

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

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.