

Department of Marketing, Entrepreneurship, Hospitality and Tourism

MKT 309: Business Communication
Summer I 2019: Online

Course Syllabus is subject to change.

Instructor: Ms. Lori Mackowski

Office: 380 Bryan Building

Office Hours: In-person or by phone. To schedule a 15-minute appointment, please e-mail a meeting request.

Additionally, please also note the following:

1. If you are unable to keep your scheduled appointment, please cancel so the time slot is available for another student.
2. Be on time for your meeting and be prepared with specific questions.

E-mail: lamackow@uncg.edu (best way to contact me). Please note the following: 1) E-mail me using iSpartan and, do not send e-mails through the Canvas Inbox as you will not receive a response, 2) E-mails will be responded to as quickly as possible during the business day and 3) Grade discussions, assignment feedback, etc. will not be given via e-mail, only during a scheduled appointment.

GENERAL COURSE INFORMATION:

Description: Business and professional communication: teamwork, communication technology, verbal and non-verbal strategies in a problem-solving, innovation context. Emphasizes effective persuasive, interpersonal, intercultural, and organizational strategies through business styles, formats and presentations.

Prerequisites: Junior standing and admission to an approved Bryan School of Business and Economics program.

Overview: This marketing class is heavily focused on Innovation, Design Thinking and Innovative Practices and, as a Writing Intensive (WI) and Speaking Intensive (SI) course, will incorporate the practice of business writing and speaking through individual and team work. Assignments are structured in relation to a hands-on Innovation Project to reflect an important business context as well as to cultivate the problem-solving and human capacity skills, knowledge, and mindsets useful for working in changing, challenging, collaborative and, uncertain environments.

Time commitment: This course requires you to allocate at least 3-5 hours per day as recommended by The Dean of Students Office. Additionally, the Innovation Project is extensive and requires a significant amount of time. As related to the time commitment for this course, please note the following:

1. Teams/members are responsible for scheduling weekly, standing meetings (virtually and or face-to-face). Keep in mind; you may need more than one meeting per week when the workload intensifies.
2. If you cannot fully commit to the terms of this course, you should drop the class immediately.

Textbook: *Writing That Works* by Oliu, Brusaw and Alred, 12th Edition, ISBN: 978-1-319-01948-8

Required supplies: The Innovation Project requires teams/members to purchase and use the following types of items: Easel pad, masking tape, post-it notes, craft supplies, markers, etc. Purchase and coordination of supplies will need to be determined by each team and, all costs incurred need to be equally divided amongst members.

Resources:

- Syllabus and Course Schedule. Please note the following: 1) Before asking or e-mailing a question, reference this Syllabus and Course Schedule (If you e-mail a question already addressed in these documents, you will not receive a response) and 2) It is your responsibility to read and re-read these documents carefully.

- Links for the following resources are provided within the Canvas course: Plagiarism and Academic Integrity, The University Speaking Center, The University Writing Center, University Libraries and 6-TECH Technical Support.

Teaching Methods: Course content is delivered via Canvas, through PowerPoint lectures, assigned readings, activities, videos and Discussion Board forums.

LEARNING OUTCOMES

The Bryan School of Business and Economics Mission Statement and Student Learning Goals:

In the Bryan School of Business and Economics, we create and disseminate knowledge about the theory and practice of business. In addition to our courses and research, we accomplish this through hands-on projects, global experiences, and outreach to the community. Our work produces principled leaders and exceptional problem solvers who have a global perspective, an innovative mindset, a broad understanding of sustainability, and a commitment to improve the organizations in which they work and the communities in which they live.

Common Bryan School Learning Goals:

1. Students will implement the various steps of the critical thinking process, supported by the appropriate use of analytical and quantitative techniques, to formulate recommendations for subsequent decision-making.
2. Students will apply appropriate ethical standards when making recommendations for business decision making.
3. Students will evaluate business decisions in the context of sustainability goals, balancing environmental, social, and economic needs, conditions, and potential decision impacts.
4. Students will formulate appropriate strategies, in the context of global issues and forces, to improve business performance in the world economy.
5. Students will explain the roles of innovation and innovation management in achieving successful business strategies, decisions, and performance.
6. Student will be able to plan, schedule, contribute to, and lead projects.

