

COM 490

Calendar

As of August 26, 2008

Date	Assignment
8/20 W	First Day of Fall 2008 Classes
8/21 R	<p>Review: Syllabus and Calendar</p> <p>Discuss: planning your semester</p> <p>Review: Plan A & Plan B Assignment</p> <p>Discuss: Core Skills</p>
8/26 T	<p>Workshop: Degree Audit</p> <p>Review: Capstone Experience Assignment</p> <p>Form Groups (Choose Dates)</p>
8/27 W	<i>Last Day of Add/Drop (pay tuition by 4pm)</i>
8/28 R	<p>Review: Required CBT Assignment</p> <p>Review: Informational Interview Assignment</p> <p>Answer questions about earlier assignments</p> <p>Discussion: <i>They Don't Teach Corporate in College</i> (Reach Chapter 1 Panic Button through Scoping the Field) Books 24/7</p> <p><i>Sign-up sheet on door for Information Interview Presentations & Portfolio Presentation at 1pm</i></p>
8/29 F	Due: Capstone Experience Topic Choices (via email) by noon
9/1 M	Labor Day Holiday
9/2 T	<p>Guest Speaker: Mike Phillips – Researching Next Step</p> <p>Review: Portfolio Assignment</p> <p><i>Sign-up sheet on door for Information Interview Presentations & Portfolio Presentation will be taken down at 1pm</i></p>
9/4 R	Guest Speaker: Mike Phillips – Resumes and Cover Letters
9/9 T	<p>Review: Portfolio Presentation</p> <p>Review: Resume Package & Mock Telephone Interview</p> <p>Due: Plan A & Plan B packet</p>
9/11 R	<p>Workday – Check-in at 11am sharp (someone will have attendance sheet in classroom at 11am)</p> <p>Work on Capstone Experience Project</p> <p><i>Ms. Bulger out of town 9/10 – 9/14 with limited access to email</i></p>
9/15 M	Due: Capstone Experience Update # 1 (via email) by noon
9/16 T	<p>Review: Skills Assessment and Enhancement/Development</p> <p>Review: Informational Interview in detail</p> <p>Discuss: Elevator Speech</p> <p>Q&A: Assignments</p>

9/18 R	Due: Read Chapters 1-4 Flight Plan How to Achieve More Than You Ever Dreamed (Books 24/7) Discussion: Who Was I, Who Am I, Who Do I Want to Be in Future (AWP assessment may help you prepare – is on website)
9/19 F	Due: Required Interviewing CBT (certificate in mailbox by noon)
9/23 T	Discussion: Appearance – Interview vs Work vs Culture Q&A Telephone Interviewing Due: Skills Assessment Data Sheet
9/25 R	Workshop: Resume - Groups 1-3 Groups 4-5 check-in and then go work on capstone experience project
9/30 T	Workshop: Resume - Groups 4-5 Groups 1-3 check-in and then go work on capstone experience project
10/1 W	<i>Begin uploading documents to SeaWork and register for Mock Telephone Interview</i>
10/2 R	Due: Resume Package (hard copy to Tammy beginning of class) Discussion: Interviewing
10/3 F	<i>Finish uploading documents to SeaWork and register for Mock Telephone Interview by 5pm</i>
10/7 T	Fall Break
10/8 W	Due: Public Speaking Refresher CBT
10/9 R	Due: Informational Interview Presentations (5) Group A presents & Group B observes <i>Last Day to Withdraw Passing</i>
10/14 T	Due: Informational Interview Presentations (5) Group B presents & Group C observes
10/16 R	Due: Informational Interview Presentations (5) Group C presents & Group D observes
10/21 T	Due: Informational Interview Presentations (5) Group D presents & Group A observes Due: Capstone Experience Update # 2 for Presentation #1
10/23 R	Workshop for capstone experience projects – all must check in at beginning of class and sign attendance sheet. Due: Capstone Experience Update # 2 for Presentation #2
10/28 T	Capstone Experience – Presentation 1 Due: Capstone Experience Update # 2 for Presentation #3
10/30 R	Capstone Experience – Presentation 2 Due: Capstone Experience Update # 2 for Presentation #4
11/3 M	Computer Opens for Registration
11/4 T	Capstone Experience – Presentation 3 Due: Capstone Experience Update # 2 for Presentation #5

11/6 R	Capstone Experience – Presentation 4
11/11 T	Capstone Experience – Presentation 5
11/13 R	Workshop : Portfolio
11/17 W	<i>Graduation Application Deadline</i>
11/18 T	Workshop : Elevator Speech
11/20 R	Portfolio Presentations (7)
11/25 T	Portfolio Presentations (6)
11/26 – 11/28	Thanksgiving Break No classes
12/2 T	Portfolio Presentations (6)
12/3 W	Last Day of Classes
12/5 (F)	Portfolios available for pickup Due : Skills Assessment & Enhancement/Development CBT certificates due by noon (hardcopy only)
12/9 T EXAM DAY	Reserve Do not plan to leave town before this date as we may need to use our exam period.