

University of Calgary
Department of Communication, Media and Film

Communication and Media Studies (COMS) 363 - Lecture 02

Professional and Technical Communication

Fall 2016

Online Section

Mon., Sept. 12 – Wed., Dec. 7, 2016 (excluding Oct. 10, Nov. 10-11)

Instructor:	Dr. Tania S. Smith
Office Location:	Social Sciences (SS) 302
Office Phone:	403-220-7774 (email is preferred)
Email:	smit@ucalgary.ca OR tania.smith@ucalgary.ca -- please put "363" in the subject line.
Web Page:	D2L available through MyUofC portal Tuesdays 11:00-12:00 and 13:00-15:00 (Drop in or appointments).
Office Hours:	For appointments, please view current availability on calendar: http://ucalgary.ca/smit/about/appointment-calendar and email the instructor to request an appointment.

Course Description

An introduction to professional and technical communication in diverse media. Students will learn the rhetorical dimensions of workplace settings as well as the process of planning, composing, and delivering professional and technical communication for various audiences. Prerequisites: Completion of 4 or more full-course equivalents.

Additional Information

This section of the course will be offered entirely online. There are no face-to-face classes or tutorials in this course, and no requirement to be present on campus. Student-teacher interaction and guidance are provided by online forums, email, Skype, telephone, face-to-face office hours, and appointments with the instructor. Please review this outline's special information under "Internet and electronic communication" and "Assignment submission" headings. Students work in groups on the term project and are encouraged to study together, either online or in person as convenient.

Objectives of the Course

This course teaches students to adapt workplace communication to organizational contexts as well as broader social and cultural contexts and technologies. This course will help students develop:

- a rhetorical approach to crafting documents--one which carefully considers purpose, audience, ethics, security and privacy, as well as informative and persuasive strategies
- an understanding of conventions for a range of written genres, including correspondence, proposals, reports, and public websites

- an understanding of website navigation, usability and usability testing, since an increasing amount of professional communication occurs online
- skills in conducting research and analyzing raw data on the usability of online communication products and their audiences (expert analyses, surveys)
- skills in the use of advanced features of programs relevant to professional communication, such as Microsoft Office, Google Drive, and other applications
- skills involved in professional collaborative research and writing, and the effective use of online systems for collaborative file sharing and messages
- document design strategies to ensure that documents look professional, promote easy retrieval of information, and use visuals effectively
- writing strategies to keep documents focused, coherent, and readable. This includes the skills to edit to eliminate errors and style problems in written English, as well as the ability to organize ideas into sentences, paragraphs, and sections.
- a standard style of documentation for sources. Documentation systems vary across disciplines and professions. APA Style 6th edition will be used in this course.

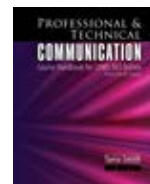
Textbooks and Readings

1. **Tebeaux, E. & Dragga, S. (2015).** *The essentials of technical communication*. (3rd ed.). New York, NY: Oxford University Press. [Softcover: ISBN 978-0-1993-7999-6. Paper approx. \$75; Alternative [online edition via VitalSource.com](#) = approx. \$40 CAD]



- **CAUTION:** The THIRD edition (2014/2015) of the textbook is REQUIRED to complete course quizzes. Content and page #s are different in other editions. Do NOT purchase an older edition.

2. **Smith, T. (2015).** *Professional & technical communication: Course handbook for COMS 363 Online, University of Calgary*. Dubuque, IA: Kendall Hunt. [Softcover: ISBN 978-1-4652-7785-5. Paper approx. \$55; Alternative [Ebook at Kendall Hunt](#) approx. \$27 CDN]



A few other free, online required readings will be linked to our D2L site.

Internet and electronic communication

Internet access: Students must have ongoing access to the Internet and email. A high-speed Internet connection is highly recommended. The course will be held online via the U of C's Desire2Learn (D2L) course management system.

Download a personal backup copy of this course outline. Print assignment instructions and the course outline in case you need them when Internet access is temporarily unavailable.

Supported technologies: Since this course relies on more D2L features than other courses, CHECK your system's compatibility in D2L > My Tools > System Check. Students are responsible for ensuring they have access to computer systems that are compatible with course

technologies, or they may use on-campus computers provided in libraries or labs. A desktop computer may be necessary for programs such as MS Word. A PDF reader is required.