Impact of this Course on the Student Learning Goals:

Upon successful completion of this course, you will be able to meet various components of two program-learning goals:

- Learning Goal #5 Innovation: This course will introduce (1) three aspects of innovative thinking—mindfulness, mindsets and strengths and (2) the Design Thinking problem-solving approach. The innovation assessment is an end-of-term essay on these two components. Included in this goal, you will:
 - 5.1: Understand the process and product of innovation
 - 5.2: Relate the innovation process to value in business strategies, decisions and performance
- Learning Goal #6 Collaboration and Communication: In this course, you will study effective business writing and presenting. Additionally, in teams, you will plan and manage a semester-long project focused on a real client's business need—producing draft and final writing and speaking products. The written assessment is the end-of-term innovative essay and, the speaking assessment will be the video presentation of the project. Included in this goal, you will:
 - 6.1a: Employ multiple forms of written communication techniques to deliver the most effective communication for the situation
 - 6.1.b: Employ multiple forms of spoken and nonverbal communication techniques to deliver the most effective communication situation.

Course Outcomes:

In this course, you will also be introduced to various learning components of critical thinking, ethical decision-making and strategy formulation with audience consideration relative to multicultural communication and, in order to achieve these Course Outcomes, you will:

1. Understand the importance of effective communication in the workplace
2. Identify communication strategies to business situations.
3. Create responses to communication needs.
4. Conduct business research for evidence-based writings and presentations.
5. Use accurate documentation of sources.

6. Write concise and organized documents using the appropriate format.
7. Use the Three-Step Writing process.
8. Write reports based on evaluation of data.
9. Develop and demonstrate effective oral presentations with verbal and nonverbal proficiencies.
10. Understand the positive human capacities for deep insight, collaboration, and innovative problem-solving.
11. Develop skills to conceive, research, prototype, and design innovations using verbal, nonverbal, visual-figurative, and written forms of communications.

WI and SI Learning Outcomes and Expectations for Students:

For this WI and SI course, please read/understand the following Learning Outcomes and Expectations for Student Participation:

- The General Education Learning Outcome for a WI course is *Students will be able to write in genres appropriate to the discipline(s) of the primary subject*. As such, this course will promote your ability to write clearly, coherently and effectively as well as adapt mediums of communication specific to the needs of your audience.
- The General Education Learning Outcome for a SI course is *Students will be able to speak in genres appropriate to the discipline(s) of the primary subject*. As such, this class aims to further develop your ability to speak clearly, coherently and effectively as well as adapt modes of communication specific to the needs of your audience.

Additionally, with a WI and SI course, there is extensive material to cover and the pace is intense. Keep up with the readings and assignments and plan ahead. Do not procrastinate and do not let yourself fall behind. It will affect the quality of your work and will negatively impact your grade.

COURSE POLICIES AND PROCEDURES:

