

English 309, Report and Proposal Writing Summer 2007 Syllabus — UPDATED

NOTE: This syllabus is only an outline. It will change as the semester progresses and does not list all readings and shorter assignments. **Topics** will be discussed in class on the dates they are listed. **Readings** and **Assignments** are **DUE** on the dates listed. Unless otherwise noted, all readings come from *Writing Proposals*, by Richard Johnson-Sheehan. Changes to the syllabus will be announced in class and posted to the class website. The latest version of the syllabus will always be available online: <http://courses.engl.iastate.edu>

NOTE: This revised syllabus uses a MTWR schedule, which means will meet from 1:15 to 2:30, four days a week.

Week 1

- 6/11 **Topic:** Introduction to course; review syllabus and policies; introduction to the computer lab; discuss Diagnostic Memo
- 6/12 **Topic:** The genre of proposals; identifying problems and opportunities; discuss Unit #1: Individual Report and Proposal **Read:** Chapters 1 and 2
- 6/13 **Topic:** The rhetorical situation **Read:** Chapter 3
- 6/14 **Topic:** Unit 1 drafting workshop; individual mini-conferences **Assignment:** Unit #1 formal proposal due in class; Diagnostic Memo due on Friday by midnight

Week 2

- 6/18 **Topic:** Describing the current situation; conducting primary research **Read:** Chapter 4
- 6/19 **Topic:** Developing a plan **Read:** Chapter 5
- 6/20 **Topic:** Describing qualifications **Read:** Chapter 6
- 6/21 **Topic:** Costs and benefits; peer critique workshop **Read:** Chapter 7 **Assignment:** Unit #1 situation report due in class

Week 3

- 6/25 **Topic:** Writing with Style; in-class revision exercise **Read:** Chapter 9
- 6/26 **Topic:** Document layout and design; design workshop **Read:** Chapters 10 and 11, plus additional readings on the course website
- 6/27 **Topic:** Putting it all together **Read:** Chapter 12
- 6/28 **Topic:** Finishing touches workshop; midterm review; discuss teaming inventory **Assignment:** Unit #1 complete draft due in class

Week 4

- 7/2 **Topic:** Midterm test **Assignment:** Prepare for midterm test; complete teaming inventory worksheet
- 7/3 **Topic:** Discuss Unit #2: Grant Proposal, Unit #3: Oral Presentation, and Funder Research Reports

Week 4 (continued)

- 7/4 University holiday—no class
- 7/5 **Topic:** Grant proposals vs. consulting proposals; funder research workshop
Assignment: Unit #1 final draft due

Week 5

- 7/9 **Topic:** Presentation of funder research reports; team meetings and contract negotiations **Assignment:** Funder Research Reports due
- 7/10 **Topic:** Researching grant opportunities and selecting a specific funder
- 7/11 **Topic:** Mini-conferences with Unit #2 teams **Assignment:** Team proposals for Unit #2 due
- 7/12 **Topic:** Continued discussion of Unit #2 and Unit #3

Week 6

- 7/16 **Topic:** Oral presentations **Read:** “The Cognitive Style of PowerPoint” and “Presentation Zen” (PDF handouts) **Assignment:** Unit #2 first draft due
- 7/17 **Topic:** Developing budgets **Read:** Chapter 8
- 7/18 **Topic:** Tailoring resumes for specific audiences; resume writing workshop
Read: Online articles about resume writing
- 7/19 **Topic:** Group workshop and conferences **Assignment:** Unit #3 storyboards due

Week 7

- 7/23 **Topic:** Group workshop and conferences **Assignment:** Unit #2 second draft due
- 7/24 **Topic:** Group workshop and conferences
- 7/25 **Topic:** Group workshop and conferences
- 7/26 **Topic:** Discuss Final Memo; review oral presentation guidelines
Assignment: Unit #2 final draft due

Week 8

- 7/30 **Topic:** Group presentations of Unit #3
- 7/31 **Topic:** Group presentations of Unit #3
- 8/1 **Topic:** Group presentations of Unit #3
- 8/2 **Topic:** Course review; course evaluations **Assignment:** Unit #3 final draft due; Final Memo due on Friday by midnight