monitor their personal growth and integrate lessons from inside and outside the classroom. Periodically, a Three Rivers General Education Assessment Team will select and review random works to help improve the college experience. Student work reviewed for assessment purposes will remain private and anonymous. Students can create multiple portfolios and may continue to use their Digication account after graduation.

Mandated Court Reporter

Please know that I am required to share what you tell me with the Title IX Coordinator or the Dean of Student Services. They will want to discuss your rights and options with you, and they will do their best to protect your privacy and honor your wishes, but they may need to investigate further or even contact law enforcement if there is a danger to you or the campus.

You also have a right to a completely confidential option, and Student Services (A Wing) can help you access free, 24/7 counseling services, which can also connect you with legal or medical help.

Board of Regents for Higher Education and Connecticut State Colleges and Universities Policy Regarding Sexual Misconduct Reporting, Support Services, and Processes Policy

Public Act No. 14-11: An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus:

"The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education free from acts of sexual misconduct, intimate partner violence, and stalking."

Title IX Statement of Policy

"Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students are protected by Title IX regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin, in all aspects of a recipient's educational programs and activities."

If any student experiences sexual misconduct or harassment and/or racial or ethnic discrimination on the Three Rivers Community College campus, or fears for their safety from a threat while on campus, please contact:

Edward A. Derr
Student Diversity and Title IX Coordinator
Admissions Welcome Center, Office A116
574 New London Turnpike, Norwich, CT 06360
(860) 215-9255, EDerr@trcc.commnet.edu

Course Calendar

Because this is a hybrid course, our coursework will take place both in class and online via Blackboard. Content will be released gradually online throughout the semester. Below is a tentative calendar of our agenda. Please note that this information is subject to change based on our progress and my whims, and be mindful of deadlines and our late assignment policies.

Preliminary

Class begins: Tuesday 8/29

Your Online Tasks (to be completed before our first class meeting on Wednesday 8/30)
1. Ensure you can log into Blackboard. See IT in C135 if you need help, or visit http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Student.shtml.
2. Review the tips for online and hybrid students at http://www.trcc.commnet.edu/Div_IT/EducationalTechnology/Tips.shtml.
3. Familiarize yourself with the Blackboard course, and write down any questions you may have.

Week 1: Wednesday 8/30

Our Class Agenda
1. Introduce ourselves.
2. Explain the syllabus.
3. Take a tour of Blackboard.

Your Online Tasks (to be completed before our next class meeting on Wednesday 9/6)
1. Read Chapter 1: Introduction to Technical Communication (pp. 2–14) and Chapter 2: Meeting the Needs of Specific Audiences (pp.15–32).
2. Complete the first Reading Quiz by Saturday 9/2 at 11:59 PM.
3. Read the instructions for Assignment 1: Personal Introductions.
4. Prepare a draft of your personal introduction, and submit it on Blackboard by Wednesday 9/6 at 3:00 PM.

Week 2: Wednesday 9/6

Our Class Agenda
1. Establish the lineup.
2. Personal Introductions: questions, discussion, and examples.
3. The final draft of your personal introduction is due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks

1. Read Chapter 14 on Email and Text Messaging (pp. 308–22).
2. Complete Reading Quiz 2 on email by Saturday 9/9 at 11:59 PM.
3. Read the instructions for Assignment 2: Email.
4. Prepare a draft of your email, and submit it on Blackboard by Wednesday 9/13 at 3:00 PM.

Week 3: Wednesday 9/13

Our Class Agenda
1. Email: questions, discussion, and examples.
2. Final drafts of your emails are due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks
1. Read Chapter 15 on Memos (pp. 323–37).
2. Complete Reading Quiz 3 on memos by Saturday 9/16 at 11:59 PM.
3. Read the instructions for Assignment 3: Memos.
4. Prepare a draft of your memo, and submit it on Blackboard by Wednesday 9/20 at 3:00 PM.

Week 4: Wednesday 9/20

Our Class Agenda
1. Memos: questions, discussion, and examples.
2. The final draft of your memo is due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks
1. Read Chapter 15 on Business Letters (pp. 338–66).
2. Complete Reading Quiz 4 on business letters by Saturday 9/23 at 11:59 PM.
3. Read the instructions for Assignment 4: Business Letters.
4. Prepare a draft of your business letter, and submit it on Blackboard by Wednesday 9/27 at 3:00 PM.

Week 5: Wednesday 9/27

Our Class Agenda
1. Business Letters: questions, discussion, and examples.
2. The final draft of your business letter is due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks
1. Read Chapter 23 on Oral Presentations (pp. 572–601).
2. Complete Reading Quiz 5 on oral presentations by Saturday 9/30 at 11:59 PM.
3. Read the instructions for Assignment 5: Practice Presentation.

4. Prepare an outline of your practice presentation, a hard copy of which is due in class on Wednesday 10/4 at 3:00 PM.

Week 6: Wednesday 10/4

Our Class Agenda
1. Oral Presentations: questions, discussion, and examples.
2. Present practice presentations.

Your Online Tasks
1. Read Chapter 22 on Proposals (pp. 536–71) and Chapter 5 on Teamwork (pp. 80–100).
2. Complete Reading Quiz 6 on proposals/teamwork by Saturday 10/7 at 11:59 PM.
3. Read the instructions for Assignment 6: The Group Proposal and Presentation.
4. Prepare a draft of your portion of the Group Proposal, and submit it on Blackboard by Wednesday 10/11 at 3:00 PM.