Email management: By default, Desire2Learn will use the email address associated with your U of C ID. Students are responsible for ensuring they receive all course email notifications and messages from the instructor and receiving D2L notifications for group collaboration and Q&A forums. Ensure course messages do not get filed as spam or junk or get rejected by your mail server. Configure your notifications in D2L Settings, and subscribe to forums & threads.

Sending email: When emailing your instructor from your personal email program, send email to smit@ucalgary.ca OR tania.smith@ucalgary.ca and put “363” anywhere in the subject line. Specify the topic of your email in the subject line.

Word processing software: Assignments require advanced features of Office programs (Microsoft Word, Microsoft Excel) for professional formatting of tables, graphs, tables of contents, page numbering, headers, etc. The use of a recent version of Microsoft Office software (2007 or later) is highly recommended. MS Office is available to U of C Students: <http://www.ucalgary.ca/it/services/software> .

If you use a different word processor, it will probably not work for all assignments, and it may cause formatting problems and incompatibility with group members’ programs.

Assignments and Evaluation

Below is a summary; more detailed assignment guidelines will be available via D2L.

Weight	Course components	Due
35%	<p>Open-book Online Quizzes (Individual) Quiz 1 = 10%; Quiz 2 = 12%; Quiz 3 = 13%. Each quiz consists of up to 10 selection-based or short-answer questions plus one long answer question. Questions are randomly drawn from a question bank to prevent cheating, and are based on the textbooks and online resources and activities. Students may work on their quiz and save their progress over a period of 1 week before it is due. Questions are very challenging; students should open the quiz early and estimate 2 hours spread over the week, and verify answers before submission.</p> <p>*NOTE: “Quiz 1-ALT” will be made available ONLY to students who joined the course on or after Sept 16, and it will be opened Sept. 26 and due Oct. 3.</p>	<p>*Sep 23 Sep 30 Oct 14</p> <p>*OR Oct 3 ← see note</p>
5%	<p>Research & writing plan (Group) 500 words plus tables. This group-authored memo addresses the marker and instructor with an outline of each team member’s qualifications and roles, topics of focus for the next 2 individual reports, the group’s internal rules and procedures, a schedule of research, drafting, and revision. See the course handbook section on group formation and this course outline’s group policies.</p>	<p>Oct. 7</p>
Required to avoid grade penalty	<p>Survey participation quota Your future writing assignments will report on survey data collected from users of real public websites. By the survey deadline, students must either participate in one 30-45 minute online survey themselves, or recruit two participants</p>	<p>Oct. 12</p>

	external to the course and confirm their survey participation by the deadline. An incomplete quota by the deadline may result in up to one grade level penalty (i.e. A to A-) on your Individual Report A/B grade. See "Research Ethics" below.	
25%	<p>Individual Report A: Website Rhetorical Analysis</p> <p>OR</p> <p>Individual Report B: Survey Data Analysis</p> <p>1500-word report, plus at least one Figure and one Table as outlined below.</p> <p>Groups must distribute Report A or B equally among members so that groups have both kinds of reports to draw on for their group report. Students who are permitted to work alone on the group assignment will do Report A, and any groups of 3 should assign two people to Report B and one to Report A.</p> <p>Report A: The "Website Rhetorical Analysis" is a report on a public website's rhetorical context and content while citing rhetorical sources and principles. The figure(s) may be screenshots from the website, but the table(s) must contain results of analysis of many pages of the website (# of features per page across selected pages, or # of pages with certain features).</p> <p>Report B: The "Survey Data Analysis" focuses on selected data from the usability survey on the website you are analyzing, and it cites usability sources and principles. It must include at least one original graph and table. Since the data set will already provide tables of results for each question, each graph or table in the report must use at least 2 survey questions relevant to each other, presenting combined, filtered or comparative data.</p>	Oct. 28
35%	<p>Final Website Usability Report (Group)</p> <p>For a standard group of 4 students, the length is 3500 words plus Letter of Transmittal, Executive Summary, Appendices, and Tables and Figures. For smaller groups or individuals (with instructor approval only), the length of the Findings section and other requirements are adjusted based on the group size.</p> <p>The Report focuses on selection of the most important findings from rhetorical analysis AND survey data analysis, and provides an overview of research methods and a list of recommendations that derive from findings. Although most of the report content may be derived from members' Individual Reports, additional research, writing, and figures/tables may be needed.</p> <p>Draft: The required draft incorporates all members' individual contributions to date before group revision and editing. The draft is not evaluated, but checked for its completeness. If the draft is late or incomplete, the group may receive a 5% penalty on the Group Report. If a group informs the instructor that an individual's draft contribution is insufficient or late, the instructor may take individuals out of the group and they must submit their report as an individual.</p> <p>Group participation must be tracked online and reported in the report's Author Credits appendix. An optional confidential group participation survey is also available. Each member must contribute a fair share of the Findings section of the report as well as other sections or significant roles. Normally all students receive the same final score for the report's quality. However, based on group participation data and the quantity and quality of an individual's own report sections and contributions, the instructor may adjust an individual group member's report score up or down by as much as 15%.</p>	<p>Draft: Nov. 21</p> <p>Final: Dec. 5</p>

