

TO: ENGL 402 STUDENTS

FROM: DR. SUZANNE WEBB (Sue)  
suzanne.webb@wsu.edu

RE: WEEK 1 AGENDA

DATE: MONDAY, JANUARY 7, 2013

*Hello and Welcome!*

I will keep this brief. This is your first weekly agenda for the semester. I'll post one every Sunday night to your course website. Each week, you will learn of the week's activities from your weekly agenda.

**YOUR COURSE WEBSITE:**  
<http://webbsuza.com/1-402-SP13>

Everything you need to know is located on the website. No, that's probably not true. *Most everything* is located on the course website. Anything you have questions about, just send me a quick email. That's what I'm here for. *Do not hesitate to email me!*

**COURSE NAVIGATION:**

- syllabus.html (your contract with me for this course; grading scale, etc.)
- calendar.html (overview of the semester. Basic schedule)
- contact.html (how to reach me)
- portfolio 1: your first assignment / professional documents
- portfolio 2: a team project / proposal and RFP
- portfolio 3: a progress report

*All 3 portfolios will include a reflection/self-assessment piece*

In 2 weeks, you will begin to work in Teams. Usually 4 or 5 students to a team. You will work together as peers to review one another's work in the first portfolio. In the second portfolio, you'll work together again, this time as a project team (and as a team, you will propose your project to me). I wait 2 weeks to begin the team discussion boards so that I can see who is actively participating and try not to include those students who are not.

I have chapter quizzes noted on the calendar.html page. You will do these for your own knowledge. I do not require you to send them to me. However, I actively encourage you to do them!

I rely on my 400-level students to be proactive. I expect my 400-level students to work together to create excellent portfolios and to help one another navigate this course. I teach this course so that you become better communicators. That means you have to do a lot of communicating.

I won't keep you. Below is a list of your first week's activities. Get used to your website. Read your book. Start on PORTFOLIO 1. *Start looking for job ads.*

- **Keep a copy of any job you find and want to use for PORTFOLIO 1. These ads may well disappear while you work on this portfolio!**

Below, I've copied and pasted your list of to-do's from your course website's calendar.html page below. Your calendar.html page gives you an overview of the whole semester's basic schedule. Remember, your weekly agendas give you the week's specific tasks each week.

Clicking around on the website is crucial---don't forget to do that. Check out the ANNOUNCEMENTS and the CALENDAR and the SYLLABUS. And, read the PORTFOLIO 1, 2, and 3 assignments.

TASKS FOR THE WEEK OF JAN 7- JAN 13	
Do:	<p><b>READ. YOUR. BOOK.</b></p> <p><b><i>REQUIRED TEXT:</i></b>            DOBRIN, S., KELLER, C, &amp; WEISSER, C. (2010)  <i>TECHNICAL COMMUNICATION IN THE TWENTY-FIRST CENTURY (2ND ED.)</i></p> <ul style="list-style-type: none"> <li>• Companion website for textbook:  <a href="http://wps.prenhall.com/chet_dobrin_techcomm_2/">http://wps.prenhall.com/chet_dobrin_techcomm_2/</a></li> </ul> <p><b>This week: read chapters 1 and 2, and 13 and 14.</b>  <b>Do the online quizzes for chapters 1 and 2 and 13, 14.</b>            Do these for YOUR LEARNING.  <i>You DO NOT turn them into me!</i></p> <p><b>ASSIGN:</b>  <a href="#">Portfolio 1: Your Professional Documents</a> ←linked here  <b>(Read the assignment sheet carefully. Peer review begins Feb 6. <i>Start looking for job ads now!</i>)</b></p>

Remember to email me if you have questions. This first week is an easy one. Read 4 chapters. Take the quizzes (for your own piece of mind), start on PORTFOLIO 1.

Again, welcome. We're going to have a great semester! I'll write again in a week. You write to me in the meantime if you have questions.

Sue  
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