- **Plagiarism, Falsification of Course Documents or Cheating:** Will not be tolerated and, you must adhere to the UNCG Academic Integrity (AI) Policy that can be found online at <http://academicintegrity.uncg.edu>. Written work will be submitted as a Turnitin assignment in Canvas unless otherwise instructed. Turnitin is a plagiarism prevention service which checks for unoriginal content in student papers - this includes work submitted by ANY current or previous MGT/MKT 309 students as well as online resources such as websites, etc. Understand the following: Turnitin meticulously examines all of the text in your document and can trace any websites you visited and information you have referenced/included. Additionally, Turnitin provides the instructor with a detailed report (of any unoriginal content) that can be used as documentation for an AI violation. Please note: Any violation of the AI Policy, such as an occurrence of plagiarism, falsification of course documents or cheating, could result in failure of the course. Be advised:
 - An occurrence can equate to plagiarizing just one sentence from a consulted source. Do your own work!
 - I need only to suspect plagiarism and or cheating has occurred in order to begin the investigative, formal process as outlined in the AI Policy.
 - If found guilty of an AI violation, my standard procedure is to 1) issue a zero for the assignment and 2) have the incident documented on your permanent record —negatively impacting admissions into future academic programs as well as employment opportunities.
- **Accommodations for Students with Disabilities:** In order to receive appropriate academic accommodations, students with documented disabilities (mental or physical) must register with the Office of Accessibility Resources and Services (OARS). Please note: Until the OARS registration process is complete; students are not eligible for accommodations.
- **Consideration for your Health and Wellness:** Your health impacts your learning. Throughout your time in college, you may experience a range of health issues that can cause barriers to your learning. These might include physical ailments, illnesses, strained relationships, anxiety, high levels of stress, alcohol/drug problems, feeling down, or loss of motivation. Contact Student Health Services and or The Counseling Center for help with these or other issues by calling 336-334-5874, visiting the website at <https://shs.uncg.edu/> or visiting the Anna M. Gove Student Health Center at 107 Gray Drive. Help is always available.



- **Late Work:** All graded assignments are to be posted in Canvas by the designated due date/time. If there is not an assignment posted for you/your team in Canvas, I will assume you/your team chose not to submit and, you/your team will receive a zero/0. The Late Work policy does carry one caveat, a “*Get Out of Jail Free*” Card. This card entitles you to submit ONE late assignment (applies only to the designated assignments below) —no later than 48-hours after the original due date/time. Use this card wisely and read/understand the following terms:
 - Save this card for an emergency, illness or technical issue preventing a timely assignment submission.
 - Applies only to graded Individual Writing/Speaking assignments. Please note: This does not apply to Discussion Board Postings, Activities, Peer Evaluations, the Team Research Report or Research Report Presentation. Additionally, this card does not apply to incomplete assignment submissions or incorrect assignment submissions.
 - To redeem this card, you must e-mail me stating you/your team wish to use your *Get Out of Jail Card* and, include your assignment as an attachment to the e-mail.
 - Very Important: If you do not e-mail me/submit your assignment within the 48-hour period, you will receive a 0/zero. No exemptions, excuses, discussions, etc.
- **Faculty and Student Guidelines:** Read, understand and abide by these guidelines that can be found online at https://bryan.uncg.edu/wp-content/uploads/2017/08/faculty_student_guidelines.pdf
- **Student Code of Conduct:** Read, understand and abide by this code of conduct that can be found online at <https://sa.uncg.edu/handbook/student-code-of-conduct/>
- **Submitting Assignments:**
 - ★ **IMPORTANT:** If you encounter problems submitting your Canvas assignment, you are to first contact 6-TECH Technical Support and open a Service Desk Ticket. Second, inform me of the problem via an e-mail, which includes your Service Desk Ticket number.
 - Before submitting your first assignment, please do the following:
 1. Be sure to read and utilize the information provided in the link titled “Instructions for Submitting Canvas/Turnitin Assignments.” This link is located in the Start Here! Canvas Module.
 2. Go to <http://guides.instructure.com> for information on supported browsers for Canvas.
 - Follow assignment directions carefully and submit your work as requested. Points will be deducted if you do not. Understand, in the business world, not following directions can negatively impact your credibility and may result in lost promotions and or, in termination.
 - Be sure to post the correct file/version of your assignment. Assignments will not be re-graded due to an incorrect file submission
 - **To ensure successful submission of your Canvas assignments:**
 1. Confirm you are using an updated and Canvas supported browser.
 2. Be advised: Canvas assignment links will not be available after the designated due date/time.
 3. Submit assignments in advance of the designated due date/time to allow for any unforeseeable technical difficulties preventing a timely and successful submission. Please note: It takes more than 5 minutes to correctly upload an assignment. Do not wait until the last minute to post/submit an assignment as the link will expire.
 4. Be sure to use a computer to post assignments, not a phone or tablet.
 5. Complete the entire submission process. Be sure you receive the Digital Receipt as it documents the successful submission of your assignment. Please note: If there is not an assignment posted for you/your team, I will assume you/your team chose not to submit and, you/your team will receive a zero/0.

