

Weekly Schedule (subject to change)

Please note: We will usually meet in class on all Mondays and some Wednesdays. Our first class is in the classroom. Please keep in touch with me by email (ybrener@ccny.cuny.edu). I will respond between 7-9pm every day. Please make sure you are able to use Blackboard, both to read and respond to posts in the discussion area. If you have any issues, please contact me or the [IT center](#).

Week	Date and Location	Reading	Writing
Week 1	M 01/27/2020 Meet in Classroom NAC1/301Y	Introductions. Read and critique the Syllabus. Talk about Resume/Cover Letter Assignment	Write Online Introduction on Class Website, due by 02/02
Week 2	W 01/29/2020 ONLINE CLASS	Find a job application you could apply to when you complete your studies. Copy and save the link.	Write First Draft of Resume/Cover Letter Due by 02/02 at 11:59pm.
	M 02/03/2020 Meet in Classroom	Critique resumes/cover letters Introduce Interview Assignment	Write Final Draft of Resume/Cover Letter. Due by 02/09 at 11:59pm Also online introduction due same date.
	W 02/05/2020 ONLINE CLASS,	Read materials for Interview Assignment including three interview examples (to be specified later). Read follow up materials about good interview practices.	Respond to Syllabus Discussion. You have until 02/23 to do this. Write 10-12 questions for your interview partner (tbd), and bring two copies to class on Monday.
Week 3	M 02/10/2020 MEET IN THE CLASSROOM	Interviews In class we will revisit the interview materials and discuss how to conduct an effective,	Bring your questions to class. During class, we will discuss our interviews. You will

		focused interview. We will read examples of good interviews and examine interviewing tactics.	continue your interview in person. For homework, write a rough draft. Due by 02/19
	W 02/12/2020 LINCOLN'S BIRTHDAY NO CLASS		
Week 4	M 02/17/2020 PRESIDENT'S DAY NO CLASS		
	W 02/19/2020 ONLINE	Share and revise your interview essay, and your interviewee's. We will look at portfolio examples together and discuss what the contents of your portfolios will be. Homework before Wednesday's class is to read oped examples assigned at the end of class.	Due: Interview Assignment. Final Draft due by 2/23/2020 at 11:59pm Peer Review Share your draft with your interviewee and critique each other's work. Send your interview partner any remaining comments by 02/20. Add to the paragraph about your first impressions anything that occurred when you met your interviewee in person.
Week 5	M 02/24/2020 IN CLASSROOM	We will look at portfolio examples together and discuss what the contents of your portfolios will be.	Portfolio Workshop We will begin building your online portfolios.
	W 02/26/2020 ONLINE	Read Documentation Chapter from Norton Field Guide	Think about what topic you might choose for your op-

		<p>Writing for a General Audience: Annotated Bibliographies DUE: Read Annotated Bibliographies</p>	<p>ed. Post your proposed topic in the online discussion board. Find three sources that you might use as research. Print out and bring to class.</p>
Week 6	<p>M 03/02/2020 IN CLASSROOM</p>	<p>Locate and print three sources for your op-ed, bring to class</p>	<p>We will discuss oped examples, and practice creating a mini oped about our class. Bring to class your idea for your oped, and your supporting sources of information. In class we will talk about how to use sources for your oped. We will also discuss your ideas. HW: Write an annotated bibliography.</p>
	<p>W 03/04/2020 ONLINE</p>	<p>Read Op-Ed examples before class. We will read support materials and guidelines together in class. Reread your work along</p>	<p>Finish a first draft of your oped by 03/08/2020 by 11:59pm. Share your first draft with a peer and send them your comments. Send me your first drafts with supporting materials.</p>
Week 7	<p>M 03/09/2020 IN CLASSROOM</p>	<p>Share Peer Reviews. Practice presenting ideas on smart classroom screens. Discuss and paraphrase Course Learning Outcomes</p>	<p>Revise your Op-Ed and make editing decisions based on all your comments so far.</p>

