

Course Syllabus

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Business Discourse for the 21st Century Professional CSUCI Martin V. Smith School of Business and Economics

"The only place where success comes before work is in the dictionary" ~ Vidal Sassoon



Welcome to Business 310!

I look forward to working with you as you prepare for your professional life!

Advances in communications and information technologies in the 21st century have had an impact on how business conversations are carried on in the professional world. Contemporary business discourse makes written and oral communications a necessity on various platforms to carry out daily tasks and provide informative, analytic, and persuasive content to support business decision-making.

This course is designed to help you explore and practice face-to-face and various online communications to convey technical, analytical, and business-related information in written or oral formats that best fit the appropriate medium.

Total units: 3 Prerequisites: Junior or Senior standing in the Business major.

Your Instructor



Sheryl Leonard, MVS Business Lecturer

[LinkedIn Profile](http://www.linkedin.com/in/sherylleonard) [. \(http://www.linkedin.com/in/sherylleonard\)](http://www.linkedin.com/in/sherylleonard)

sheryl.leonard@csuci.edu [\(mailto:sheryl.leonard@csuci.edu\)](mailto:sheryl.leonard@csuci.edu)

[cell / text] 805.340.3512

Zoom Café and Virtual Office: [Zoom Link / Password Zebra](https://csuci.zoom.us/j/7695763790) [. \(https://csuci.zoom.us/j/7695763790\)](https://csuci.zoom.us/j/7695763790)

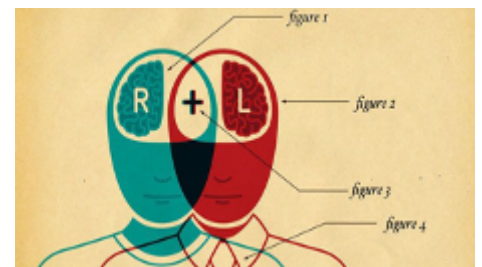
Zoom Cafés: Mondays: 6 - 7 pm. Please drop in with your questions or ideas. The Zoom Cafés are not mandatory but are opportunities for you to connect and discuss course content with your classmates and me.

Virtual Office Hours: Wednesdays: 3:30 - 5:30 pm and by appointment during the week. I'm happy to meet with you on Zoom or on a phone call. Send me an email or a text to let me know your availability.

Student Learning Outcomes

With the successful completion of this course, you will be able to do the following:

- Distinguish and implement critical characteristics of advanced, effective business communication, including written and verbal.
- Plan and create impactful internal and external business documents, such as letters, emails, reports, and
- Convey analytical results relevant to organizational decision-making in written and oral reports.
- Determine the appropriate voice and style for various professional communication
- Differentiate purposes and audiences in business writing.
- Use correct writing mechanics in all written work.
- Effectively revise written work.
- Design and deliver professional oral presentations.



Course Requirements

- Junior or Senior standing in the Business major.
- Access to a reliable computer and internet connection, a computer or cellphone camera and microphone, access to your CSUCI Google D
- rive, MS Word or Google Docs, and PowerPoint or Google Slides.
- *Business Communication Skills for Managers*
- from Lumen Learning.

This is a virtual "text" that is embedded in our Canvas course. There is no separate book to purchase, although there is a \$28.25 fee to access course support. Before the end of the 2nd week of class, please purchase the access code from the [CI Campus Bookstore](https://www.bkstr.com/csuchannelislandsstore/home?cm_mmc=RisePaidSearch&adcampaigngroup=%5BBookstore_General%5D&kw=CSUCI%20bookstore&AdCampaign=EFOL_591_Bookstore_Search_NonBrnd_California%20State%20Universi%20Channel%20Islands_Exact_General&Adgroup=Bookstore&Source=AdWords&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=aw.ds) ([https://www.bkstr.com/csuchannelislandsstore/home?](https://www.bkstr.com/csuchannelislandsstore/home?cm_mmc=RisePaidSearch&adcampaigngroup=%5BBookstore_General%5D&kw=CSUCI%20bookstore&AdCampaign=EFOL_591_Bookstore_Search_NonBrnd_California%20State%20Universi%20Channel%20Islands_Exact_General&Adgroup=Bookstore&Source=AdWords&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=aw.ds)