Registrar-scheduled Final Examination: No

All assignments and exams weighted more than 10 % must be completed in order to receive a passing grade in the course.

Assignment Submission

Do NOT email assignments. Submit all assignments to their designated area in Desire2Learn.

Privacy: Include your name and ID number on all assignments EXCEPT group assignments. All activity on your D2L login must be restricted to you. Personal information is collected in accordance with the Freedom of Information and Protection of Privacy (FOIP) Act. For more information, see <http://www.ucalgary.ca/secretariat/privacy>

File format: Submit written assignment files only in .DOC or .DOCX format. Markers use Microsoft Word to comment and cannot grade assignments submitted in any other file format.

File Names: In a course of this size it is very important to use the following naming format:

- 363-Quiz1-LongAnswer-Aziz-Fatima.docx
- 363-Rhetorical-Analysis-Chan-Barbara.docx

Identify your Group Report file as the DRAFT or the FINAL version:

- 363-GroupReport-JonesT-NgoF-CarterB-DRAFT.docx
- 363-GroupReport-JonesT-NgoF-CarterB-FINAL.docx

Verify your submission: Do not trust D2L submission receipts. Manually verify your file's content after upload. Ensure that the file is not corrupted, empty or contains an earlier version.

Backup copies: It is the student's responsibility to save work often and to keep a secure, personal backup copy of each final submitted assignment. Consider using automatic backup to an online service. Groups must keep backups in their Group area on D2L: do not rely only on Google Docs or similar online apps, and do not use private email to transfer group documents.

Assignment length: The number of *words, not pages* is used for length requirements since the number of words per page varies widely in professional writing due to figures, tables, headings, and formatting. Assignment word length may be 10% longer or 10% shorter than the requirement. Fulfill all content requirements without being wordy or repetitive.

Official word count: An assignment's word count is limited to the student's sentences within the body of the document. This includes internal headings, short quotations, and in-text citations integrated within students' sentences. *Do NOT count words in long quotations (over 40 words), title page, table of contents, other "front matter," tables & figures, captions, footnotes, reference lists, appendices, page numbers, or running heads.* To calculate word count in Microsoft Word, select text go to Review > Word Count. Alternatively, paste text into an online word counter: <http://www.textfixer.com/tools/online-word-counter.php>

Group Policies: Groups work together on research, data analysis, draft review, and writing for the Group Report assignment.

- The instructor will assign groups of 4 students each shortly after the add/drop deadline. Some may be groups of 3 in order to balance marking section sizes.
- By **Sep. 23**, Students may submit well-reasoned requests for special group composition or to request to work in a group smaller than 4 persons (with documentation attached if necessary). Any requests must be received before the instructor begins to set up groups.
- Groups must use D2L as their main communication and collaboration forum. If important meetings or communications occur beyond D2L, notes or copies should be posted in your group area shortly afterward.
- Google Docs is recommended for compiling the group draft and shaping its content. However, the file should be moved into MS Word at least 3 days prior to the deadline for document formatting that can only be done in MS Word.
- Each group must ensure that workload is distributed fairly among members and that all have a chance to contribute to the Draft and approve the Final file before submission.
- If groups experience serious dysfunction or challenges they have not been able to resolve internally, contact the instructor immediately. The instructor has the right to change group composition at any time, but will only do so when it is clearly warranted.
- Consult the course handbook for advice on effective group coordination.

Policy for Late Assignments

Deadlines: All assignments are due online by 23:59 Mountain Standard Time (MST) on their stated due date. Of course, you may submit work earlier at your convenience.

