**2.3 – Writing Schedule (Jenn Dunbar)**

**March 16:** *review past assignments for Unit 2, instructor feedback, peer reviews and personal notes to develop meaningful reflections for 2.3 assignment*

**March 17:** (2.3) **Unit Two Reflection** due (post to student blog)

**March 20:** *read instructors blog for any tips, format guidelines and/or examples, and 1.7 of handout for 3.1 assignment #1* / *review strategies, letter formats, instructors blog, use check-list provided for 3.1 assignment #2*

**March 22:** (3.1) **You Attitude Memo** due (post to team forum)

**March 22:** (3.1)**Two Business Letters**(post on team forum)

**March 23 + ongoing:** *start viewing details of assignment, readings, career online website to grasp scope/ask questions for 4.2 assignment*

**March 25:** *start on*assignment 3.2 / *review Formal Report proposal and outline, core elements of the report*

**March 29:** (3.2) **Formal Report Draft** due (post to team forum & email to team reviewer)

**March 30:** - *review instructor’s blog and how to organize a peer review for assignment 3.3. Use provided checklist.*

**April 3:** (3.3) **Peer Review of Formal Report Draft** due (post to team forum)

**April 4:** Review Unit 3 projects to start assignment 3.3

**April 6:** (3.3) **Unit 3 Reflection due** (post to student blog)

**April 7:** *review instructor’s blog and text readings & start Formal Report for assignment 4.1*

**April 12:** (4.1) **Formal Report due** (post to team forum as pdf)

**April 13:** *start Application Package and Web Folio*

* ***AP:*** *review instructor’s blog for examples and complete readings, think about who to ask for references*
* **WF:** review instructor’s blog and complete readings, decide where to build web folio and best work to include

**April 17:** (4.2) **Application Package due** (post to team forum)

**April 17**: (4.3) **Web Folio due** (post to team forum)