TO BE SUCCESSFUL IN THIS COURSE:

- **IMPORTANT:** In Canvas, make sure your Notifications preferences are set to receive a notice ASAP for all Announcements. As an online course, it is imperative you receive messages from me immediately.
- **IMPORTANT:** Not all assignment due dates are included in the Canvas calendar. Refer to the Course Schedule regularly to ensure you do not miss any due dates.



- Log into Canvas daily for: 1) Important Announcements, read each Announcement carefully and or 2) Expansion of the daily/weekly schedule.
 - Post any course and or assignment related questions you have to the open/running Questions & Answers Discussion Board (DB) forum. This forum will serve as a means to facilitate conversation and answer any questions you have regarding assignments, the Course Schedule, etc. I will check the forum and reply/post with answers. Please note the following: 1) Everyone is encouraged to check this forum daily for information that may provide further clarification and or helpful resources, 2) Before e-mailing with a question, be sure to check the forum first, 3) Replies will be posted as quickly as possible during the business day.
 - Be responsible and utilize all resources provided (PowerPoint lectures, assigned readings, activities, videos, DB forums, etc.). Resources and information have been carefully selected to help you understand course materials and aid in completing assignments. Be advised: If you choose not to use the resources and information provided in the weekly Units, you choose to lower your grade significantly and you may not pass this course.
 - Read all assignments in advance and seek help or clarification immediately. Please note: If you e-mail a question regarding how to complete an assignment, the day before it is due, it is unlikely you will receive a timely response.
 - By enrolling in this course, you agree to the course timeline, deadlines and responsibilities. You are to manage your time accordingly– everyone has personal and professional responsibilities to balance.
 - Assignments are exercises in the balance of following directions and applying ingenuity. Detailed directions will be provided to help with assignment completion. Follow these directions carefully and fulfill assignment requirements as noted. Points will be deducted if you do not.
 - Pay close attention to detail when completing each assignment.
 - Complete all assignments (graded or not). Please note: If you choose not to complete an assignment, you choose to lower your grade significantly and you may not pass this course.
 - Always cite all sources of information in correct APA format, using Footnotes.
 - Be respectful and courteous to everyone at all times.
 - If you have questions, need help, clarification or do not understand something, you are encouraged to schedule an appointment during Office Hours, as I am waiting to help. Please note: It is essential to read assignment instructions when assigned on the Course Schedule and make appointments in advance for visiting Office Hours if you foresee questions or need help.
-

ASSIGNMENTS:

For all assignments, specific instructions will be posted in Canvas. The Innovation Project outlined below serves as the basis for all Writing and Speaking assignments:

Innovation Project:

This semester-long Innovation Project is a means of learning to how to communicate, collaborate, research, problem solve and design an innovation in a real-world context. You will be placed into teams and required to develop an innovation for an actual organization using the assigned case and client. Although innovation is typically thought of as a new product or service, it can be any new or improved product, process, system, or model that addresses a market or operational opportunity or challenge.

The approach to innovation taught in this course is called *Design Thinking*, a relatively new method adopted by leading companies such as Google, Apple, Pepsi, and even the U.S. Marines. As such, you will learn the Design Thinking methods, mindsets, steps, and tools in order to apply it to organizations.

The core components of this approach will be taught through the Innovation Project and business communications assignments. This way, clarity, structure, insight, persuasion and other key principles of impactful business communications, along with the ability to solve problems adaptively and effectively with others, are instilled in tandem.

At the end of the semester, teams will produce an Investigative Research Report and present their work publicly in both written and spoken forms. The client organization will receive these deliverables to see how effectively students conceive and deliver a targeted innovation as well as communicate the concept, design, and strategy of the innovation.

