

**ENGL 2311-004 Fall 2025**  
**Technical Writing**  
**MW / 2 – 3:15pm / Madla 352**

**Instructor: Professor A. Thomas**

**Office: CH 314**

**Email: athomas@tamusa.edu**

**Office Hours: MW 1230 -130pm**

**Course Description**

Intensive study and practice of technical and profession genres such as proposals, reports, instructions, policies and procedures, e-mail messages, letters, and descriptions of products and services. Students will also practice individual and collaborative processes involved in the creation of ethical and efficient documents. Prerequisite: ENGL 1301.

**Section Description**

This section of ENGL 2311 examines technical writing in the context of workplace communication. Specifically, the section addresses both how technical writing operates within professional contexts and how knowledge of technical writing can prepare you to communicate effectively within the workplace.

**Texts and Materials**

- *No textbook is required. All readings and materials will be provided through Black Board.*
- A reliable internet connection is required.
- A notebook, pen, and stamp.

**First-Year Composition Program Outcomes**

The First-Year Composition (FYC) program at Texas A&M University-San Antonio helps you to

develop the knowledge and abilities needed to communicate persuasively. When you complete the program, you will be able to demonstrate:

1. Rhetorical knowledge

o You will be able to

- discuss and define key rhetorical concepts
- use key rhetorical concepts to analyze and compose in response to a variety of rhetorical situations
- communicate with audiences through different modes and media

2. Critical thinking

o You will be able to

- interpret and critique a range of texts composed in multiple genres, modes, and media
- find and evaluate primary and secondary source material
- integrate credible information into course projects

3. Understanding of writing processes

o You will be able to

- develop writing projects through invention, drafting, and revision
- provide and act on productive audience feedback
- reflect on individual learning and writing processes

4. Knowledge of writing conventions

o You will be able to

- compose texts that fulfill the expectations of audience and genre
- adapt organization, style, and grammar for multiple rhetorical situations
- apply appropriate citation conventions

**ENGL 2311 Course Goals**

I will work with you in this course to achieve our program's outcomes by helping you develop

#### 1. Rhetorical knowledge

- I will work with you to
  - o use concepts such as technical communication, ethics, and design to evaluate the effectiveness of technical documents
  - o use these concepts to make choices during the composing process
  - o compose technical documents for different situations
  - o compose texts using different modes and media
  - o revise and expand the Writer's Portfolio project

#### 2. Critical thinking

- I will work with you to
  - o critique the ethical choices of technical writers
  - o interpret, evaluate, and critique one's own writing
  - o evaluate research methodologies
  - o design and implement primary and secondary research methodologies
  - o synthesize credible information generated from various sources

#### 3. Understanding writing processes

- I will work with you to
  - o develop and implement individual and collaborative writing processes
  - o make and explain choices during individual and collaborative writing processes
  - o work collaboratively with peers to develop and revise writing projects
  - o write and respond to substantive editorial feedback
  - o reflect on and adapt individual and collaborative processes

#### 4. Knowledge of writing conventions

- I will work with you to
  - o select and use appropriate organizational patterns

- o use the principles of design to compose professional-looking documents
- o design documents for readability and accessibility
- o adapt writing style for clarity and conciseness
- o write appropriate in-text citations and works cited pages

### **Course Requirements**

Written Correspondence—10%

Creative Project —10%

Job Application Materials—10%

Career Paths Project—10%

Weekly Deliverables—20%

Writer's Portfolio — 20%

Group Project – 20%

(Please note that partial or incomplete assignments will not be accepted.)

### **Grading Policy**

This scale reflects the overall grading schema for the course, not for individual assignments.

#### **Grade**

A (90%-100%)

B (80%-89%)

C (70%-79%)

D (60%-69%)

F (0%-59%)

### **Late Assignment Policy**

Please note that there are **no late assignments** accepted in this course except in the case of an emergency or extenuating circumstances. In these instances, as soon as possible, it is the student's responsibility to make contact with the instructor. The following situations do not

constitute an emergency or extenuating circumstances: any issues with your computer, wi-fi, BlackBoard, loss of power, assignments not saving or being lost for any reason. Back up your work continuously and do not wait until the last minute to submit! If your assignments are late for any of these reasons I will not accept them. If you are going out of town for the holidays, or have to miss class for some reason, make arrangements with me in advance to turn your assignment in early. In the case of a medical emergency (a routine doctor's appointment is not a medical emergency) I will require a doctor's note. Once received, I will work out a timeline for you to submit your assignment based on the severity of your condition. While a "family emergency" or "personal issues" can constitute extenuating circumstances (depending on what they are), please do not use these phrases lightly. I will ask you specific questions to determine whether or not your situation is truly an emergency or extenuating circumstances. If you are unwilling or unable to disclose details I will not be able to determine whether or not your situation is an actual emergency, and will therefore count your assignment as late, and will not accept it.