Grace period: For all written assignments (except quizzes), a submission grace period of 24 hours (until 23:59MST the next day) is allowed for technical difficulties, short-term illness, or scheduling challenges. This is not a deadline extension: if you submit after the grace period, late penalties will be calculated from the deadline date.

Quizzes do not have a grace period and must be submitted before 23:59MST. Submit early to avoid being locked out after the deadline.

Late penalties: No late penalty will apply to written assignments submitted in the grace period noted above. After the grace period has expired, a late penalty of one letter grade level (e.g., from B to B-) may be applied for each calendar day it is late—including the grace period and weekend days. Verifiable documentation must be submitted to the instructor in order to request a reduction or waiver of late penalties.

Emergency temporary submission methods: If it is not possible, due to technical difficulty, to submit written assignments normally via Desire2Learn by the deadline, you may submit files by using one of the two submission methods before the end of the assignment's grace period:

- **OPTION 1:** Email your file attachments to the instructor's "COMS 363 Emergency temporary submission" folder on Box.com at upload.COMS363.v5w0oh7cyd@u.box.com . You will receive an email confirmation that your submission has been uploaded to the secure folder. **NOTE:** *As soon as Desire2Learn is accessible, resubmit your assignment normally AND write a note in your file submission area about using this submission method, to avoid late penalties.*

- **OPTION 2:** Print your assignment on paper and submit it to the Communication, Media and Film Department office in Social Sciences 320. During office hours, come into the office to use the date stamp, sign-in sheet and internal drop box. After hours, use the drop box slot outside SS320: assignments will be removed the following morning, stamped with the previous day's date, and placed in the instructor's mailbox. **NOTE:** *As soon as Desire2Learn is accessible, resubmit your assignment normally AND write a note in your file submission area about using this submission method, to avoid late penalties.*

Student Accommodations

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/.

Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

- Students seeking accommodation for transient illnesses (e.g., the flu) should contact their instructors. Whenever possible, students should advise their instructors in advance if they will be missing quizzes, presentations, in-class assignments, or group meetings.
- When accommodations are granted, they may take forms other than make-up tests or assignments. For example, the weight of a missed grade may be added to another assignment or test.
- For information on Deferrals of Final Exams and Term Work, see sections G.6 and G.7 of the *University Calendar* at <http://www.ucalgary.ca/pubs/calendar/current/g-6.html> and <http://www.ucalgary.ca/pubs/calendar/current/g-7.html>

Writing Skills Statement

Department policy directs that all written assignments (including, to a lesser extent, written exam responses) will be assessed at least partly on writing skills. Writing skills include not only surface correctness (grammar, punctuation, sentence structure, etc) but also general clarity and organization. Sources used in research papers must be properly documented. If you need help with your writing, you may use the Writing Centre. Visit the website for more details: <http://www.ucalgary.ca/ssc/writing-support>

Grading & Grade Scale of the Department of Communication, Media and Film

Final grades are reported as letter grades.

- All assignments except quizzes will be graded with a letter grade and its numeric Letter grade % equivalent for calculations (e.g. B+ = 82.5).
- Borderline letter grades (C-/C or A/A+) may also be awarded for assignments, in which case the equivalent for calculation will be the whole number at the border between the two letter grades (e.g. A-/B+ = 85).

- Quizzes will be given percentage scores (Dept. of CMF grade scale equivalent) and will be kept as a percentages for calculations. A score of 3/10 will be worth 30%, not 0%/F.

The following chart outlines the grade scale percentage equivalents used in the Department of Communication, Media and Film.

Grade Point Value	Description	Grade	Department grade scale equivalents	Letter grade % equivalent for calculations
4.00	Outstanding	A+	96 - 100%	98.0%
4.00	Excellent—superior performance, showing comprehensive understanding of subject matter.	A	90 - 95.99%	93.0%
3.70		A -	85 - 89.99%	87.5%
3.30		B+	80 - 84.99%	82.5%
3.00	Good--clearly above average performance with knowledge of subject matter generally complete.	B	75 - 79.99%	77.5%
2.70		B-	70 - 74.99%	72.5%
2.30		C+	65 - 69.99%	67.5%
2.00	Satisfactory—basic understanding of the subject matter.	C	60 - 64.99%	62.5%
1.70		C-	55 - 59.99%	57.5%
1.30	Minimal pass—marginal performance; generally insufficient preparation for subsequent courses in the same subject	D+	53 - 54.99%	54.0%
1.00		D	50 - 52.99%	51.5%
0.00	Fail – unsatisfactory performance or failure to meet course requirements.	F	00 - 49.99%	0%

Grading timeline: Normally, assignments will be graded, marked and returned within two weeks (14 days), with some exceptions. A grading period may be extended for a holiday or deadline extension. If students submit an assignment late, it may be returned later. The final group report will take much longer to grade because it is longer and involves instructor review.

