

DATE	LESSON OVERVIEW
<p>Week 1 Thursday January 6</p>	<p>Intro to course</p> <ul style="list-style-type: none"> • Course outline, Assignments, Evaluation • Rationale for presentation skills for engineers • Establishing groups • Distribution of field site #1 (Open logs) <p>Time Permitting: Intro to Oral Presentations</p> <ul style="list-style-type: none"> • Practice exercises <p>Homework:</p> <ul style="list-style-type: none"> • Make contact with field site host • Read Course Outline carefully • Peruse Course Pack
<p>Week 2 Thursday January 13</p>	<p>Working in Groups</p> <ul style="list-style-type: none"> • Guest presentation • Group meeting: establishing norms <p>Oral Presentation Lecture</p> <ul style="list-style-type: none"> • Room Preparation • Deportment • Using visuals (Overheads) • Practice Exercises <p>Homework: You should be close to finalizing the field site arrangements by now. Make sure the log is up to date.</p>
<p>Week 3 Thursday January 20</p>	<p>Orals Exercises / Practice</p> <p>Information gathering interview skills</p> <ul style="list-style-type: none"> • Premise • Formulating questions • Taking notes / Listening exercise <p>Writing emails, point-form outlines, cue card notes</p> <p>Group Meeting</p> <ul style="list-style-type: none"> • Drafting questions <p>Homework:</p> <ul style="list-style-type: none"> • Finalize your 2--min oral • Send email to me at least 72 hours in advance of your presentation • Include point-form memo outline of presentation

DATE	LESSON OVERVIEW
Week 4 Thursday, January 27	Distribution of field site #2 <ul style="list-style-type: none"> • 5-minute group meeting to open log #2 and select someone to contact field site host Assignment 1: 2-min orals Homework: <ul style="list-style-type: none"> • Contact your second field site host
Week 5 Thursday, February 3	Field Trips
Week 6 Thursday, February 10	Writing Reports <ul style="list-style-type: none"> • Citing and Quoting • Format: Formal Report • Background (your premise) • Exec summary • Tone / 7 Cs Group Meeting Drafting Reports Homework: <ul style="list-style-type: none"> • Written Reports are due: Feb 24. • You should have made contact with second field trip host. Prep should be well underway.
Week 7 Thursday, February 17	Peer Edit <ul style="list-style-type: none"> • Written Field Trip Report 1 Creating PowerPoint Slides <ul style="list-style-type: none"> • What works, what doesn't. • Creating sample slides Lecture: Group Presentations <ul style="list-style-type: none"> • Hand-offs • Sharing responsibilities • Practice using the Technology Homework: <ul style="list-style-type: none"> • Finalize your written report and group presentation for next class • Field trip 2 arrangements should be complete by now. <div data-bbox="1073 1310 1289 1503" style="border: 1px solid black; padding: 5px; color: blue; text-align: center;"> No class: Spaghetti bridge contest </div>
Week 8 Thursday, February 24	DUE: Assignment 2: Written Report and Oral Presentation Group orals

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Week 9 Thursday, March 3	Field Trip #2
Week 10 Thursday, March 10	Peer Edit: <ul style="list-style-type: none"> • Writing presentation memo Prepping orals Homework: <ul style="list-style-type: none"> • Finish written report and oral prep for next class.
Week 11 Thursday, March 17	DUE: Assignment 3: Presentation memo and group oral presentation