

COM 490
CALENDAR
AS OF 1-10-08

Date	Assignment
1/10 R	Review Syllabus Brief Review of Assignments Discussion – Core Skills Discussion – CBT Custom Skills Assignment Assign Teams to Review Assignments for Class Q& A for January 22 nd
1/15 T	Workshop – Degree Audit Workshop Textbook – Chapter 2 read before class Review – Capstone Experience Assignment Teams Formed and Team Workday
1/17 R	Guest Speaker – Mike Phillips, Career Center, “Resume and Cover Letters” Textbook – Chapter 3 read before class Due – Information Sheet
1/18 F	Due – Preparing to Interview CBT – Certificate due by noon
1/22 T	Q&A Discussion – Mock Interview Assignment, Personal Inventory Paper, Informational Interview Presentation Due - Capstone Experience – Topic Request Form due by 5pm
1/23 W	Capstone Experience Topics assigned by 5pm Liaison notified and sent templates
1/24 R	Workshop – Resume Teams 1-3 Workday – Capstone Experience Teams 4-6
1/29 T	Workshop – Resume Teams 4-6 Workday – Capstone Experience Teams 1-3
1/31 R	Discussion – Appearance – Interview/Business Professional/Business Casual & Corporate Culture; Accepting/Declining Position Textbook – Appendix G, H, I Review – Portfolio Assignment Q&A Discussion – Portfolio Presentation (sign-up for presentation dates in class)
2/1 F	Due – Targeted Position Statement, Resume, Cover Letter hard copies by noon Upload – TPS, CL, Resume to UNC SeaWork 1 st Day to Sign-up for Telephone Mock Interview - noon
2/5 T	Guest Speaker – Joy Davis, UNCW Marketing and Communications Textbook – Chapter 6 before class
2/6 W	Last Day to Sign-up for Telephone Mock Interview – noon Due – Capstone Experience Update #1
2/7 R	Guest Speaker – Thom Rakes, Career Center, Interviewing Textbook – Chapter 5 before class
2/8 F	Due – Personal Inventory Paper hardcopy by noon

2/12 T	Discussion – Core Skills and Interviewing Q&A Discussion – Informational Interview Presentations, Capstone Experience, Portfolio, Portfolio Presentations, etc.
2/13 W	Due – Public Speaking Refresher – Certificate due by noon
2/14 R	Presentations – Informational Interview – Group #1 Observation and Capstone Experience Update – Group #2
2/19 T	Presentations – Informational Interview – Group #2 Observation and Capstone Experience Update – Group #3
2/21 R	Presentations – Informational Interview – Group #3 Observation and Capstone Experience Update – Group #4
2/26 T	Presentations – Informational Interview – Group #4 Observation and Capstone Experience Update – Group #5
2/27 W	Due – Custom Skills Computer Based Training Data Sheet (last day to submit and due no later than noon)
2/28 R	Workday – Capstone Experience TAB – San Francisco
3/3 – 3/7 M – F	Spring Break
3/11 T	Presentations – Informational Interview – Group #5 Observation and Capstone Experience Update – Group #6
3/13 R	Presentations – Informational Interview – Group #6 Observation and Capstone Experience Update – Group #1
3/18 T	Guest Speaker – Dr. Patricia Comeaux – Facilitated Discussion
3/19 W	Due – Capstone Experience – Base Article – by noon
3/20-3/21 R-F	Easter Break
3/25 T	Workshop – Portfolio
3/27 R	Presentations – Portfolio (6 people)
3/28 F	Communication Studies Day
4/1 T	Presentations – Portfolio (6 people)
4/3 R	Presentations – Portfolio (6 people)
4/4 F	Due – Capstone Experience Update #3 by noon
4/8 T	Presentations – Portfolio (5 people)
4/10 R	Return Portfolios Class Meeting
4/15	Presentation # 1 – Capstone Experience

T	(Group 2)
4/17 R	Presentation # 2 – Capstone Experience (Group 3)
4/22 T	Presentation # 3 – Capstone Experience (Group 4)
4/24 R	Presentation # 4 – Capstone Experience (Group 5)
5/2 F	Due – Computer Based Training Certificates – Your Two Classes (last day to submit these; due no later than noon.
May 6 th Exam Day 8am	Presentation # 5 – Capstone Experience (Group 6) Presentation # 6 – Capstone Experience (Group 1)