

TO: ENGLISH 402 STUDENTS
FROM: SUZANNE WEBB
DATE: FEBRUARY 17, 2013
RE: WEEK 7 AGENDA

Hi There!

Tomorrow begins week 7. Can you believe it? Almost half way through!

This week is the last time you have to look over your portfolio 1 before it comes to me on Feb 25. I also want to point you and your team towards [Portfolio 2](#), which is the next project (and our most time-consuming and detailed project) this semester. While I “officially” assign it in week 9, I think you will find it advantageous to start thinking about possibilities now.

[The assignment sheet for Portfolio 2 is available through this link](#) and on your course website.

In addition to these two things, I ask that you read last week’s discussion board in ANGEL on INTERVIEW PRACTICES (the Q&A I asked you for), gleaning what you can from all of your classmates. Don’t stop with just these documents you’ve produced! You could/should even make a script of potential questions you might be asked in an interview and write out your practice answers. Use this script to practice fielding questions and tailoring your answers. Read your answers aloud. Revise them. Practice them. This is what my PhD program had us do, and I highly recommend it for any job search, at any level, and every time. Being as well prepared as possible will make a difference on interview day.

Below, I’ve pasted week 7 and 8 from the [calendar.html](#) page. The Writing Scenarios below are RECOMMENDED, not required. No dropbox this week, but important stuff for you to read, review, and think through nonetheless.

With Portfolio 2 upon us, it’s time to really begin the teamwork for ENGL402. Your first task will be to decide on a project. I’m happy to help your team think through possible projects, so don’t hesitate to email me as you begin brainstorming and at any point in the process. I say to every student every semester, smaller projects are more “doable.” Past stellar projects have included adding a student fitness group on the TC campus, campus Frisbee golf, and a playground in town (off campus). A team last semester tried to bring a whole new building for a child-care center to reality, and that proved too big a task. Try to keep things manageable, doable.

There is some funding available from WSUTC, but the deadline for applying is March 15th. Don’t let that discourage you though; this mini-grant is probably going to recur next year as well. Your team may decide to go for this—or another funding source—and make your project a reality. Finding funding is NOT required, but if you want to see the project happen, it will fall to your group to propose a funding source to your audience. I prefer projects that can (and sometimes do) become realities.

[WSU MINI-GRANT](#) ← announcement flyer linked here.

NOTE: I require a weekly team progress report during portfolio 2. That will mean that your team sends me an email each week (on Mondays) letting me know the particulars for that week (who is doing what; what's been done; what will be done; what issues and/or triumphs you've had during that week. This will begin for Week 9 and continue throughout portfolio 2. Your first Portfolio 2 Progress Report will be due on March 10. You should have your project picked out and a rough schedule to present to me on that day.

Here's a link to the Memo form for these weekly reports. I will repost this in next week's agenda as well.

[WEEKLY PROGRESS REPORTS](#) ←template linked here

Reading the textbook references on Memos (348-359) and Progress Reports (640-642) will be most helpful. Also, portfolio 3 is a progress report, too, though a bit more detailed than these weekly memos.

That's it from here. Send your Portfolios 1's as you finish them. I will happily accept them early. Remember to identify your course in the subject line of the email, and remember to name your file(s) LastnameFirstname_Port1 – and try to send the whole portfolio as 1 pdf. Let me know if you need any help.

I will reply within 24 hours of receiving your portfolio with a quick “got it. Thanks” email as a receipt, so you know I received it. I will provide each of you some detailed comments and suggestions for improvement as well as your portfolio grade, based on our [course rubric](#) (available here and on the course homepage).

As always (and I mean it when I say this), email me if you have any questions!

Thanks all and have a great week 7.

Sue

| WEEK | BEGINS | CHAPTER | ASSIGNING | DUE |
|---|--------|---------|----------------------|--|
| 7 <u>week 7 agenda</u> | FEB 18 | 12 | Read: | chapter 12 of your textbook (pp. 332-365) |
| | | | <i>NEW RESOURCE!</i> | <u>grammargirl</u> |
| | | | Writing Scenarios: | RECOMMENDED: #9, 10, 15, and "Problem Solving In Your Writing" p. 365 |
| 8 WEEK 8 AGENDA | FEB 25 | 13 & 14 | Read: | chapter 13 (pp. 366-395) chapter 14 (pp. 396-439) of your textbook (asking you to look over them a second time!) |
| | | | Writing Scenarios: | PORTFOLIO 1 DUE: FEB 25. By 11:59 PM Emailed to me as pdfs (one file if possible). RECOMMENDED: chp 13 - #5, 14, and "Problem Solving" p. 395 |