[cm_mmc=RisePaidSearch&adcampaigngroup=%5BBookstore_General%5D&kw=CSUCI%20bookstore&AdCampaign=EFOL_591_Bookstore_Search_NonBrnd_California%20State%20Universi%20Channel%20Islands_Exact_General&Adgroup=Bookstore&Source=AdWords&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=aw.ds](https://www.bkstr.com/csuchannelislandsstore/home?cm_mmc=RisePaidSearch&adcampaigngroup=%5BBookstore_General%5D&kw=CSUCI%20bookstore&AdCampaign=EFOL_591_Bookstore_Search_NonBrnd_California%20State%20Universi%20Channel%20Islands_Exact_General&Adgroup=Bookstore&Source=AdWords&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=Cj0KCQjw4f35BRDBARIsAPePBHyHnXC4F3o_ZXDOG-9Nps-khRUDkRTNk8IR2YStOnmlu7knbTG4dogaAg6gEALw_wcB&gclid=aw.ds)). Once you've made your purchase, you will be emailed a receipt with an access code. To use the access code, please open a Business 310 module and enter the code when a prompt appears.

Suggested

- *Rules for Writers*, Diana Hacker
- *HBR Guide to Better Business Writing*, Bryan A. Garner
- *The Culture Code*, Daniel Coyle

Course Design

"Talent is cheaper than table salt. What separates the talented individual from the successful one is hard work." ~ *Stephen King*

Students enrolled in this section of Business 310 meet on the CI Campus.

Business 310 requires **real-time, face-to-face interaction**. Lectures are embedded in the study plans or recorded in the modules. Assignments, quizzes, and activities are done in the classroom. So, it's important for you to read the module materials and study plans to prepare for in-class activities, assignments, and peer reviews. I strongly encourage you to join your classmates and me in the weekly Zoom Cafés or see your tutor in the Weekly Review Sessions, where you can meet to discuss class content, assignments, and your ideas and concerns.

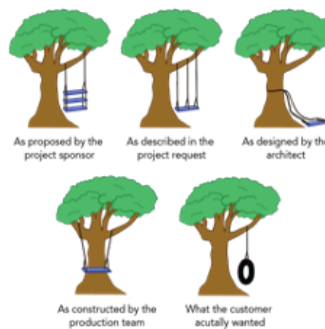
Are masks required?

Yes. Until further notice, all faculty, staff, and students are required to wear a face mask while indoors, unless they are alone in an office and/or eating or drinking.

Deliverables

This course covers the principal forms of business writing (memos, cover letters, proposals, PowerPoint presentations, and analytical reports) and will guide you in crafting clear sentences, coherent paragraphs, and structurally sound, professional documents.

You'll become proficient in employing business rhetoric and skilled in using the strategies for persuading readers. Each of you will craft written, visual, and oral work in a workshop environment that will provide valuable feedback for strengthening skills. Assignments will include drafting and revising written work, researching and writing reports, crafting resumes and cover letters, and creating visual presentations and an ePortfolio.



"Doing the best at this moment puts you in the best place for the next moment." ~ *Oprah Winfrey*

Assignments and Homework



The Facts

- Complete assignments by the due date to elicit feedback and avoid late penalties.
- Late assignments will lose 20% of the overall score and feedback points; no feedback will be given.
- No points will be given to assignments posted three days past the due date.

To avoid late submissions...

- Read the assignment instructions early in the week.
- Sketch out a reverse plan to ensure you hit the target date.
- Come to Zoom Café, Tutoring sessions, or my Office Hours if you have questions about assignments.
- Create a schedule and work consistently (see below).
- Work with a study partner. Schedule virtual meetings to share and discuss your work.
- Work ahead if you anticipate a change in your schedule.
- Email or text me immediately if Canvas or your internet isn't working. Attach the assignment or share a link in your email if possible.
- **IMPORTANT** If you are using Google Docs, change the share settings so I can view and comment. Work that is not shared is missing and/or late. Late penalty will apply. Here's a link that describes [How to share Google Docs](https://support.google.com/docs/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en) (<https://support.google.com/docs/answer/2494822?co=GENIE.Platform%3DDesktop&hl=en>)

A typical schedule for completing work in this course:

Sunday and Monday

- Read the Module "Study Plans" and do the "Self Check."
- Review assignments and begin preparing them. '
- Attend Class, join in a Zoom Café or Office Hour

Tuesday through Friday

- Attend Tutor's Review Session and/or Bootcamp
- Post Assignments
- Give Peer Feedback
- Take the first quiz attempt. (Hint: You have two attempts to take the Quiz. Quizzes close at midnight. Do your first attempt early in the week so you have time to review the material before the final attempt.)

Saturday

- Review Study Plan and Self Checks.
- Submit Final Drafts
- Do the second quiz attempt.

