English 202: Technical Writing
Section HY1 | CRN 30248
Three Rivers Community College
Fall 2018

Instructor: Andrew Marvin
Class Meets: M 11:00 AM–12:15 PM in E218 and online via Blackboard
Office Hours: MTWR 2:00–4:00 PM in C160
Mailbox: D207
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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 difficult. 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.

Drafts

> Writing is a recursive, iterative process, so we will rely 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 for revision.*

> 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, four points will be*

deducted from your final draft. E.g., failure to produce a draft of a twenty-point assignment results in a maximum possible score of sixteen 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 no-draft penalty explained above, but your final submission will be of poorer quality.

Note: You will be tempted to revise your own draft while your classmates are presenting. This is disrespectful, hinders class discussion, and obviates the in-class revision period. Therefore, please participate and take notes during draft presentations, and wait to revise until I tell you to do so. This practice ensures the class operates efficiently, and your cooperation is appreciated.

Types of Technical Writing

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

Email, Memos, Letters, Definitions, Instructions

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 types that are essential to communicating in the workplace.

Group Proposal and Presentation

This assignment comprises a formal written document *and* an 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. 651 in our textbook). 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 200 points total.

Assignment	Point Value
Reading Quizzes (10)	60 (6 points each)
1. Personal Introduction	8
2. Email	8
3. Memo	8
4. Business Letter	10
5. Technical Definitions	8
6. Instructions and Procedures	8
7. Group Proposal + Presentation	20 (10 + 10)
8. Résumé	20
9. Cover Letter	20
10. Formal Analytical Report + Presentation	30 (20 + 10)

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

Percentage 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

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. Both components are mandatory. 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 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 each deadline and cannot be made up. *Late quiz submissions will receive a zero.* Assignment drafts must be submitted on Blackboard by the deadline indicated on the Course Outline. Failure to do so will result in the point penalty described above in the "Drafts" section.

All final assignment submissions will be penalized two points 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 this class without submitting the résumé, cover letter, and formal analytical report assignments.*

Course Questions Forum

If there's something about the course, an assignment, or a concept that you don't understand, please post a thread in the Course Questions forum. Doing so enables me to reply publicly so that everyone may benefit from your question and my answer. Do not be afraid to do this. Ensuring you understand something is the first step to doing well, and

chances are that other people are wondering the same thing as you. I encourage you to reply to one another if you know the answer to a classmate's question.

Contacting Your Professor

Please use proper written communication etiquette when corresponding with me and your classmates. *Remember that questions pertaining to the course should be posted to the Course Questions forum for everyone's benefit (see above).* Even questions about your own writing process can help the entire group and lead to wider discussions.

If you do need to reach me privately (i.e., to discuss a grade, health issue, etc.), please use Blackboard's messages tool. This is how I will contact you individually. 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.

Document Formatting and Source Citation

Because we are creating professional workplace documents, most assignments will adhere to a specific formatting template, as well as our intrinsic and ever-improving sense of taste. In other words, the design and formatting of most assignments will depend on the nature of the document rather than a specific style guide such as MLA, APA, or Chicago. Nevertheless, you should strive for accessibility, readability, and professionalism in both the writing and the aesthetic design of your documents.

Some assignments may require citation of secondary sources. In these cases, use APA style for documentation. **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.

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.

Withdrawal

Students may officially withdraw from any class at the Registrar's Office (A115, registrar@trcc.commnet.edu, 215-9919) up to one week before the last day of classes. You do not need to inform the professor, but they can help you decide whether withdrawal is the right choice. Withdrawing 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 performance 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: C113

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, room E112 is an open computer lab. 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

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:

Maria Krug
Title IX Coordinator
Office C131
574 New London Turnpike, Norwich, CT 06360
(860) 215-9208, mkrug@trcc.commnet.edu

ENG 202-HY1: Course Outline
Three Rivers Community College
Fall 2018

Because this is a hybrid course, our coursework will take place both in class and online via Blackboard. Below are some notes about how our course functions as well as a tentative calendar of our agenda. Please note that this information is subject to change based on our progress and my whims. Be mindful of deadlines and our late assignment policies.

Course Laws That Ensure Things Function in a Reliable and Sane Way That Meets Your and My Expectations

- Each week's materials becomes available at the end of the preceding class period. For example, Week Two's content will become available at the end of Week One's class.
- All page numbers refer to *Technical Communication* by Lannon and Gurak, 14th edition, unless otherwise noted.
- All rough drafts must be in Word (.docx) format to ensure you can revise them.
- All final drafts must be in PDF format unless otherwise noted.
- Reading quizzes submitted after the deadline will receive a zero.
- Assignments are always graded within one week of submission.
- Print this outline, and cross off tasks as you complete them to ensure you don't miss or forget anything.
- You should log into the course every day to check announcements, your messages, and the Course Questions forum.

Week 1: Monday 9/3

Our Class Agenda
- No class… Labor Day

Your Online Tasks (always to be completed by our next class meeting)
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, syllabus, and course outline. Write down any questions you may have.

Week 2: Monday 9/10

Our Class Agenda
1. Introduce ourselves.

2. Explain the syllabus.
3. Take a tour of Blackboard.

<u>Your Online Tasks</u>
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 Thursday 9/13 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 Monday 9/17 at 11:00 AM.

Week 3: Monday 9/17

<u>Our Class Agenda</u>
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 12:15 PM.

<u>Your Online Tasks</u>
1. Read Chapter 14 on Email and Text Messaging (pp. 308–22).
2. Complete Reading Quiz 2 on email by Thursday 9/20 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 Monday 9/24 at 11:00 AM.

