

**COM 490
 SPRING 2009
 UPDATED CALENDAR
 1/29/09**

Date	Assignment
<i>1/7 W</i>	<i>First Day of Spring 2009 Classes</i>
1/8 R	First Day of COM 490 Review: Syllabus, Calendar, Website Discuss: Plan Your Semester, Core Skills Review: Plan A& Plan B Assignment
1/13 T	Workshop – Degree Audit Discuss – Researching Companies Review – Required CBT Assignment Discuss – Flight Plan
<i>1/14 W</i>	<i>Last Day Add/Drop</i>
1/15 R	Review – Informational Interview Assignment Due – AWP Discuss – Who Was I, Who Am I, Who Do I Want To Be
<i>1/19 M</i>	<i>Martin Luther King Holiday</i>
1/20 T	Review – Capstone Experience Assignment; Form Teams and Work as a Team Due – Plan A & Plan B Assignment <i>First Day to Sign-Up for Informational Interview Presentation & Portfolio Presentation Sign-Up Sheets Available at 9am</i>
1/22 R	Review – Self-Assessment Pt 2 Assignment Discuss – Brand Yourself Article (available on my website) Lecture – Resume & Cover Letter
1/23 F	Due – Capstone Experience Topic Selection Form Send via email before noon <i>Last Day to Sign-Up for Informational Interview Presentation & Portfolio Presentation Sign-Up Sheets Removed at noon</i>
1/27 T	Lecture – Resume & Cover Letter
1/29 R	Lecture – Cover Letter & References Review – Mock Interview Assignment <i>Capstone Experience Workday (if time available)</i>
1/30 F	Due – Self-Assessment Part 2 – Summary Due – CBT Certificate Required CBT (Crisp Composition OR Avoiding Errors in Usage and Punctuation – see assignment for details)
2/3 T	Capstone Experience – Audience Analysis Review – Portfolio Assignment
2/5 R	Review – Portfolio Presentation Assignment Capstone Experience Workday
2/6 F	Due - Capstone Experience Update #1 by noon (via email)

2/10 T	Workshop – Resume (Teams 1-2) Workday – Capstone Experience (Teams 3 & 4) – must sign attendance sheet at beginning of class
2/12 R	Workshop – Resume (Teams 3 & 4) Workday – Capstone Experience (Teams 1 & 2) – must sign attendance sheet at beginning of class
2/13 F	Due – CBT Certificate Required CBT (Public Speaking Refresher)
2/17 T	Presentation – Informational Interview Presentation Group A Group B Observes
2/19 R	Presentation – Informational Interview Presentation Group B Group C Observes
2/24 T	Presentation – Informational Interview Presentation Group C Group A Observes <i>Last Day to Withdraw Passing</i> <i>Last Day for Walker Applications for Spring 2009 graduation</i>
2/26 R	Guest Speaker – Thom Rakes, Career Center – Interviewing <i>Mrs. Bulger out of town 2/26 – 3/1 limited access to email</i>
3/3 T	Workshop - Elevator Speech Due: Resume Package
3/5 R	Capstone Experience Q&A Day Due: Capstone Experience Team1 – Update #2
3/3 – 3/6	<i>Growth Opportunity -Telephone Mock Interviews</i> Use SeaWork to Register
3/9 – 3/13	Spring Break
3/17 T	Workshop – Capstone Experience – all teams must sign-in at beginning of class. Due: Capstone Experience Team 2 – Update #2 Due – CBT Certificate Required CBT(Interviewing) – MOVED FROM 2/27
3/19 R	Presentation - Capstone Experience Team 1 Due: Capstone Experience Team 3 – Update #2
3/24 T	Presentation - Capstone Experience Team 2 Due: Capstone Experience Team 4 – Update #2
3/26 R	Presentation - Capstone Experience Team 3
3/27 F	<i>Communication Studies Day</i>
3/31 T	Presentation - Capstone Experience Team 4
<i>4/1 W</i>	<i>Registration Opens for Summer and Fall</i>
4/2 R	Workshop – Portfolio SPOTS
4/7 T	Workshop – Portfolio SPOTS
4/9 R	Easter Break – no class
4/14 T	Presentation – Portfolio Presentation

<i>4/15 W</i>	<i>Graduation Application Due – Summer/Fall 2009 graduates</i>
4/16 R	Presentation – Portfolio Presentation
4/21 T	Presentation – Portfolio Presentation
4/23 R	Return Portfolios (hopefully) Emergency Catch-Up Day (if needed)
<i>4/24 – 4/26 4/29 – 5/3</i>	<i>Mrs. Bulger out of town with limited access to email</i>
4/27 M	Last Official Day of Spring 2009 Classes Due: Certificates for Self-Assessment Part 2 CBTs by noon
5/5 T	Exam Day – 11am Save the day in case of an emergency