

TO: ENGL 402 STUDENTS
FROM: SUZANNE WEBB
RE: WEEK 5 AGENDA
DATE: Saturday, February 2, 2013

Hi All!

This is your week 5 agenda. Week 5 begins Monday; I'm working a day ahead so I can goof off for the Superbowl tomorrow. I hope you guys get the evening off as well. If you're not a football fan, then perhaps take the evening off and do a rhetorical analysis on some of the commercials and enjoy some wings.

This agenda tells you the nuts & bolts of what to do this coming week.

WEEK 5 :: AT A GLANCE

1. The textbook assignment from chapter 5 (#1 Writing Scenario on page 123) is due in ANGEL by 11:59 on Monday night.
2. **PORTFOLIO 1 PEER REVIEWING**
Whether your team works in ANGEL, or another "place," you should be in full swing helping one another develop the best possible professional document packets. Hopefully, some of you will be able to review for each other more than once.

I assure you, you will learn from doing your own packet, from helping your peers better theirs, and from revising your own materials. As always, let me know if you need anything!

PASTED FROM YOUR [CALENDAR.HTML](#) PAGE:

5	FEB 4	9 & 10	Read:	chapter 9 and chapter 10 (pp. 238-305)
			PEER REVIEW PORTFOLIO 1 BEGINS TODAY 1. WATCH: NO ONE WRITES ALONE 2. Post drafts of your JOB AD ANALYSIS, COVER LETTER, AND RESUME to the team discussion board—or in a mutually-agreed upon other location-- NOT LATER THAN MIDNIGHT FEB 4 3. Begin reviewing each other's documents. NOTE: I recommend completing and returning your reviews BY MIDNIGHT, FEB 10 (as that could give each team enough time to review for peers a second time before the packets are due to me). 4. REVIEW & REVISE YOUR OWN DOCUMENTS FEB 10-23 5. WRITE YOUR REFLECTIONS/ASSESSMENTS —I've had a number of students forget to do these. Don't forget! This is a vital part of your portfolios!	

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| | | | | <ol style="list-style-type: none">6. SCHEDULING CHANGES FROM THE ABOVE MUST BE ARRANGED & AGREED UPON WITH YOUR TEAM MEMBERS! Will you each get 4 reviews? Or will you work in teams of 2? Will you do a round-robin review? The more reviews, the better. BUT, YOUR TEAM MUST DECIDE!7. You are in teams of 5 and -- just like the work world -- you may or may not enjoy each other's company or be friends. But, you <i>are</i> teammates with a task to do and you can divvy up the work in fair and smart ways. It's up to each team to determine how to work this. Email me if you're having difficulties or have any questions.8. Your team participation is 30% of your course grade and is also CRUCIAL to success on your first 2 portfolios. |
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HELPFUL HINT

Use Chapters 13 and 14 while you workshop these materials and as you revise your own.

UPCOMING

I will have another WRITING SCENARIO for you next week (week 6), but I want you to get some reviews back prior to assigning it. Watch for it in Week 6! It will originate from the Writing Scenarios from Ch 14 (pages 438 & 439).

Write to me *any time* you have *any* questions—it's what I'm here for.

Thanks!

--Sue