Comm 3352 – Online - REVISED

All assignments will be turned in on Blackboard under “Turn In Assignments HERE” by 10 pm on the date specified

<table>
<thead>
<tr>
<th>WEEK</th>
<th>ASSIGNMENTS</th>
<th>DUE</th>
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| 1 JAN 25-29 | • Review Syllabus  
• Familiarize yourself with Blackboard tabs  
• Watch Library Information Video | |
| 2 FEB 1-5 | • Chapter #1: Communicating for Professional Success  
• Read Career Interview & Thank You Letter Guidelines | SmartBook 1 due 02/04 by 10 pm |
| 3 FEB 8-12 | • Chapter #11: Major Goals for Presentations  
• Chapter #12: Planning and Crafting Presentations  
• Chapter #13: Finding Support for Your Presentation Goals | Submit information for Career Interview 02/09 by 10 pm  
SmartBook 11, 12 & 13 due 02/11 by 10 pm |
| 4 FEB 15-19 | • Chapter #8: Career Communication  
• Chapter #9: Interviewing Successfully  
• Chapter #3: Verbal & Nonverbal Messages  
• Chapter #10: Writing across Media | SmartBook 8 & 9 due 02/26 by 10 pm  
SmartBook 3 & 10 due 02/26 by 10 pm |
| 5 FEB 22-26 | • Chapter #4: Listening & Learning  
• Chapter #5: Perspective Taking  
• Test #1 | Test #1 (Chs 1, 3, 8, 9, 10) due 02/28 by 10 pm  
SmartBook 4 & 5 due 02/28 by 10 pm |
| 6 MAR 1-5 | • Chapter #14: Rehearsing and Delivering Successful Presentations  
• Read Investor Pitch Guidelines  
• Finalize Career Presentations | SmartBook 14 due 03/04 by 10 pm Career |
| 7 MAR 8-12 | • Career Presentations Due | Submit information for Investor Pitch 03/10 by 10 pm  
Presentations & Thank You Letter due 03/11 by 10 pm |
| 8 MAR 15-19 | • Chapter #6: Effective Team Communication  
• Chapter #7: Effective Meetings | SmartBook 6 & 7 due 03/18 by 10 pm |
| 9 MAR 22-26 | • Chapter #2: Culture, Diversity, & Global Engagement  
• Read Diversity Training Guidelines | SmartBook 2 due 03/23 by 10 pm |
<table>
<thead>
<tr>
<th>Date</th>
<th>Tasks</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>Test #2</strong></td>
<td><strong>Test #2</strong> (Chs 2, 4, 5, 6, 7) due 03/24 by 10 pm</td>
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<tr>
<td><strong>10</strong></td>
<td>MAR 29 - APR 2</td>
<td>Watch Documentary: The Secrets of Body Language</td>
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<tr>
<td><strong>11</strong></td>
<td>APR 5-9</td>
<td>Investor Pitch Due</td>
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<td><strong>12</strong></td>
<td>APR 12-16</td>
<td>Watch Documentary: Emotional Intelligence</td>
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<td><strong>13</strong></td>
<td>APR 19-23</td>
<td>Finalize Diversity Training Presentations</td>
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<td><strong>14</strong></td>
<td>APR 26-30</td>
<td>Diversity Presentations Due</td>
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<td><strong>15</strong></td>
<td>APR 31- MAY 4</td>
<td>Peer Evaluation: Diversity Training</td>
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<td><strong>16</strong></td>
<td>FINALS</td>
<td>Your final exam is the Diversity Presentation</td>
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