

TO: ENGL 402 STUDENTS  
FROM: SUZANNE WEBB  
RE: WEEK 3 AGENDA  
DATE: MONDAY, JANUARY 21, 2013

### **This is your week 3 agenda.**

This agenda tells you the nuts & bolts of what to do this week. It's really not a lot. Other weeks will have more instruction. Right now, it's imperative you spend most of your time with

- PORTFOLIO 1 MATERIALS
- GETTING TO KNOW YOUR TEAMMATES
- DECIDING HOW TO BEST REVIEW PORT 1 FOR ONE ANOTHER.

Before I go any further, I just want to say what a pleasure it's been to get to know each of you a tiny bit this week through your emails. You are a great group who across the board value teamwork, team efforts, and team projects. I look forward to some great projects in Portfolio 2. If you're finishing up the resume and cover letter—read ahead and get a feel for [Port 2](#) now!

Ok—here's the Week 3 stuff...

### **WEEK 3 :: AT A GLANCE**

- Team discussions continue in ANGEL
  - (ANGEL > ENGL 402 > 402Materials > TEAMWORK )  
(details in ANGEL)
- READINGS: **Chapters 5 and 6**
- CONTINUE THE [PORTFOLIO 1 ASSIGNMENT](#) (linked here).

Wait...There's more...

From your [calendar.html](#) page:

|  |                   |                          |   |
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| <p><b>WEEK 3</b><br/><b>AGENDA</b></p> | <p>JAN<br/>21</p> | <p>5<br/>&amp;<br/>6</p> | <p>Read: chapters 5 and 6 of your text (pp. 100-167)<br/>Do the online quizzes for your own benefit.</p> <p><b>TASKS THIS WEEK:</b></p> <p><b>BUILD TEAM REPOIRE IN ANGEL</b><br/>Establish with your teammates how you wish to communicate and your availability. DISCUSS: preferred modes of contact and availability. Give your email address, Facebook, face-to-face, by phone, and/or IM name preferences—whichever means of communication you keep up with. Give teammates your available days and times. Begin to figure out "where" and how you're going to work. Your collaboration this semester DOES NOT all have to be done in ANGEL nor does it have to be face-to-face!</p> <p><b>GOOGLE DOCS</b><br/>Have you worked before in <a href="#">GoogleDocs</a>? This is a <i>GREAT</i> place to collaborate on writing. You might consider giving it a try for the portfolios in this course and for your team correspondence. It won't work for everyone, but it's a FANTASTIC tool that really helps writers write together.</p> <p><b>DROPBOX</b><br/>Dropbox gives you access to share a folder of materials. It might work better than ANGEL. Please consider it for Portfolio II even if you decide against it for Portfolio 1.<br/><a href="http://db.tt/3P7iv2tr">http://db.tt/3P7iv2tr</a><br/>Free online file storage and sharing.</p> |
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## 1. DISCUSSION IN ANGEL

Head into ANGEL to begin your discussion on the sharing of your first portfolios for peer review.

DISCUSS: preferred modes of contact and availability. Give your email address, Facebook, face-to-face, phone #, and/or IM name preferences—whichever means you keep up with.

Give teammates your available days and times. Begin to figure out "where" and how you're going to work. Your collaboration this semester DOES NOT all have to be done in ANGEL!

You *\*might\** be able to meet face-to-face, but most likely, you need a workable form of virtual communication. There are 4 of you in a group—what works best for all 4 of you? ***Is there one volunteer to be the communications manager?*** That could be very helpful. There's some resources in angel to help you become better team-oriented communicators.

**ANGEL > ENG 402 > 402Materials > TEAMWORK -- PORTFOLIO 1**

This week, you'll get acquainted and figure out how your team prefers to communicate.

***Then, as a follow up...***

***Is EVERYONE accounted for? Did EVERYONE on your team participate? Let me know if not... Elect 1 person from your team to email me at the end of the week and let me know if anyone is missing!***

- remember to email me if you have questions
- read your chapters
- work on PORTFOLIO 1
- continue the ANGEL discussion board.

I'll write again in a week.

### **A LOOK AHEAD:**

- In week 4, you'll have an assignment from the Sid Dobrin textbook (does everyone have theirs???)
- In week 5, you will peer review Portfolio 1.
- Write to me any time you have *any* questions.

### **NOTICES:**

FYI: I'm pretty much offline on Monday and part of Tuesday; I'll respond on Wed morning if not before.

Thanks!  
Sue

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