

<b>Class Date</b>	<b>Learning Plan</b>	<b>Learning Activities – Assessment Activities – Assignments</b>
8/26	Course Syllabus & LP 1 (39pts)	<ul style="list-style-type: none"> <li>Review of Course Syllabus, Requirements, Expectations, and Peer Feedback</li> <li>Review Course Website</li> <li>Activity: Monument of Success</li> <li>Identify Goals of LP1 – Presentation</li> <li>Webquest Activity: Active listening</li> <li>Activity: Present Top 10 Listening Tips &amp; 3 Websites</li> <li>Review Journal Requirements</li> <li><b>Due: Minute Paper (5pts)</b></li> </ul>
9/2	LP 2 (97pts)	<ul style="list-style-type: none"> <li>Identify Goals of LP 2 – Presentation</li> <li>Guest Speaker: Public Speaking &amp; Press Releases</li> <li><b>Due: Press Release (25pts)</b></li> </ul>
9/9	LP 2	<ul style="list-style-type: none"> <li>WebQuest Activity: Public Speaking</li> <li>Activity: Create Top 10 Public Speaking Tips</li> <li>Activity: 2 Minute Sales Pitch on #1 Speaking Tip</li> <li><b>Due: Listening Journal (24pts)</b></li> <li><b>Due: Extemporaneous Oral (52pts)</b></li> </ul>
9/16	LP 3 (96pts)	<ul style="list-style-type: none"> <li>Identify Goals of LP 3 – Presentation</li> <li>Review Meeting Scenario</li> <li>Activity: Work on List of Meeting Guidelines</li> <li>Activity: Present Examples of Poorly Facilitated Meetings</li> <li>Activity: In Class Lab</li> <li><b>Due: Meeting Topic, Participants, Roles, Brief Overview</b></li> </ul>
9/23	LP 3	<b>Due: Meetings (66pts)</b>
9/30	LP 3	<b>Due: Meetings (66pts)</b>
10/7	LP 4 (258pts)	<ul style="list-style-type: none"> <li>Identify Goals of LP 4 – Presentation</li> <li>Introduce Beyond Bullet Points</li> <li>Activity: Write Captions for Photographs</li> <li>Activity: Present Top 10 Successful Presentation Tips</li> <li>Activity: Present Top 10 No-No's of Presenting</li> <li>Review Poster and Radio Ad Requirements</li> <li>Review Marketing Critique Requirements</li> </ul>
10/14	LP 4	<ul style="list-style-type: none"> <li><b>Due: Radio Ad and Poster Presentation (50pts)</b></li> <li><b>Due Extemporaneous Product Demo (54pts)</b></li> </ul>
10/21	LP 4	<ul style="list-style-type: none"> <li><b>Due: Radio Ad and Poster Presentation (50pts)</b></li> <li><b>Due Extemporaneous Product Demo (54pts)</b></li> </ul>
10/28	LP 4	<ul style="list-style-type: none"> <li>Activity: In-class Lab</li> <li>Solicit Feedback form Peers &amp; Incorporate Into Presentation</li> <li><b>Due: Marketing Critique (24pts)</b></li> </ul>
11/4	LP 4	<b>Due: Present PowerPoint Presentation (70pts)</b>
11/11	LP 4	<b>Due: Present PowerPoint Presentation (70pts)</b>
11/18	LP 5 (144pts)	<ul style="list-style-type: none"> <li>Identify Goals of LP 5 – Presentation</li> <li>What Employers Look for During Interviews – Presentation</li> <li>Review Final Presentation Requirements</li> <li>Activity: In-class Lab</li> <li><b>Due: Outline of Final Presentation</b></li> </ul>
11/25	No Class	<i>Thanksgiving Break – Work on Presentation &amp; Reflection Paper</i>
12/2	LP 5	<b>Due: Present &amp; record final presentations (100pts)</b>
12/9	LP 5	<b>Due: Present &amp; record final presentations (100pts)</b>
<b>Have a fantastic winter break!</b>		

**SUBMIT ALL APPLICABLE DOCUMENTS BEFORE YOUR PRESENTATION TO  
AVOID LOSING POINTS**

1 The course instructor reserves the right to modify the course syllabus and work log as needed to ensure the course competencies are met. To stay on task – attend all classes, take diligent notes, participate actively, and complete all work on time and to standard