Innovative Practices such as character strengths, mindsets and mindfulness will be taught to facilitate individual and group business communications and innovation activities. You will learn about listening, empathy, agility, collaboration, problem-solving, and resilience (handling setbacks).

Writing:

Individual and Team Writing assignments are as follows:

Individual Writing Assignments:

- Secondary Research Memo
- Reflection Quiz

Group Writing Assignment:

- Investigative Research Report

For all Writing assignments, please note the following:

- Review the *Writing Rubric* posted in Canvas to understand how you will be graded and, to ensure high-quality work.
- Contact The University Writing Center for additional assistance and resources to aid in revising your work (face-to-face and online sessions are available). If English is your second language, you are encouraged to seek this assistance.
- Graded work and or feedback will be available in Canvas. To access graded work and or feedback, click on “Grades,” and then click on the name of the assignment. To view comments and feedback noted in the assignment, select “View Feedback” and, to access the Rubric, select “See Rubric.”

Speaking:

Individual and Team Speaking assignments are as follows:

Individual Assignments:

- Speaking Extemporaneously and Filming Yourself
- Speech #1
* With appropriate documentation, Extra Credit is available/applicable to the Speech #1 grade by attending a consultation appointment (face-to-face or online) at The University Speaking Center.

Team Assignment:

- Research Report Presentation

Additionally, be advised of the following:

- For Individual and Team assignments, review the *Speaking Rubric* posted in Canvas to understand how you will be graded and, to ensure high-quality work.
- Contact The University Speaking Center) for additional assistance and resources to aid in writing your outline and delivering your speech. If English is your second language, you are encouraged to seek this assistance.
- Graded work will be available in Canvas. To access graded work, click on “Grades,” and then click on the name of the assignment. To view comments and feedback, select “See Rubric.”

PARTICIPATION:

As with a face-to-face class, your participation in an online class is also required to be successful. You are expected and required to participate in this online course by thoughtfully completing Activities, Discussion Board Forums and Peer Evaluations.

Activities: Read all course materials carefully especially the PowerPoint lectures, which contain detailed lessons, resources and or Activities that will aid in completing upcoming assignments.

Discussion Board (DB) Forums: On designated weeks listed in the Course Schedule, DB forums will be provided for you to respond to. Check Course Schedule for due dates and times. Please note: DB forums will not be available after the designated due date and time. Upon completion of the required Unit activities (PowerPoint lectures, assigned readings, videos, etc.), you are to submit at least **2** postings per DB forum (1 Initial Post and 1 Response Post). The forums will analyze cases and or discuss topics covered in the PowerPoint lectures, assigned readings, videos, etc. and will align with an upcoming assignment. The purpose of these forums is to practice business-writing skills and discuss with your classmates what you learned in the Unit— ultimately helping you prepare for an upcoming assignment.

Requirements for DB Forums: Each week, you are to craft 1 Initial Post and 1 Response Post to meet the following requirements:

1. **Initial Post:**
 - Complete no later than 11:59 p.m. on Friday to ensure adequate time necessary for thoughtfully responding to classmates’ postings.
 - Must be substantive —well-constructed, thoughtful and demonstrate mastery of Unit concepts/material by including Unit specific information such as terms, concepts, etc. defined and explained in your own words.
 - Encourage and facilitate conversation with your classmates (e.g. ask questions).
 - Include a personal story and or example(s) that adds depth to the topic and demonstrates application to real-life.
2. **Response Post:**
 - Must be substantive —well-constructed, thoughtful and demonstrate mastery of Unit concepts/material by including Unit specific information such as terms, concepts, etc. defined and explained in your own words.
 - Encourage and facilitate conversation with your classmates (e.g. ask/respond to questions).

Please note: Postings that say “I agree/Great point” or restating what another student has already said do not count as a post and your assignment will be graded as not meeting requirements.

Peer Evaluations: As part of the Innovation Project, you will be required to complete a Peer Evaluation on each team member detailing and grading their contributions and participation. Specific instructions will be posted in the “Assignments” module in Canvas. Be advised: Failure to complete a Peer Evaluation with a numeric grade for each team member will result in an automatic one-letter grade deduction on YOUR Peer Evaluation.