Note: Quizzes, Discussion Posts, and Assignments are due before midnight (11:59 pm).

Using Rubrics to Meet Assignment Goals

All assignments will have a rubric attached. Use criteria in the rubrics to guide the quality of your work and the depth of your engagement in discussions, writing exercises, peer responses, and visual and oral presentations.

- Before you begin an assignment, check out the rubric. Which criteria will you focus on in developing your assignment?
- When you've completed a draft or are preparing your finished assignment, recheck the rubric. Reflect on the progress of your work and make adjustments as needed.

The Business 310 Writing Rubric is an essential and universal guide to use in assessing the effectiveness of your written work. [The Course Writing Rubric is Linked Here and Posted in Canvas](https://www.dropbox.com/s/dghejydu0wx8kn/BUSINESS%20WRITING%20RUBRIC.docx?dl=0) (<https://www.dropbox.com/s/dghejydu0wx8kn/BUSINESS%20WRITING%20RUBRIC.docx?dl=0>)

We think, mistakenly, that success is the result of the amount of time we put in at work, instead of the quality of time we put in. ~ Ariana Huffington

Planning, Writing, and Revising

- [Revising Written Work](#)
- [WRITING TUTOR SUPPORT | WRITING & MULTILITERACY CENTER](#)
- [LOOK HERE FOR MORE WRITING SUPPORT!](#) (You'll find APA formatting guides here)

The "Big Three"

1. **FORMAT YOUR WORK. IT'S GOOD PRACTICE.** Use bullet points, bolded text, titles, and paragraph breaks. This includes Discussion Posts and Assignments.
2. **CHECK FOR GRAMMAR AND SPELLING ERRORS.** I will not accept or give feedback on submissions with more than three spelling and grammar errors. You will have to revise and resubmit your work to redeem your points. A late penalty will apply. See a WMC tutor to review your work.
3. **LATE WORK.** Due to the design of this course (peer feedback and fast pace), I will not give feedback on late work and 20% of overall points will be deducted.

I'm Afraid of Failure!

Yes! You, me, and everyone else fear failure. I've failed so many times, it hurts to remember. You will see my errors on these pages, my weaknesses as a teacher, and my fallibility as a human. But I will show up and participate with you every day of the week! And I will learn lots of things from you. Failure is one of the most important ways we learn.

So, your participation is required so you can fail and learn some things. And so you can triumph and learn how awesome you can be. Please check-in frequently during the week to engage in discussions, read the material, and participate in the quizzes and assignments to test and practice your learning. Your success depends on consistent interaction with the course. Gaining skills through practice is the goal

Are you a [perfectionist procrastinator](https://hbr.org/2004/06/chronic-time-abuse) who freezes up at the site of new tasks? You'll learn more from your mistakes than from not getting started. Don't let performance anxiety prevent you from getting started. Are you a who waits until the last minute? You may work well under pressure. Go ahead, put off the work but at least read assignments ahead so you can plan how much time you'll need for your cram session.

STUDENT SERVICES

Campus Tutoring Services

The Learning Resource Center (LRC) offers free one-on-one peer tutoring for all MVS School undergraduate courses. The LRC tutors will help students with study skills, fundamental concepts, comprehension, homework, test preparation, and much more. The Peer Tutor Schedule is available via the [LRC webpage](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2F20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tsBAZv_pZq-xVJDyqQE6JvCT1EKfEmCBMVweJOByZJuTqqYVbwA7oi2zQSJcfnN7ZDR6iaV48mNNeGkmUjV8kG7ttKPOTXEueo0ZWeR3tqAoyfC1O1VML8Q%3D%3D%26c%3DbxnzKoHu2JotVgyEXQAJ0lBw-KWHz6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C63795012!).
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Writing & Multiliteracy Center

The Writing & Multiliteracy Center (WMC) provides all CSUCI students with free support services and programs that help them address the 21st Century challenges of creatively thinking about and composing in written, oral, visual, and digital forms of communication. Peer consultants help students at any stage of the composition process via one-to-one or group consultations, online consultations, and workshops. Students can make an appointment to work with a consultant or learn more by visiting the [WMC webpage](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2F20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tptfRxEbFmdeIzrPSYAMgmEz1mIFQ2phkW71LyFK1ZCY_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPP3-J7Q%3D%3D%26c%3DbxnzKoHu2JotVgyEXQAJ0lBsw0YIYItMk8VRxSXA7Z1y6g4URJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHz6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C63795012!).
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Counseling and Psychological Services (CAPS)