Circumstances that count as a family emergency are: death in the family, sudden illness of a family member that results in hospitalization, and similar situations. If you had to work, you cannot get childcare, you have a flat tire, you forgot the assignment deadline, or you had been out of town; these reasons do not constitute an emergency and I do not consider them extenuating circumstances.

### **Incompletes**

Incompletes are given sparingly on a case-by-case basis at the instructor's discretion. Per institutional policy, over half the course must already be completed for a grade of 'Incomplete' to be assigned.

### **Attendance**

Your success and development as a writer depends upon your active participation within a community of writers. Your attendance and participation will be determined by engaging in weekly discussions with myself and your peers. You must attend class regularly in order for this

to happen. You may miss four classes without any penalty to your grade. After more than four absences, you risk failing the course.

If you are struggling to meet this requirement, I urge you to communicate both with me and your Academic Success Coach, who will work with you to negotiate a plan for attending and completing the class.

### **Brief Overview of Assignments:**

#### Written Correspondence

A short memorandum in which the primary purpose is to follow instructions.

#### Creative Project

This project endeavors to encourage you to tap in to your creative or skilled talent to design a project unique to you. Although there will be some parameters for you to adhere to, you will have a great deal of freedom to pursue this project in the manner most meaningful to you.

#### Career Paths Project

This project helps you to explore traditional and non-traditional career paths based on your goals, your major, and societal ebbs and flows.

#### Job Application Materials

You will design materials pertinent to the job application process in this project. These include a resume, cover letter, and follow-up letter. You may revise a resume if you already have one. All other materials must be newly created following the formats provided.

### Weekly Deliverables

Each week you will complete assigned tasks, which will typically be due prior to class on Wednesdays. The purpose of these weekly tasks are as follows: 1) To develop a consistent habit of meeting deadlines, 2) To follow directions, 3) To provide your instructor with information about you, specifically your working habits and what might impact them, and 4) To think through possible discussion topics for class.

### Group Project

You will collaborate with an assigned group to complete an extensive project over the course of the semester. Topics will be provided by your instructor by week three and work on the project will begin at that time. You will be allowed some class time to work with your group throughout the semester, however, it is your group's responsibility to allot time to work on your project. The purpose of this project is to learn to do the following: 1) To collaborate effectively, 2) To develop communication skills, 3) To develop problem-solving skills, 4) To develop your professional skill-set, including: research skills, document development, report creation, citation and bibliography skills, and oral presentation skills. You will present your project to the class towards the end of the semester.

### Writer's Portfolio

You will create a professional portfolio for the class which will emphasize either your professional, graduate school, or creative aspirations. Work will take place throughout the semester, with a mid-semester instructor check in week seven. Due at the end of the semester.

## **Student Services and Support**

### **First-Year Composition Program Policies Plagiarism**

We recognize that what constitutes plagiarism depends upon context. As such, we work with you to learn how different genres, professions, and academic disciplines define plagiarism. In the context of your FYC classes, plagiarism is defined as the intentional use of another's "language, ideas, or original (not common-knowledge) material" without acknowledgement (["Defining and Avoiding Plagiarism"](#)). If you are found to have committed plagiarism as defined here, your instructor will report you for academic dishonesty, and you may be subject to failing the assignment or even failing the class.

### **Diversity**

We are committed to fostering inclusive classroom environments where diverse backgrounds and perspectives are not only respected and understood, but are also recognized as powerful resources for building communities of writers both in the classroom and across campus. While working with classmates and instructors, we ask that you:

- respectfully share your unique experiences and perspectives
- demonstrate respect for and openness to the perspectives and experiences of others
- value the opportunity to learn from difference

Demonstrating respect for those different from you not only prepares you for success in the classroom, but it also prepares you for success as citizens and professionals in a global community.