Grade concerns and appeals: All concerns about grades, marking, assignment expectations, late penalties, and progress in the course should be directed *to the instructor, not your section's marker*. Appeals should be made within 5 days of receiving a grade, should be well reasoned, and may require verifiable documentation of serious obstacles outside of one's control. Appeals involve careful review of the assignment and may result in a grade that is higher, lower, or the same. For appeals beyond the instructor, refer to the university's Undergraduate Calendar.

Plagiarism

Using any source whatsoever without clearly documenting it is a serious academic offense. Consequences include failure on the assignment, failure in the course and possibly suspension or expulsion from the university.

You must document not only direct quotations but also paraphrases and ideas where they appear in your text. A reference list at the end is insufficient by itself. In-text citations must be provided, and readers must be able to tell exactly where your words and ideas end and other people's words and ideas begin. Wording taken directly from a source must be enclosed within quotation marks (or, for long quotations, presented in the format prescribed by the documentation style you are using). Paraphrased information must not follow the original wording and sentence structure with only slight word substitutions here and there. These requirements apply to all assignments and sources, including those in non-traditional formats such as Web pages or visual media.

For information on citation and documentation styles (including APA, Chicago, IEEE, MLA, and others), visit the links provided at <https://ucalgary.ca/ssc/resources/writing-support/436> . If you have questions about how to document sources, please consult your instructor or the Writing Centre (3rd Floor TFDL, <http://www.ucalgary.ca/ssc/writing-support>).

Academic Misconduct

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

Research Ethics

Whenever you perform research with human participants (i.e. surveys, interviews, observation) as part of your university studies, you are responsible for following university research ethics guidelines. Your instructor must review and approve of your research plans and supervise your research. For more information about your research ethics responsibilities, see <http://arts.ucalgary.ca/research/resources/ethics>

In this course, students are expected to participate in (OR ethically recruit 2 eligible participants for) a 30-45 minute online usability survey on a public website. An incomplete "survey participation quota" may result in a grade penalty on the *Individual Report A or B* assignment score as noted in the assignment list above. The survey participation quota must be completed by a strict deadline to enable the instructor to clean, compile, anonymize and distribute data required for assignments. Survey participation performs an educational role of helping students understand the research methods, and thus better interpret the data.

Students must follow methods approved for this course by the Faculty of Arts ethics committee when 1) recruiting participants, 2) storing data securely, and 3) keeping reports private. Because we are evaluating real websites by real organizations, not only the survey data but all course assignments and drafts must be kept confidential to their authors and the instructional team for the duration of the course. After the course, if students desire to share their final reports with others, such as the owners of the website being analyzed, they may only do so with prior written permission of all co-authors, since a group report's copyright belongs to all authors.

Important information, services, and contacts for students

For information about . . .	Visit or contact . . .
ARTS PROGRAM ADVISING (ASC)	SS 102 403-220-3580 artsads@ucalgary.ca
CAMPUS SECURITY <ul style="list-style-type: none"> • Calgary Police Service • Emergency Text Messaging • Emergency Evacuation & Assembly • Safewalk Program 	http://www.ucalgary.ca/security/ 403-220-5333 403-266-1234 Emergency: call 911 http://www.ucalgary.ca/emergencyplan/textmessage http://www.ucalgary.ca/emergencyplan/assemblypoints If you feel uncomfortable walking alone at any time, call Campus Security for an escort (220-5333). For more information, see http://www.ucalgary.ca/security/
DESIRE2LEARN (D2L) Support <ul style="list-style-type: none"> • IT help line 	http://elearn.ucalgary.ca/desire2learn/home/students 403-220-5555 or itsupport@ucalgary.ca
STUDENT SUCCESS CENTRE <ul style="list-style-type: none"> • Writing Support Services • Student Services Mobile App 	http://ucalgary.ca/ssc http://www.ucalgary.ca/ssc/writing-support http://ucalgary.ca/currentstudents
STUDENTS' UNION CONTACTS <ul style="list-style-type: none"> • Faculty Reps • Student Ombudsman 	https://www.su.ucalgary.ca/about/who-we-are/elected-officials/ http://www.ucalgary.ca/provost/students/ombuds
SU WELLNESS CENTRE <ul style="list-style-type: none"> • Counselling Services • Health Services • Distress centre 24/7 CRISIS LINE • Online resources and tips 	403-210-9355 (MSC 370), M-F, 9:00–4:30 pm http://ucalgary.ca/wellnesscentre/counselling http://ucalgary.ca/wellnesscentre/health 403-266-HELP (4357) http://ucalgary.ca/wellnesscentre/healthycampus If you're concerned about a friend or your own well-being, it is important to seek help early. Call or visit the SU Wellness Centre or the 24-hour crisis line.

