Syllabus Updates for the remainder of the S’24 semester

Tues 4/2- **asynch day, no zoom class!** Review Markel chapter 16. Watch video on proposals, complete solo assignment.

**Homework-** read the sample RFP for class on Thursday, 4/4. Annotate and take notes on it.

Thurs 4/4- discussion: upcoming project- proposal project.

in class group assignment on proposals- dissect an RFP. Produce mini presentations.

**Homework-** group work: compose abstract on project topic, post on BB, comment on other groups. One post per group. Use the sample template on BB for your proposal.

Tues 4/9- **asynch day, no zoom class!** Review Markel chapters 15 & 21. watch video lecture on resume and powerpoint.

**Solo work-** compose your resume, or tweak the one you already have in existence, format it according to Markel textbook/video lecture

**Group work-** develop a job posting for your team/project, post it on BB, then pick a “candidate” from the “pool of applicants” on the BB resume discussion board. Teams must discuss WHY they made their selection. One post per group.

Thurs 4/11- discussion. Catch up on topics.

**Homework: group work:** Watch the video on how to create website on CUNY Commons website. Use the directions on the video to create the team’s company website and RFP sections. Fill in the following sections: about us, company policies, etc.

Tues 4/16- continue discussion.

**Homework:** prepare websites for peer review on Thurs 4/18.

Thurs 4/18- in class peer review

**Homework:** complete peer review reports on peers’ websites. Project due Wed 5/1

**Tues 4/23, Thurs 4/25, Tues 4/30- Spring Break, NO CLASSES!**

Thurs 5/2- **F2F zoom class meeting!** Project presentations!

**Homework:** review video on creating websites. Create project skeleton. Fill in cover letter/welcome page. Post URL.

Tues 5/7- continue with presentations. Discussion: final projects.

**Homework:** work on final projects.

Thurs 5/9- in class group work- mini presentations on rhetorical content

**Homework:** complete mini presentations

Tues 5/14- **Last Day of Classes!** Present mini presentations on rhetorical content.

**Final projects due Wed 5/23, 5pm!**