**Tentative Class Schedule**

A more complete schedule will be part of each week’s overview page on OpenLab. That overview will consist of video lectures, a written walkthrough of all the work for the week, handouts, and assignments with their due dates. This tentative class schedule is meant to be a general guideline and is subject to change as the term progresses.

If it looks like a lot… it is! My advice is to get the individual assignments done as quickly as possible after they’re discussed by your team and everyone is signed off. Communication within the team will be critical to getting everything completed in a timely fashion, so set up your Slack or Discord or other team communication strategies as soon as teams are assigned on 6/2.

The Perusall sections aren’t very long (except for the one on design and readability, and that one has lots of images and is meant to be mostly skimmed), so I would advise getting them read as early in the week as possible – they’ll also help you with getting the project done because they’ll help you avoid some avoidable errors. You’ll find specific prompts embedded within each reading, so you have to do this in order to get full participation points.

**Week One 5/28-5/30: Set-up and introductions.**

* Video Lesson: go over course materials and scope of course.
* Join OpenLab and post Introduction – due 6/1.
* Fill out Doodle poll to set up optional class meet-ups.
* Join Perusall and read/annotate the syllabus – due 6/1.
* Join Slack and leave message on #questions-and-comments channel – due 6/1.

**Week Two 6/1-6/7: Initial Team Project Activities.**

* Optional Zoom meet-up 6/1.
* *Video Lesson:* How to write a 500-word summary of a technical article. APA formatting. Due 6/9.
* Team Project work: Teams assigned 6/2. Set up communication strategies and workflow processes. Do Individual Assessment sheets, write Group Charter, prepare Task List/Schedule completed, establish scope of research for 500-word Article Summary and assign preliminary research parameters.
* Perusall: Read and annotate assignment titled “Thinking about Writing/Audience.”

**Week Three 6/8-6/14: Expanded Definition, Instruction Manuals.**

* Optional Zoom meet-ups 6/8.
* 500-word article summary due 6/9.
* Video Lesson: How to write a 750-word Expanded Definition. Due 6/14.
* Video Lesson: How to write an Instruction Manual. Draft due 6/18 and 7/1.
* Team Project work: select words for Expanded Definition assignment.
* Perusall: Read and annotate assignment titled “Proposals.”

**Week Four 6/15-6/20: Technical Research Report, Project Elements**

* Optional Zoom meet-ups 6/15.
* Draft of Instruction Manual due 6/19.
* Video Lesson: Writing a Technical Research Report. Doing the individual contributions
* Team Project work: Begin work on website, divide up 1000-word contributions to technical report, continue other work per team task list/schedule. Individual contributions due 6/22.
* Perusall: Read and annotate assignment titled “Technical Reports.”

**Week Five 6/22-6/28: Project work**

* Optional Zoom meet-ups 6/22.
* Video lesson: design and readability, presentations.
* Team Project work: Continue work on website, technical report, and presentation
* Perusall: Read and annotate assignment titled “Design & Readability.”

**Week Six 6/29-7/1: Complete project deliverables**

* Optional Zoom meet-ups 6/29.
* Video lesson: final deliverables (project website including technical report and presentation), individual collaborative reflection, instruction manual, any other revisions
* Team Project work: complete website due 7/1
* Individual work: collaboration reflection and any individual assignment revisions due 7/1.