Schedule of Lectures and Readings

This is the pre-term plan. The official schedule will be online on a [Google Spreadsheet](#) and D2L.

Week beginning on	Readings TC = Essentials of Technical Communication text; CH = 363 Course Handbook	Deadlines (in color) and Notes	Additional Deadlines and Notes
9/12/2016	Course overview message & PPT. Practice Quiz opens Monday. Quiz 1 opens Friday. To prepare for Quiz 1, read TC Chapters 1, 2, 3, 10, and CH pp. 47-89.	Get textbooks & read a lot. All of the course's reading is done in the first half of term. Plan your study schedule	
9/19/2016	While you are doing Quiz 1, Read TC Chapter 7, 9; Read CH Usability pp. 28-41. Quiz 2 released Friday	DUE Friday Sept 23: Quiz 1 (for people who join course by Sep 16)	Special group requests due Sep. 23 by email.

9/26/2016	While you do Quiz 2, read TC Chapter 4 and Appx A; Review CH: Citation & Reference APA sections pp. 106-149 and highlight all headings with a highlighter pen.	DUE Friday Sept 30: Quiz 2	Contact your group members when your D2L group area is set up by the instructor, approx. Sep 28
10/3/2016	Prepare your group plan assignment due this Friday. To write a good plan, read TC chapter 5 & CH sec. Formatting.	DUE Friday Oct 7: Group Research & Writing Plan	Quiz 1-ALT due Wed Oct. 5, ONLY for people who joined course after Sep 16
10/11*/2016	*Monday is a Holiday. Read the rest of the Quiz readings: TC Chapter 6, Stephen Few online readings, CH Tables & Figures, CH Data Analysis, and CH Your Group Report's Rhet Situation	DUE Wed Oct 12: Survey Participation Quota DUE Fri Oct. 14 Quiz 3	After Quiz 3, You should now be familiar with all course materials.
10/17/2016	Begin working on the individual report type assigned to you (Report A or Report B).	Survey data will be released Monday Oct 17.	
10/24/2016	Contact your group members if you make any changes to the coverage of your report.	DUE Fri Oct. 28: Individual Report A or B, as assigned	
10/31/2016	If you did Report A, look at the survey findings to see what's relevant to your report. If you did Report B, consider how the website's rhetoric puts your selected survey data in context.	Verify your team schedules and roles for group draft compilation	Identify new sections that may need to be drafted for the final report.
11/7/2016	Wait for marker feedback on your Individual Report.	Thurs & Fri Nov. 10-11 No classes	Feedback may arrive by 11/14 due to holiday.
11/14/2016	Revise your own Individual Report using feedback before submitting it to your group for the draft. Color-code & submit group draft before editing it.	Groups should try to submit their color-coded draft early to allow more time for revisions.	Ensure each member has fair share of colored content in the draft's Findings
11/21/2016	Review each other's sections for quality. Before proofreading, make comments on parts where further development is needed or where other argument or structural problems exist.	DUE Monday Nov. 21: Draft Report. Email the instructor if any individual's submission is late or insufficient.	Review all your draft materials and be selective of the best content from each group member.
11/28/2016	Finish your report's content revisions. By Wednesday at latest, begin final document formatting and proofreading. Tables and figures may need reformatting for design consistency.	Course evaluations	By Friday, ensure your section of the Author Credits appendix is complete and accurate
12/5/2016	Optional group participation survey opens after the assignment deadline. Celebrate the completion of the course. Feedback and final grading will take several weeks.	DUE Monday Dec 5: Final Report (Yes, this is due before the final day of classes.) No final exam.	Each group member is responsible for verifying the final file submission.