	W 03/11/2020 ONLINE CLASS	Read Arts Review Materials, think about what topic you might choose	Post in Course Learning Outcomes discussion, work on final draft of Op-Ed
Week 8	M 03/16/2020 IN VIRTUAL CLASSROOM	Informal meeting to practice interacting in online classroom Discussion of Genre	Participate in online Discussion Boards on Genre
	W 03/18/2020 ONLINE CLASS	Please read sample arts reviews and supporting materials on how to write a good arts review	Choose between Arts Review and Dystopia Assignment, write brief proposal
Week 9	M 03/23/2020 IN VIRTUAL CLASSROOM	Discuss choices for next assignment, and student elevator pitch sentences	Final draft of Op-Ed due
	W 03/25/2020 ONLINE CLASS	Find two sources for your Arts Review or Dystopia Assignment. Mark a citation from each that you may use in your essay.	Upload your Assignments so far into your Online Portfolio. Work on a rough draft of your Arts Review or Dystopia Assignment
Week 10	M 03/30/2020 IN VIRTUAL CLASSROOM	Optional Portfolio Workshop and Office Hours Share sections of drafts for current assignment, If not already completed, find two sources for your Arts Review or Dystopia Assignment. Mark a citation from each that you may use in your essay.	Work on opening paragraph and quotation sandwiches for current assignment. Look out for announcement.
	W 04/01/2020 Online Section	Read any remaining source materials for	Work on final draft of current assignment.

		your current assignment	
Week 11	M 04/06/2020 IN VIRTUAL CLASSROOM	Introduction to Grants Project Slide show and discussion Grants: Introduction and Problem Statement Read supporting materials	Create Groups- Brainstorm Ideas, GANNT Chart Read Grant Proposals Discussion: Grants: Budgets and S.M.A.R.T. Goals Work on problem statement/ summary
	T 04/07/2020 Tuesday running on Wednesday schedule ONLINE SECTION	Read Grant Proposal materials TBD	Write aspirational biography and select grant proposal topic. Select Grant Proposal Groups. Look out for specifics TBD
Week 12	M 04/13/2020 NO CLASS SPRING RECESS	Grants: Peer Review We will look at and critique each other's problem statements	HW: First draft of Final Self-Reflection due by 04/20
	W 04/15/2020 NO CLASS SPRING RECESS	Grants: Presenting Your Grant Proposal DUE: Read PowerPoint is Evil	Peer Review of Self-Reflection Drafts to be conducted online
Week 13	M 04/20/2020 IN VIRTUAL CLASSROOM	GUEST SPEAKER Professional Grant Writer Tavis Allison will help revise your problem statements.	DUE: IMPORTANT: Please submit you're the first sentence of your group's topic statement by Sunday 04/19/2020 at 11:59 p.m. so that our guest speaker can

			<p>work with you on your idea.</p> <p>Completed GANNT Chart, Problem Statement (Feeder)</p> <p>Guest speaker gives presentation on Grant Proposals</p> <p>Write short response to guest speaker</p>
	<p>W 04/22/2020 ONLINE</p>	<p>Grants: Continue working in groups</p> <p>Grants: Project Narratives and Incorporating Sources DUE: Find 1 unique source per group, post in discussion board</p>	<p>Grants: Project Narratives and Incorporating Sources DUE: Find 1 unique source per group, post in discussion board</p> <p>DUE: Project Narrative Rough Draft; Budget Grants: Presentation Workshop</p>
<p>Week 14</p>	<p>M 04/27/2020 IN CLASSROOM</p>	<p>Portfolio Workshop And Grants Continued</p>	<p>Final Portfolio Workshop View and discuss sample presentations and project narratives</p>
	<p>W 04/29/2020 IN CLASSROOM</p>	<p>DUE: Project Narrative Rough Draft; Budget Grants: Presentation Workshop View and discuss sample presentations and project narratives</p>	<p>Grant Proposal Due 05/03 at 11:59pm</p>

Week 15	M 05/04/2020 IN VIRTUAL CLASSROOM	Grant Presentations	
	W 05/06/2020 IN CLASSROOM	Final Portfolio Workshop	Self-Reflections Writing Reflections/ Add Self-Assessments to Portfolio
Week 16	M 05/11/2020 IN VIRTUAL CLASSROOM	Grant Presentations	
	W 05/13/2020 OPTIONAL VIRTUAL CLASSROOM	FINAL CLASS Any final grant presentations/	Portfolios and Self Reflections due 05/12 at 11:59pm
Optional Extra Day	M 05/18/2020 IN OFFICE	Available for one on one meetings 9am- 2pm by appointment, possibly later	