CAPS is pleased to provide a wide range of services to assist students in achieving their academic and personal goals. Services include confidential short-term counseling, crisis intervention, psychiatric consultation, and 24/7 phone and text support. CAPS is located in Bell Tower East, 1867, and can be reached at 805-437-2088 (select option 2 on voicemail for 24/7 crisis support); students can also email CAPS at caps@csuci.edu (mailto:caps@csuci.edu), or visit the CAPS [website](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2F20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tptfRxEbFmdeIzrPSYAMgmEz1mIFQ2phkW71LyFK1ZCY_FyR9ID95BNu5GSUZVcVo5utyURp7Xz4hXPPP3-J7Q%3D%3D%26c%3DbxnzKoHu2JotVgyEXQAJ0lBsw0YIYItMk8VRxSXA7Z1y6g4URJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHz6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C63795012!).
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Emergency Intervention and Basic Needs





















If you or someone you know is experiencing unforeseen or catastrophic financial issues, skipping meals, or experiencing homelessness/housing insecurity (e.g., sleeping in a car, couch surfing, staying with friends), please know that you are not alone. There are resources on campus that may assist you during this time. The Dolphin Pantry is currently located in Arroyo Hall and offers free food, toiletries, and basic necessities for current CI students. For additional assistance, please contact the Dean of Students Office at (805) 437-8512 or visit Bell Tower 2565. Please visit the website for the most up-to-date information on the [Basic Needs Program](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2F20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0twSEgHeZcigZAJNnHTAH3PXCdwDL6TsyZDQdhdNdEcHNXOJ5q3vRMQpqsWdoBMfWTJRllRqXw39NpLfNE9jfkWHz6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C63795012!).
https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2F20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0twSEgHeZcigZAJNnHTAH3PXCdwDL6TsyZDQdhdNdEcHNXOJ5q3vRMQpqsWdoBMfWTJRllRqXw39NpLfNE9jfkWHz6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C63795012!

Title IX and Inclusion


















Title IX & Inclusion manages the University's equal opportunity compliance, including the areas of affirmative action and Title IX. Title IX & Inclusion also oversees the campus' response to the University's nondiscrimination policies. CSUCI prohibits discrimination and harassment of any kind on the basis of a protected status (i.e., age, disability, gender, genetic

information, gender identity, gender expression, marital status, medical condition, nationality, race or ethnicity, religion or religious creed, sexual orientation, and Veteran or Military Status). This prohibition on harassment includes sexual harassment, as well as sexual misconduct, dating, domestic violence, and stalking. For more information regarding CSUCI's commitment to diversity and inclusion or to report a potential violation, please contact Title IX & Inclusion at 805.437.2077 or visit the [Title IX webpage](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fr20.rs6.net%2Ftn.jsp%3F%3D001-rML7IRpRQ722DHvYXw4GsK5xIHAVOFahoCJw1G4XPWUv3fGdjvZgtbUr6FtEb0tna6iLLAVEed98c-uHYmHs-UoHAe4XLQisQgD9Zv-P1aptS0hsVWJExcpAt3-jwLFEhSZ0qH-5-qSFRObB75gwmCrFPQMQu%26c%3DbxnzKoHu2JOtVgyEXQAJOlswYoYIItMk8VRxSXA7Z1yw6qURJ6g4A%3D%3D%26ch%3DI9JG2KqQCUT7V-KWHz6f5tPtmEKRMiqbBw-UxWAEyRstYc3IE_Bn_g%3D%3D&data=05%7C01%7Csheryl.leonard%40csuci.edu%7C29a92d9f5bb64887d1f308da744258ff%7Ce30f5bdb7f18435b84369d84aa7b96dd%7C1%7C0%7C63795012).
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Course Summary:

Date	Details	Due
	 Discussion: Self-Assessment of Business Communication (https://cilearn.csuci.edu/courses/21759/assignments/408764)	due by 11:59pm
	 Learner Info Survey (https://cilearn.csuci.edu/courses/21759/assignments/408754)	due by 11:59pm
Sat Aug 27, 2022	 Participation Assignment: Research Consent and Communication Preferences (https://cilearn.csuci.edu/courses/21759/assignments/408790)	due by 11:59pm
	 Submit Your Learning Online 101 Badge (https://cilearn.csuci.edu/courses/21759/assignments/408812)	due by 11:59pm
	 Composing a Professional Email (https://cilearn.csuci.edu/courses/21759/assignments/414330)	due by 11:59pm
Tue Aug 30, 2022	 Discussion: 1st draft: Evaluating Professional Communications (https://cilearn.csuci.edu/courses/21759/assignments/408761)	due by 11:59pm
	 Assignment: Final Draft - Evaluating Professional Communications (https://cilearn.csuci.edu/courses/21759/assignments/408776)	due by 11:59pm
	 MVS Clubs - Your Pitch Video (https://cilearn.csuci.edu/courses/21759/assignments/408789)	due by 11:59pm
Sat Sep 3, 2022	 Peer Review Strategies (https://cilearn.csuci.edu/courses/21759/assignments/408791)	due by 11:59pm
	 Quiz: Communicating in Business (https://cilearn.csuci.edu/courses/21759/assignments/408793)	due by 11:59pm
	 Study Plan: Communicating in Business (https://cilearn.csuci.edu/courses/21759/assignments/408803)	due by 11:59pm
Tue Sep 6, 2022	 Discussion: 1st Draft / Revising a Letter for Objectivity (https://cilearn.csuci.edu/courses/21759/assignments/408765)	due by 11:59pm
	 Assignment: Final Draft: Revising a Letter for Objectivity (https://cilearn.csuci.edu/courses/21759/assignments/408780)	due by 11:59pm
Sat Sep 10, 2022	 Quiz: Writing in Business (https://cilearn.csuci.edu/courses/21759/assignments/408800)	due by 11:59pm
	 Study Plan: Writing in Business (https://cilearn.csuci.edu/courses/21759/assignments/408810)	due by 11:59pm
Tue Sep 13, 2022	 Discussion: 1st Draft & Peer Review/Dress Code Memo (https://cilearn.csuci.edu/courses/21759/assignments/408760)	due by 11:59pm
	 Assignment - Final draft for Walk-In Closets Dress Code Memo (https://cilearn.csuci.edu/courses/21759/assignments/408777)	due by 11:59pm
Sat Sep 17, 2022	 Quiz: Written Communication (https://cilearn.csuci.edu/courses/21759/assignments/408801)	due by 11:59pm
	 Study Plan: Written Communication (https://cilearn.csuci.edu/courses/21759/assignments/408811)	due by 11:59pm
Tue Sep 20, 2022	 Discussion: 1st Draft & Peer Review: Responding to Criticism (https://cilearn.csuci.edu/courses/21759/assignments/408759)	due by 11:59pm

Date	Details	Due
Sat Sep 24, 2022	📄 Assignment: Final Draft: Responding to Criticism Letter https://cilearn.csuci.edu/courses/21759/assignments/408779	due by 11:59pm
	📄 Quiz: Communicating Different Messages https://cilearn.csuci.edu/courses/21759/assignments/408792	due by 11:59pm
	📄 Study Plan: Communicating Different Messages https://cilearn.csuci.edu/courses/21759/assignments/408802	due by 11:59pm
Mon Sep 26, 2022	📄 Assignment: Charity Partnership - Research Chart https://cilearn.csuci.edu/courses/21759/assignments/408774	due by 11:59pm
Tue Sep 27, 2022	📄 Discussion: 1st Draft on Research a Charity Partnership Proposal https://cilearn.csuci.edu/courses/21759/assignments/408758	due by 11:59pm
Sat Oct 1, 2022	📄 Quiz: Research https://cilearn.csuci.edu/courses/21759/assignments/408798	due by 11:59pm
	📄 Study Plan: Research https://cilearn.csuci.edu/courses/21759/assignments/408808	due by 11:59pm
Tue Oct 4, 2022	📄 Assignment: Final Draft: Research a Charity Partnership https://cilearn.csuci.edu/courses/21759/assignments/408778	due by 11:59pm
Sat Oct 8, 2022	📄 Discussion: Research Report on a Career - 1st Draft/Outline https://cilearn.csuci.edu/courses/21759/assignments/408757	due by 10:59pm
	📄 Quiz: Reports https://cilearn.csuci.edu/courses/21759/assignments/408797	due by 11:59pm
	📄 Study Plan: Reports https://cilearn.csuci.edu/courses/21759/assignments/408807	due by 11:59pm
Tue Oct 18, 2022	📄 Discussion: 1st Draft of Annotated Bibliography https://cilearn.csuci.edu/courses/21759/assignments/408771	due by 11:59pm
Sat Oct 22, 2022	📄 Discussion: Research Report on a Career - 2nd Draft & peer reviews https://cilearn.csuci.edu/courses/21759/assignments/408787	due by 11:59pm
Mon Oct 24, 2022	📄 Discussion: 1st draft of LinkedIn Profile https://cilearn.csuci.edu/courses/21759/assignments/408763	due by 11:59pm
Thu Oct 27, 2022	📄 Annotated Bibliography https://cilearn.csuci.edu/courses/21759/assignments/408772	due by 11:59pm
Sat Oct 29, 2022	📄 Assignment: Re-visioning Your Final Report on a Career + Reflection Memo https://cilearn.csuci.edu/courses/21759/assignments/408785	due by 11:59pm
Tue Nov 1, 2022	📄 Discussion: Sell Yourself with the Perfect Pitch - 1st recording and peer reviews https://cilearn.csuci.edu/courses/21759/assignments/408766	due by 11:59pm
Sat Nov 5, 2022	📄 Assignment: Final Pitch Perfect recording & Reflection https://cilearn.csuci.edu/courses/21759/assignments/408782	due by 11:59pm
	📄 Quiz: Public Speaking https://cilearn.csuci.edu/courses/21759/assignments/408796	due by 11:59pm
	📄 Study Plan: Public Speaking https://cilearn.csuci.edu/courses/21759/assignments/408806	due by 11:59pm
Tue Nov 8, 2022	📄 Discussion: 1st draft Cover Letter and Peer Review https://cilearn.csuci.edu/courses/21759/assignments/408767	due by 11:59pm
Sat Nov 12, 2022	📄 Assignment: LinkedIn Profile https://cilearn.csuci.edu/courses/21759/assignments/408784	due by 11:59pm
	📄 Quiz: Finding a Job https://cilearn.csuci.edu/courses/21759/assignments/408795	due by 11:59pm

