

TO: ENGLISH 402 STUDENTS
FROM: SUZANNE WEBB, INSTRUCTOR
RE: WEEK 8 AGENDA
DATE: February 23, 2013

Week 8? It's Mid-term! And, it's almost Spring Break!

I worry that most of what I have to say today comes as a repeat of things I said last week. Nevertheless, here is your WEEK 8 AGENDA.

DUE: FEB 25, Portfolio 1. Emailed to me as a pdf. By 11:59 pm Monday night.

When you send these projects, expect a "got it" receipt from me within 24 hours. That way, you know I received your portfolio and it's not lost out there in "alphabet heaven." Watch your emails for these!

Take a look at the resources I posted on your [ANNOUNCEMENT's](#) page this past week. There were 3 that are quite relevant to your work on Portfolio 1 (see: Post 21). There are many more, but these seemed worth sharing. If you've seen something that worked for you, please send me a link, and I will share that on the course home page as well. Thanks, in advance.

DUE: MAR 10, 1-page proposals for Portfolio 2 ([access the template here](#))

DUE: MAR 17 (and every Monday during Portfolio 2), short progress reports on the progress (and hurdles) for your team project. Be sure to cc the whole team in on these. You can use the same template as for the 1-page proposal.

Remember: 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.

I've heard from a number of you regarding the second portfolio. Again, you all know, I welcome your emails and questions and am here to help you through the decision process for Portfolio 2, as well as any team issues you may encounter as you work on your Proposals and RFPs. The thing is... You have to let me know how I can help! Email me any time. Meanwhile, have a great week. I'll be back in touch on March 4 with the week 9 agenda. Until then—drop me a line if I can assist in any way.

Weeks 8 and 9 from your calendar.html page:

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!)
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		Writing Scenarios:	<p>PORTFOLIO 1 DUE: FEB 25. By 11:59 PM Emailed to me as pdfs (one file if possible).</p> <p>RECOMMENDED: chp 13 - #5, 14, and "Problem Solving" p. 395</p>
<p>9</p> <p>WEEK 9</p> <p>AGENDA</p>	<p>MAR 4</p>	<p>Proposals & RFPs Portfolio 2</p>	<p>ASSIGN: <u>PORTFOLIO 2</u></p> <p>TASKS: YOU'LL NEED TO MEET AS A TEAM (via phone, or virtually--whatever works for YOUR TEAM. You cannot <i>expect</i> to meet face-to-face since this is an online course!. If you all can, great, but otherwise, you need to brainstorm <i>how</i> to communicate). Communication is KEY to a successful portfolio 2. BRAINSTORM SOME IDEAS FOR A NEED IN YOUR COMMUNITY(S), PICK ONE IDEA, AND WRITE YOUR PROPOSAL and then an RFP. These are complicated genres and require a lot of research. think about how to BEST divvy up the workload. Read the Assignment. Read. The. Assignment.</p> <p>Decide who does which tasks and how you'll bring all of the separate work together as a finished portfolio. Your team can write 1 reflection/assessment, but please feel free to submit separate reflective statements. <i>Please inform me as to which approach your team will take.</i></p> <p>NOTE: CC YOUR WHOLE TEAM on any emails to me, including the weekly progress reports (explained below). This way everyone knows everything that's going on. If you write to me, include the team (unless, of course, it's of a personal nature :)</p> <p>SHORT (1-2 page) assigned MAR 4 PROPOSAL TEMPLATE</p> <p>1-page PROPOSALS (for the Proposal/RFPs) DUE MAR 10. <i>Send me a brief email describing your project. CC the whole team on the email and pretend I'm your supervisor at work and I need to approve your plan. Use the link to the template provided above.</i></p> <p><i>I will respond with some guidance for your project. This may be in the form of resources or ways to downsize or to narrow. Send me the 1-page proposal by March 10, and your team will be on its way!</i></p>