Because we value the respectful expression and exchange of ideas, students who use violent, harassing, and/or discriminatory language, including, but not limited to, sexist, racist, homophobic, classist, ableist, and/or anti-ethnic language, will be reported to the university and may be subject to Student Code of Conduct policies, as well as any classroom conduct or civility policies your instructor has established. Lastly, the FYC program is committed to affirming linguistic diversity in student communication. We approach style and grammar as context-



specific and do not advocate the use of Edited American English except when appropriate for the writer's genre and audience.

## **IMPORTANT POLICIES AND RESOURCES**

### **Academic Accommodations for Individuals with Disabilities:**

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Rehabilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is located in the Central Academic Building, Suite 210. You can also contact us via phone at (210) 784-1335, visit us <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at [dss@tamusa.edu](mailto:dss@tamusa.edu). Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services as soon as possible.

### **Academic Learning Center:**

The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the Tools section of Blackboard. You can contact the Academic Learning Center by emailing [tutoring@tamusa.edu](mailto:tutoring@tamusa.edu), calling (210) 784-1307, or visiting the Central Academic Building, room 202.

### **Counseling/Mental Health Resources:**

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120. All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit <http://tamusa.edu/studentcounseling>. Crisis support is available 24/7 by calling the SCC at 210-784-1331.

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

### **Emergency Preparedness:**

JagE Alert is Texas A&M University-San Antonio's mass notification. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://tamusa.bbcportal.com>  
More information about Emergency Operations Plan and the Emergency Action Plan can be found here: <https://www.tamusa.edu/about-us/emergency-management/>  
Download the SafeZone App (<https://safezoneapp.com/>) for emergencies or call (210) 784-1911. Non-Emergency (210) 784-1900.

### **Financial Aid and Verification of Attendance:**

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial Aid with an electronic notification if a student has not attended by the published Census Date (the first week of class). Any student receiving federal financial aid who does not attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

### **Writing, Language, and Digital Composing Center: The Writing, Language, and Digital Composing Center**

supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors support students working on digital projects such as eportfolios, class presentations, or other digital multimedia projects. Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics>.

### **Meeting Basic Needs:**

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance

in the course, is urged to submit a CARE referral (<https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html>) for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

**Military Affairs:**

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at [military.va@tamusa.edu](mailto:military.va@tamusa.edu) or (210)784-1397.

**Religious Observances:**

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided with an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

**The Six-Drop Rule:**

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

**Statement of Harassment and Discrimination:**

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or [titleix@tamusa.edu](mailto:titleix@tamusa.edu).

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and

housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator ([titleix@tamusa.edu](mailto:titleix@tamusa.edu), 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

### **Pregnant/Parenting Students:**

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable modifications to pregnant students as would be provided to a student with temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status ([titleix@tamusa.edu](mailto:titleix@tamusa.edu); 210-784-2061; CAB 439K). Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources.

**Young Jaguars:** can support parenting students with daycare who meet this criteria: Must be enrolled in classes at TAMUSA in the current semester. Must be Pell eligible or a single parent. They serve children ages 3 to 12-years-old. Children must be enrolled in Pre-K-3 through 6th grade.  
[youngjaguars@tamusa.edu](mailto:youngjaguars@tamusa.edu) (210) 784-2636

### **Students' Rights and Responsibilities:**

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.

Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or 2. 3. 4. ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.

Each student subject to disciplinary action arising from violations of university students' rules shall be assured a fundamentally fair process.

### Students' Responsibilities

1. 2. 3. 4. 5. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.

A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.

A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.

A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.

A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability.

Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Handbook-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

**AI policy:****No Use of Generative AI Permitted.**

ENGL 2311 assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence (AI) tools like ChatGPT. Use of any AI generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

**Important Dates: Fall 2025 Regular 16-Week Session**

August 25 First day of class

September 1

Labor Day Holiday – No classes

September 10

Census Date

November 14

Last day to drop with an automatic "W" November 25 Last day to withdraw from the University

November 26 Study Day – No classes

November 27-29 Thanksgiving Holiday – No classes

December 4 Last day of classes

December 5 Study Day – No classes

December 6-12 Final exams

December 16 Commencement

The complete academic calendar is available online:

<https://www.tamusa.edu/academics/academic-calendar/index.html>

**More University Policies****University Email Policy and Course Communications**

All correspondence between professors and students must occur via University email accounts. You must have your Jaguar email account ready and working. If it is not working, please contact the help desk at [sahelp@tamusa.tamus.edu](mailto:sahelp@tamusa.tamus.edu) or at 210-784-4357. If you don't hear back from them within 48 hours, contact them again. They have a lot of requests during the first part of the semester, so you may need to follow up. I will distribute course materials, including

announcements and updates, via Blackboard, so I encourage you to log-in to that system at least twice per week. I will respond to all email within two business days from receipt.

