

Comm 3352 – Communication In Professional Life
 Mini-Mester 2020
 Dr. Erica Bailey

DATE	ASSIGNMENT	DUE (BY 10 PM)
WEEK #1		
Mon, Jan 4	<ul style="list-style-type: none"> ▪ Read and listen to Narrated Guidelines for Career Interview ▪ Read and listen to Narrated Guidelines for Career Interview ▪ Read Chapter #1 ▪ Work on Investor Pitch Presentation 	
Tue, Jan 5	<ul style="list-style-type: none"> ▪ Familiarize yourself with the Library Resources and watch video (under Assignments tab) ▪ Read Chapter #2 ▪ Work on Investor Pitch Presentation ▪ Set up appointment with person you will interview for Career Interview presentation 	
Wed, Jan 6	<ul style="list-style-type: none"> ▪ Work on Investor Pitch Presentation ▪ Reach Chapter #3 	Post name of person you will interview for the Career Interview by 10 pm (in the “Turn In Assignments HERE” tab)
Thu, Jan 7	<ul style="list-style-type: none"> ▪ Finalize Investor Pitch Presentation ▪ Read Chapter #4 	Post Investor Pitch PP and Presentation by 10 pm (in the “Turn In Assignments HERE” tab)
Fri, Jan 8	<ul style="list-style-type: none"> ▪ Read Chapter #5 ▪ Watch the 2 peer presentations assigned to you and fill out Peer Evaluation Forms ▪ Work on Career Interview Presentation 	Test #1: Chapters 1-5 due by 10 pm
Sat, Jan 9	<ul style="list-style-type: none"> ▪ Last day to watch the 2 peer presentations assigned to you and fill out Peer Evaluation Forms 	Peer Evaluation forms for the TWO presentations <i>assigned</i> to you due by 10 pm
Sun, Jan 10		
WEEK #2		
Mon, Jan 11	<ul style="list-style-type: none"> ▪ Read Chapter #6 ▪ Work on Career Interview Presentation 	
Tue, Jan 12	<ul style="list-style-type: none"> ▪ Watch Secrets of Body Language Documentary and fill out worksheet ▪ Work on Career Interview Presentation ▪ Read Chapter #7 	Secrets of Body Language Worksheet due (in the “Turn In Assignments HERE” tab)
Wed, Jan 13	<ul style="list-style-type: none"> ▪ Work on Career Interview Presentation ▪ Read Chapter #8 	
Thu, Jan 14	<ul style="list-style-type: none"> ▪ Finalize Career Interview Presentation ▪ Read Chapter #9 	Post Career Interview PP and Presentation by 10 pm (in the “Turn In Assignments HERE” tab)

Fri, Jan 15	<ul style="list-style-type: none"> Read Chapter #10 Watch the 2 peer presentations assigned to you and fill out Peer Evaluation Forms Read and listen to guidelines and Power Point for Diversity Training Presentation 	<p>Test #2: Chapters 6-10 due by 10 pm</p> <p>Post Cultural Group you will be presenting for Diversity Presentation (in the "Turn In Assignments HERE" tab) by 10 pm</p>
Sat, Jan 16	<ul style="list-style-type: none"> Last day to watch the 2 peer presentations assigned to you and fill out Peer Evaluation Forms Work on Diversity Training Presentation 	Peer Evaluation forms for the TWO presentations <i>assigned</i> to you due by 10 pm
Sun, Jan 17		
WEEK #3		
Mon, Jan 18	<ul style="list-style-type: none"> Work on Diversity Training Presentation 	
Tue, Jan 19	<ul style="list-style-type: none"> Watch Emotional Intelligence Documentary and fill out worksheet Work on Diversity Training Presentation 	Emotional Intelligence Worksheet due (in the "Turn In Assignments HERE" tab)
Wed, Jan 20	<ul style="list-style-type: none"> Finalize Diversity Training Presentation 	Post Diversity Training PP and Presentation by 10 pm (in the "Turn In Assignments HERE" tab)
Thu, Jan 21	<ul style="list-style-type: none"> Watch the 2 peer presentations assigned to you and fill out Peer Evaluation Forms 	
Fri, Jan 22	<ul style="list-style-type: none"> Last day to watch the 2 peer presentations assigned to you and fill out Peer Evaluation Forms 	Peer Evaluation forms for the TWO presentations <i>assigned</i> to you due by 10 pm

GRADING	
ASSIGNMENT	POINTS
Investor Pitch (IP)	100
IP Peer Evals (2 @25)	50 (graded on how thoroughly YOU fill them out for peers)
IP Peer Evals	50 (average of how your peers graded you)
Career Interview (CI)	100
CI Peer Evals (2 @25)	50 (graded on how thoroughly YOU fill them out for peers)
CI Peer Evals	50 (average of how your peers graded you)
Diversity Training (DT)	100
DT Peer Evals (2 @25)	50 (graded on how thoroughly YOU fill them out for peers)
DT Peer Evals	50 (average of how your peers graded you)
Test #1	100
Test #2	100
Documentary Worksheet	50 (Secrets of Body Language)
Documentary Worksheet	50 (Emotional Intelligence)
Preparedness	100
TOTAL	1,000