

HSS ELECTIVE: PROFESSIONAL WRITING

SYLLABUS

Subject to change at professor's discretion

Remember to ALWAYS bring your laptop/tablet/iPad to class charged and ready to use.

Lesson	Topic	Pre-reading: before lesson	Assignments due: bring to lesson (paper & electronic copies)
1	Introductions Topic requirements & assessment Group work: Class Code of Conduct Professional writing	BB Content LESSON 1 BB Information: Topic Book BB Information: Using the Forum	
Homework 1 <ol style="list-style-type: none">1. Post FORUM HW 1.1 Make one question on Topic Book information.2. Find two different examples of types of professional writing in Engineering. Bring hardcopies to class.3. Forum HW 1.2 Record a citation for each example. Post to BB Discussion Forum HW 1.2 CITATIONS FOR EXAMPLES. Use MLA style.			
2	Choosing a project Citation Professional writing projects Proposal format for project	BB Content LESSON 2	
Homework 2 <ol style="list-style-type: none">1. Choose the type of Professional writing you want to do this semester. Post before 12 midnight the night before class.2. Find examples of your project type.			

Lesson	Topic	Pre-reading: before lesson	Assignments due: bring to lesson (<i>paper & electronic copies</i>)
3	Introduce ASSIGNMENT 1 Proposal Outlines Reading	BB Content LESSON 3	
Homework 3 1. Make a formal Outline for your project. Post before 12 midnight the night before class.			
4	Mechanics	BB Content LESSON 4	
Homework 4 1. Revise the Outline for your project 2. Draft of your project			
5	Professional Writing	BB Content LESSON 5	
Homework 5 1. Continue working on your proposal 2. ASSIGNMENT 1 Proposal due next lesson			
6	Professional Writing	BB Content LESSON 6	ASSIGNMENT 1 Proposal
Homework 6 1. Continue working on your project draft			
7	Introduce ASSIGNMENT 2 Poster Presentation	BB Content LESSON 7	

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	Presenting your work		
Homework 7			
<ol style="list-style-type: none"> 1. Make an Outline for your presentation. Post before 12 midnight the night before class. 2. Continue working on your project draft 			
8	Speaking	BB Content LESSON 8	
Homework 8			
1. ASSIGNMENT 2 Poster Presentation outline due next lesson			
9	Writing Workshop	BB Content LESSON 9	ASSIGNMENT 2 Poster Presentation
Homework 9			
10	Writing Workshop Proofreading & editing	BB Content LESSON 10	ASSIGNMENT 2 Poster Presentation
Homework 10			
<ol style="list-style-type: none"> 1. Revise your project draft 2. ASSIGNMENT 3 Final paper due next lesson 			
11	Writing Workshop Proofreading & editing	BB Content LESSON 11	ASSIGNMENT 2 Poster Presentation ASSIGNMENT 3 Final paper

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12	Review SETS	BB Content LESSON 12	
Thank you for your hard work and cooperation 😊			