### **Student Misconduct**

Appropriate conduct is essential to the effective functioning of the University. University policy defines unacceptable conduct, both academic and non-academic misconduct, and penalties for such behavior.

### **Academic Dishonesty Policy**

Students at Texas A&M University-San Antonio are expected to adhere to the highest standards of academic honesty and integrity. Academic dishonesty for which a student is subject to penalty includes cheating, plagiarism, fabrication, multiple submissions, misrepresentation of academic records, facilitating academic dishonesty, unfair advantage, violating known safety requirements and ethical misconduct. This includes holding other students to the same standards and reporting any incidents of alleged violation of the honesty policy to the instructor involved or, if necessary, to the appropriate academic department head. All students are responsible for being familiar with the Academic Dishonesty Policy, which may be found in the Texas A&M University-San Antonio Student Handbook. University policy prescribes serious consequences for acts of academic dishonesty including, but not limited to, a grade of 'F' on the particular paper or assignment, a failing grade in the course, or possible expulsion from the University. Considering the potential consequences of academic misconduct, it is obviously in students' best interests to avoid even the appearance of such behavior. If you are ever unclear whether a specific act might constitute academic misconduct, please contact your instructor for an assessment of the situation. All student term papers and other written assignments are subject to analysis by anti-plagiarism software.

### **Final Note**

As your instructor, I am committed to helping you achieve both the course goals and the FYC program outcomes. As such, I encourage you to see me during office hours, to schedule appointments with me when needed, and to contact me via email with any questions or concerns you might have; I am approachable and easily reached. Remember that I am here to help you

succeed.

**Please note that the instructor reserves the right to change this syllabus at any time during the semester. The most current copy of the syllabus will always be available online.**

## **Schedule: ENGL 2311 Technical Writing / Fall 2025**

### **Unit 1: Professional / Ethical Correspondence**

Week 1: Introductions / Syllabus

Read: Syllabus in its entirety

Write: Week 1 deliverables

Week 2: Defining Technical Writing & Ethical Communication

Read: Writer's Portfolio instructions.

Write: Week 2 deliverables

Week 3: Types of Professional Correspondence

Read:

Purdue OWL Memo Overview

Assignment Instructions for Memo

Write: Week 3 deliverables

Assigned: Memo

Week 4: Being Meticulous with Your Language

Read: Course Announcements

Write: Week 4 deliverables

\*Due: Memo



## **Unit 2: How Do You Define Success? Exploring Your Major & What It Means to You**

Week 5: How Does Society Define Success? What Does Success Look Like to You?

Read: Course Announcements

“The Definition of Success: What’s Your Personal Definition?” <<https://www.berkeleywellbeing.com/definition-of-success.html>>

Write: Week 5 deliverables

Week 6: Why We Do What We Do: Choosing Our Careers

Read: Course Announcements

Watch: TED Talk “The Psychology of Career Decisions,” by Sharon Castonguay

Write:

Assigned: Creative Project

Week 7: Thinking About Your Major

Read: Course Announcements

Write:

Week 8:

Read: Course Announcements

Watch: TED Talk: “Highlight Your Ability, Not Your Experience,” Jason Shen

Write:

\*Due: Professional Profile

Week 9:

## **Unit 3: Creating Job Materials**

Week 10: What Are Employers Looking For?

Read: Course Announcements

Write:

Assigned: Job Materials

Week 11: TBD (Potential flex week)

Read: Course Announcements

Write:

#### **Unit 4: Traditional & Non-traditional Routes to Success: Choosing Your Own Path**

Week 12: Boss or Employee?

Read: Course Announcements

“18 Pros and Cons of Being an Employee vs. Becoming an Entrepreneur”

“How To Decide Whether You Should Be Your Own Boss Or Work For Someone Else.”

Write:

Assigned: Small Business Plan

Week 13: What is Hustle Culture & Why is it Problematic?

Read: Course Announcements

Write:

\*Due: Writer’s Portfolio

Week 14: Thinking About Student Loan Debt

Read: Course Announcements

“Rising Debt Harming the US Economy?”

Write:

\*Due: Small Business Plan

Week 15:

Read: Course Announcements

Write:

\*There is no final in this course.

Week 16: Final Grades Due to Jagwire December 17, by noon.