Week 4: Monday 9/24

<u>Our Class Agenda</u>
1. Email: questions, discussion, and examples.
2. The final draft of your email is due via Blackboard by the end of class at 12:15 PM.

<u>Your Online Tasks</u>
1. Read Chapter 15 on Memos (pp. 323–37).
2. Complete Reading Quiz 3 on memos by Thursday 9/27 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 Monday 10/1 at 11:00 AM.

Week 5: Monday 10/1

<u>Our Class Agenda</u>

1. Memos: questions, discussion, and examples.
2. The final draft of your memo is due via Blackboard by the end of class at 12:15 PM.

Your Online Tasks
1. Read Chapter 15 on Business Letters (pp. 338–66).
2. Complete Reading Quiz 4 on business letters by Thursday 10/4 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 Monday 10/8 at 11:00 AM.

Week 6: Monday 10/8

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 12:15 PM.

Your Online Tasks
1. Read Chapter 17 on Technical Definitions (pp. 394–412).
2. Complete Reading Quiz 5 on technical definitions by Thursday 10/11 at 11:59 PM.
3. Read the instructions for Assignment 5: Technical Definitions.
4. Prepare a draft of your technical definition, and submit it on Blackboard by Monday 10/15 at 11:00 AM.

Week 7: Monday 10/15

Our Class Agenda
1. Technical Definitions: questions, discussion, and examples.
2. The final draft of your technical definition is due via Blackboard by the end of class at 12:15 PM.

Your Online Tasks
1. Read Chapter 19 on Instructions and Procedures (pp. 439–70).
2. Complete Reading Quiz 6 on instructions and procedures by Thursday 10/18 at 11:59 PM.
3. Read the instructions for Assignment 6: Instructions and Procedures.
4. Prepare a draft of your instructions or procedure, and submit it on Blackboard by Monday 10/22 at 11:00 AM.

Week 8: Monday 10/22

Our Class Agenda

1. Instructions and Procedures: questions, discussion, and examples.
2. A final draft of your instructions or procedure is due via Blackboard by the end of class at 12:15 PM.

Your Online Tasks
1. Read Chapter 22 on Proposals (pp. 536–71) and Chapter 5 on Teamwork (pp. 80–100).
2. Complete Reading Quiz 7 on proposals/teamwork by Thursday 10/25 at 11:59 PM.
3. Read the instructions for Assignment 7: The Group Proposal and Presentation.
4. Prepare a draft of your portion of the Group Proposal, and submit it on Blackboard by Monday 10/29 at 11:00 AM.

Week 9: Monday 10/29

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 Monday 11/5 at 11:00 AM.
2. Practice your group's oral presentation for the Group Proposal. Oral presentations will take place in class on Monday 11/5.
3. Each group member should submit a copy of their group's entire proposal via Blackboard by Monday 11/5 at 11:00 AM.
4. Each group member should submit a copy of their group's full presentation slides via Blackboard by Monday 11/5 at 11:00 AM.

Week 10: Monday 11/5

Our Class Agenda
1. Each group member should have submitted a copy of your proposal and presentation slides by 11:00 AM today.
2. Groups will present their proposals to the class.

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 8 on résumés by Thursday 11/8 at 11:59 PM.
3. Read the instructions for Assignment 8: The Résumé.
4. Prepare a draft of your résumé, and submit it on Blackboard by Monday 11/12 at 11:00 AM.

Week 11: Monday 11/12

Our Class Agenda
1. Résumés: questions, discussion, and examples.
2. The final draft of your résumé is due via Blackboard by the end of class at 12:15 PM.

Your Online Tasks
1. Read Chapter 16 on Cover Letters (pp. 378–93).
2. Complete Reading Quiz 9 on cover letters by Thursday 11/15 at 11:59 PM.
3. Read the instructions for Assignment 9: The Cover Letter.
4. Prepare a draft of your cover letter, and submit it on Blackboard by Monday 11/19 at 11:00 AM.

Week 12: Monday 11/19

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 5:45 PM.

Your Online Tasks
1. Read Chapter 21 on Formal Analytical Reports (pp. 492–535).
2. Complete Reading Quiz 10 on formal analytical reports by Thursday 11/22 at 11:59 PM.
3. Read the instructions for Assignment 10: The Formal Analytical Report.
4. Prepare a draft of your formal analytical report, and submit it on Blackboard by Monday 11/26 at 11:00 AM.

Week 13: Monday 11/26

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

Your Online Tasks
1. Continue working on your formal analytical report. Final drafts are due via Blackboard by Monday 12/3 at 11:00 AM.
2. Practice the oral presentation for your formal analytical report. Presentations will take place in class on 12/3 and 12/10.

Week 14: Monday 12/3

<u>Our Class Agenda</u>
1. Formal Analytical Reports are due via Blackboard by the start of class at 11:00 AM.
2. Deliver FAR oral presentations.

<u>Your Online Tasks</u>
1. You should have already submitted the final draft of your formal analytical report, as it was due by 11:00 AM on Monday 12/3.
2. Practice the oral presentation for your FAR if you haven't given it yet. Remaining presentations will take place in class on 12/10. Even if you've already given your presentation, you must attend class on 12/10 to support your classmates and complete a course evaluation.

Week 15: Monday 12/10

<u>Our Class Agenda</u>
1. Deliver remaining FAR presentations.
2. Complete course evaluations.

<u>Your Online Tasks</u>
1. You're done!

Fin

Final grades due: Friday 12/21
Grades available online: Monday 12/24