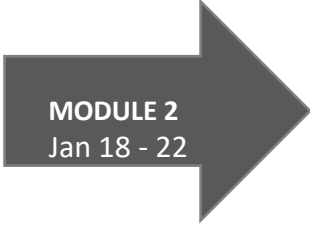
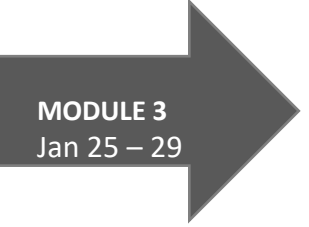
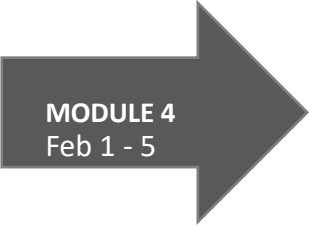
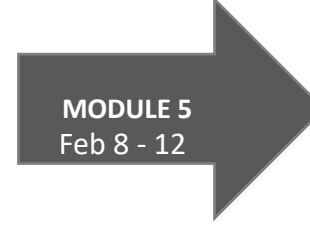
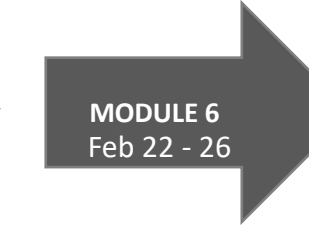
 MODULE 1 Jan 11 - 15	 MODULE 2 Jan 18 - 22	 MODULE 3 Jan 25 - 29	 MODULE 4 Feb 1 - 5	 MODULE 5 Feb 8 - 12	 MODULE 6 Feb 22 - 26
TOPIC	WHAT IS COMMUNICATION? (McCroskey)	THE RHETORICAL SITUATION (Bitzer)	TECHNICAL WRITING AS PROBLEM SOLVING	RHETORIC AND JOB APPLICATIONS / INTERVIEWS	RHETORIC AND THE MODES OF APPEAL (Aristotle)	REPORT WRITING: PLANNING THE REPORT
SYNCHRONOUS SESSIONS	Expectations of RCM 300	Review and application of Bitzer's theory to an artifact	Introduction to professionalism; understanding purpose in communication	The rhetorical situation of applying for jobs	Review and application of Aristotle's theory to an artifact	The rhetorical nature of report writing
TEAMWORK ACTIVITIES	Agree on a time and medium to meet to complete group activities	Set individual expectations for group work; discuss Group Charter	Provide peer feedback on the report topic / purpose / problem handout	Free week	Provide peer feedback on cover letters	Justify the legitimacy of potential sources for your report (Bring at least 3 potential sources)
FOCUS OF TEAM MINUTES	Submit schedule of team meetings DUE Jan 15	Summary of team discussion of Group Charter DUE Jan 22	Summary of team discussion on report handout DUE Jan 29	Free week	Summary of team discussion of peer evaluation of letters DUE Feb 12	Summary of team discussion on research sources DUE Feb 26
ASSIGNMENTS	Review course materials	Proposed Report / Speech Topic DUE Jan 22	Application of Theory (Assignment 1) DUE Jan 29	Find job advertisement and begin work on job package assignment	Job Package (Assignment 2) DUE Feb 12	Complete academic integrity tutorials DUE Feb 26 (from Module 3)
KEY TERMS	<ul style="list-style-type: none"> communication transactional communication conscious listening accidental communication expressive communication rhetorical communication Tuckman model 	<ul style="list-style-type: none"> problem solving rhetoric rhetorical situation exigence rhetorical exigence rhetorical audience constraints team charter 	<ul style="list-style-type: none"> message design writing process paragraph grammar punctuation academic integrity quoting 	<ul style="list-style-type: none"> cover letter functional résumé chronological résumé targeted (analytical) résumé skills experience 	<ul style="list-style-type: none"> Shannon-Weaver (or "bullet") model of communication rhetorical triangle definition of rhetoric modes of appeal: ethos, pathos, logos 	<ul style="list-style-type: none"> report research report primary research secondary research research question peer review annotated bibliography report introduction

MODULE 7
Mar 1 - 5

MODULE 8
Mar 8 - 12

MODULE 9
Mar 15 - 19

MODULE 10
Mar 22 - 26

MODULE 11
Mar 29 – Apr 1

MODULE 12
Apr 5 - 9

TOPIC

**REPORT WRITING:
PRODUCING AND
POLISHING THE
REPORT**

**NINE AXIOMS OF
COMMUNICATION
(MacLennan)**

**TECHNICAL
CORRESPONDENCE**

**THE RHETORICAL
STANCE (Booth)**

**PUBLIC SPEAKING:
PLANNING THE SPEECH**

**PUBLIC SPEAKING:
PRODUCING AND
POLISHING THE SPEECH**

**SYNCHRONOUS
SESSIONS**

Discussion on research reports

Review and application of Nine Axioms to an artifact

Examples of technical communication

Review and application of Booth's theory to an artifact

Discussion of how the public speaking rounds will be run; evaluation standards

Public speaking rounds

**TEAMWORK
ACTIVITIES**

Provide peer feedback for report introductions

Free week

Conduct peer editing of report

Free week

Discuss the first 3 answers to your Speech Strategy Report

Practice extemporaneous speeches

**FOCUS OF
MINUTES**

Summary of team discussion on Report Introductions
DUE Mar 5

Free week

Summary of team discussion on reports
DUE Mar 19

Free week

Summary of team discussion of speech strategies
DUE Apr 1

Summary of team practice session
DUE Apr 9

ASSIGNMENTS

**Report Introduction (Assignment 3)
DUE March 5**

Edit your research report

**Research Report (Assignment 4)
DUE March 19**

Begin working on Speech Strategy Report

**Speech Strategy Report (Assignment 5)
DUE Apr 1**

**Persuasive Speech (Assignment 6)
DUE Week of Apr 5 - 9**

KEY TERMS

- SIDCRA
- formal report format
- integrating sources
- paraphrasing
- summarizing
- proofreading
- seven Cs: completeness, conciseness, courtesy, coherence, clarity, correctness, credibility

- axiom
- relation
- footing
- face
- tone
- non-verbal communication

- SIDCRA
- full block letter format
- email
- memos
- professionalism

- rhetorical balance
- rhetorical stance
- rhetorical corruption
- rhetorical perversion
- pedant stance
- advertiser stance
- entertainer stance
- unbalanced stance

- impromptu speech
- manuscript speech
- memorized speech
- extemporaneous speech
- survey
- signpost
- summary
- hook / attention getter

- WIFM
- common ground
- vocal delivery
- visual delivery
- constructive feedback

Module 13:
Course Review + Team Evaluation
Module 14: Final Exam