Date	Details	Due
Tue Nov 15, 2022	 Study Plan: Finding a Job https://cilearn.csuci.edu/courses/21759/assignments/408805	due by 11:59pm
Sat Nov 19, 2022	 Discussion: 1st draft Resume and Peer Review https://cilearn.csuci.edu/courses/21759/assignments/408768	due by 11:59pm
Tue Nov 22, 2022	 Discussion: 2nd draft Resume and Cover Letter & Peer Review https://cilearn.csuci.edu/courses/21759/assignments/408770	due by 11:59pm
Sat Nov 26, 2022	 Assignment: Final Drafts of Cover Letter and Résumé https://cilearn.csuci.edu/courses/21759/assignments/408781	due by 11:59pm
	 Extra Credit Assignment Practice your Perfect Pitch with Business Professionals https://cilearn.csuci.edu/courses/21759/assignments/408788	due by 11:59pm
	 Quiz: Visual Media https://cilearn.csuci.edu/courses/21759/assignments/408799	due by 11:59pm
	 Study Plan: Visual Media https://cilearn.csuci.edu/courses/21759/assignments/408809	due by 11:59pm
Mon Nov 28, 2022	 Assignment: Final Visual Media & Reflection https://cilearn.csuci.edu/courses/21759/assignments/408783	due by 11:59pm
Sat Dec 3, 2022	 Discussion: ePortfolio 1st draft Review https://cilearn.csuci.edu/courses/21759/assignments/408762	due by 11:59pm
Tue Dec 6, 2022	 Discussion: First Draft - Celebrating the Semester - A Media Presentation https://cilearn.csuci.edu/courses/21759/assignments/408756	due by 11:59pm
Sat Dec 17, 2022	 Quiz: Developing and Delivering Business Presentations https://cilearn.csuci.edu/courses/21759/assignments/408794	due by 11:59pm
	 Study Plan: Developing and Delivering Business Presentations https://cilearn.csuci.edu/courses/21759/assignments/408804	due by 11:59pm
Mon Dec 19, 2022	 Assignment Creating an ePortfolio with Google Sites https://cilearn.csuci.edu/courses/21759/assignments/408775	due by 11:59pm
	 Assignment: Celebrating the Semester - an Audio/Visual Presentation https://cilearn.csuci.edu/courses/21759/assignments/408773	due by 11:59pm
	 3 Peer Reviews for Evaluating a Professional Communication https://cilearn.csuci.edu/calendar?event_id=144221&include_contexts=course_21759	
	 WMC APA Citation Workshop https://cilearn.csuci.edu/courses/21759/assignments/408813	
	 WMC Online Oral Presentation Workshop https://cilearn.csuci.edu/courses/21759/assignments/408814	