Week 7: Wednesday 10/11

Our Class Agenda
1. Proposals and Presentations: questions, discussion, and examples.
2. Work with group members on proposal and presentation.

Your Online Tasks
1. Continue working on your Group Proposal and Presentation. The final drafts of the proposal and presentation slides are due via Blackboard by the start of class on Wednesday 10/18 at 3:00 PM.
2. Practice your group's oral presentation for the Group Proposal. Oral presentations will take place in class on Wednesday 10/18.
3. Each group member should submit a copy of their group's entire proposal via Blackboard by Wednesday 10/18 at 3:00 PM.
4. Each group member should submit a copy of their group's full presentation slides via Blackboard by Wednesday 10/18 at 3:00 PM.

Week 8: Wednesday 10/18

Our Class Agenda
1. Each group member should have submitted a copy of your proposal and presentation slides by 3:00 PM today.
2. Groups will present their proposals to the class.

Your Online Tasks
1. Read Chapter 17 on Technical Definitions (pp. 394–412).

2. Complete Reading Quiz 7 on technical definitions by Saturday 10/21 at 11:59 PM.
3. Read the instructions for Assignment 7: Technical Definitions.
4. Prepare a draft of your technical definition, and submit it on Blackboard by Wednesday 10/25 at 3:00 PM.

Week 9: Wednesday 10/25

Our Class Agenda
1. Technical Definitions: questions, discussion, and examples.
2. The final draft of your instructions or procedure is due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks
1. Read Chapter 19 on Instructions and Procedures (pp. 439–70).
2. Complete Reading Quiz 8 on instructions and procedures by Saturday 10/28 at 11:59 PM.
3. Read the instructions for Assignment 8: Instructions and Procedures.
4. Prepare a draft of your instructions or procedure, and submit it on Blackboard by Wednesday 11/1 at 3:00 PM.

Week 10: Wednesday 11/1

Our Class Agenda
1. Instructions and Procedures: questions, discussion, and examples.
2. The final draft of your instructions or procedure is due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks
1. Read Chapter 16 on Résumés (pp. 367–77) and Matthew Butterick's chapter on résumés (http://practicaltypography.com/resumes.html).
2. Complete Reading Quiz 9 on résumés by Saturday 11/4 at 11:59 PM.
3. Read the instructions for Assignment 9: The Résumé.
4. Prepare a draft of your résumé, and submit it on Blackboard by Wednesday 11/8 at 3:00 PM.

Week 11: Wednesday 11/8

Our Class Agenda
1. Résumés: questions, discussion, and examples.
2. A final draft of your résumé is due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks
1. Read Chapter 16 on Cover Letters (pp. 378–93).

2. Complete Reading Quiz 10 on cover letters by Saturday 11/11 at 11:59 PM.
3. Read the instructions for Assignment 10: The Cover Letter.
4. Prepare a draft of your cover letter, and submit it on Blackboard by Wednesday 11/15 at 3:00 PM.

Week 12: Wednesday 11/15

Our Class Agenda
1. Cover Letters: questions, discussion, and examples.
2. The final draft of your cover letter is due via Blackboard by the end of class at 4:15 PM.

Your Online Tasks
1. Read Chapter 21 on Formal Analytical Reports (pp. 492–535).
2. Complete Reading Quiz 11 on formal analytical reports by Saturday 11/18 at 11:59 PM.
3. Read the instructions for Assignment 11: The Formal Analytical Report.
4. Prepare a draft of your formal analytical report, and submit it on Blackboard by Wednesday 11/29 at 3:00 PM.

Week 13: Wednesday 11/22

Our Class Agenda
• No class… Thanksgiving recess.

Your Online Tasks
1. You should have completed Reading Quiz 11 by Saturday 11/18 at 11:59 PM.
2. Have a delicious Thanksgiving.
3. Continue working on your formal analytical report. Drafts are due on Blackboard by Wednesday 11/29 at 3:00 PM

Week 14: Wednesday 11/29

Our Class Agenda
1. Formal Analytical Reports: questions, discussion, and examples.
2. Work on formal analytical reports.

Your Online Tasks
1. Continue working on your formal analytical report. Final drafts are due via Blackboard by Wednesday 12/6 at 3:00 PM.
2. Practice the oral presentation for your formal analytical report. Presentations will take place in class on 12/6 and 12/13.

Week 15: Wednesday 12/6

Our Class Agenda
1. Formal Analytical Reports are due via Blackboard by the start of class at 3:00 PM.
2. Deliver FAR oral presentations.

Your Online Tasks
1. You should have already submitted the final draft of your formal analytical report, as it was due by 3:00 PM on Wednesday 12/6.
2. Practice the oral presentation for your FAR if you haven't given it yet. Remaining presentations will take place in class on 12/13. Even if you've already given your presentation, you must attend class on 12/13 to support your classmates and complete a course evaluation.

Week 16: Wednesday 12/13

Our Class Agenda
1. Deliver remaining FAR oral presentations.
2. Complete course evaluations.

Fin

Final grades due: Friday 12/22
Grades available online: Wednesday 12/27