

CS100W sect 9 Fall 2025 Course Schedule T/TH@15:00

All homework is due at 11:59pm on Sundays.

Notations: IC - In-class, h/w - homework

Weeks	H/W	Tuesday	Thursday
Week 1 8/20		No class	First class. Name game. Grading system. Career Center Events.
Week 2 8/25-27	Intro on Canvas. Syllabus Quiz.	Name recap. Introducing Professional Writing. Career Portfolio. CV, LinkedIn profile analysis (group IC).	Informational Interview Project & Qs. Interview a Peer IC.
Week 3 9/1-3	CV. LinkedIn profile. LD#1- do you speak corporate?	No class. Labor day.	Elevator Pitch how-to. LinkedIn individual profile check.
Week 4 9/8-10	Elevator Pitch for peer and instructor review. LD #2 -gendered language.	Pitch Review. Resume, Accomplishment Statements, and CL analysis.	Career Center website Orientation
Week 5 9/15-17	Position, company spec, resume, CL drafts. LD#3-failure to communicate	Resume and CL check. Interviewing (10 questions)	Mock interviews. Follow up letter analysis.
Week 6 9/22-24	Resume and CL final due. Quiz. TWE 1 Quiz.	Intro to Technical Writing. Recommendation Reports. Project-based Learning. Term Project. - h/w check understanding of the report guidelines	Key Concepts 25 sentences group work.
Week 7 9/29-10/1	Project idea pitch.	Groups formed IC. Groups pitch topics and share.	Group pre-drafting memo. Conceptual vocabulary. Audience Awareness Definitions Example.

Week 8 10/6-8	Group Memo. Group work feedback form.	MLK Library Resources Workshop (date may change)	Start source matrix. Conceptual dump. AB Workshop in class.
Week 10/13-15	Article Break down.	Deep Research with AI? Concept Visual Design and functionality.	Outlining of Tasks. Consider Sources.
Week 10 10/20-22	10 sources in a matrix form.	Paraphrasing.	Synthesizing.
Week 11 10/27-29	Project Rough draft.	Using images. Tables and figures in APA.	APA kahoot.
Week 12 11/3-5	Full draft.	Cross-group draft peer-review	Group conferences.
Week 13 11/10-12	Interview Transcript. AB final.	Infographics. Preparing presentations of reports [set order of group presentations]	Preparing presentation of reports.
Week 14 11/17-19	<i>Final Report Project.</i> Presentations due. Group Feedback form due.	Group Project Presentations. G 1, 2 with audience Q&A	Group Project Presentations. G 3, 4 with Audience Q&A
Week 15 11/24-26		Group Project Presentations. 5, 6 with Audience Q&A	No Class. Thanksgiving holiday!
Week 16 12/1-3	Interview Report Final.	Interview share.	Interview share.
Finals week 12/8		Final quiz on Canvas.	Final Reflection due based on the final exam schedule.