ASSIGNMENTS AND ASSOCIATED PERCENTAGES:

Assignments:	Total Percentages:
Individual Writing Assignments: Secondary Research Memo, Reflection Quiz	15%
Individual Speaking Assignments: Speaking Extemporaneously and Filming Yourself, Speech #1	15%
Team Writing Assignment: Investigative Research Report	30%
Team Speaking Assignment: Research Report Presentation	20%
Participation: Discussion Board Forums, Activities, Peer Evaluations	20%

GRADING:

- Grade discussions will not occur via e-mail. Instead, please schedule an appointment during Office Hours.
- It is your responsibility to check Canvas weekly for assignment and participation grades. Be advised: Grades posted in Canvas will not be discussed/reviewed after 5 business days.
- Assignments will be graded as quickly as possible (minimum of 8-10 business days).
- Final course grades are not rounded up.
- Please note: Grades are not “given,” they are “earned” based on your demonstrated performance. As in the business world, you are evaluated on your performance, not on effort. Therefore, as a performance-based course, you are graded on your performance activities, not on effort. Remember, the key to excellence is practice!
- The following grading matrix will be used and, specific Writing and Speaking Rubrics are posted in the “Start Here!” module in Canvas. Carefully review the Writing and Speaking Rubrics to fully understand assignment expectations.

Grading Matrix:

	A:	B:	C:	D:	F:
+	N/A	89 - 87	79 - 77	69 - 67	59 or below
	100 - 94	86 - 84	76 - 74	66 - 64	
-	93 - 90	83 - 80	73 - 70	63 - 60	

COURSE SCHEDULE

This Course Schedule is subject to change: Check Canvas daily for: 1) Announcements and or 2) Expansion of the daily/weekly schedule.

IMPORTANT: Not all assignment due dates are included in the Canvas calendar. Refer to this schedule regularly to ensure you do not miss any due dates.

As a WI and SI online course, there is extensive material to cover and the pace is intense. Keep up with the readings and assignments and plan and work ahead when possible. Do not procrastinate and do not let yourself fall behind.

WEEK:	DATES:	TOPICS (READINGS, VIDEOS, PLANNING, ETC.)	ASSIGNMENTS & DUE DATES:
1	<p>May 15-19</p> <p><i>**Plan and work ahead.**</i></p>	<p>1. In the Start Here! module located in Canvas, read the information posted.</p> <p>2. In the Meet Your Client module: 1) Read all documents posted and 2) Watch the client videos provided and take notes of relevant information. Information provided in these documents and videos is essential in completing the Research Report.</p> <p>3. Read and begin the Speaking Extemporaneously and Filming Yourself assignment</p> <p>4. Read Secondary Research Memo assignment</p> <p>5. Read the Research Report assignment and Chapter 10</p> <p>6. Plan first Team Meeting for <u>this</u> Saturday or Sunday to: 1) Discuss and delegate topics for Secondary Research, 2) Discuss and delegate Primary Research and 3) <u>Determine date/time for weekly standing meetings</u>. Please note: Both Secondary and Primary Research needs to begin <u>immediately</u>.</p>	<p>1. Create your Canvas profile and upload a profile photo (if not already created)</p> <p>2. DB Forum Start Here!: Meet & Greet Your Classmates</p> <p>Above assignments are due/to be posted no later than 11:59 p.m. on Sunday, May 19.</p>
2	<p>May 20-26</p> <p><i>**Plan and work ahead.**</i></p>	<p>Unit 1: Business Communication Fundamentals and Innovative Practices: (1) Academic to Business Writing, (2) Audience-Centeredness, (3) Language Choices, (4) Character Strengths and Mindsets, (5) Mindfulness</p> <p>DURING THIS WEEK:</p> <p>Individually:</p> <ul style="list-style-type: none"> • Complete all Unit 1 readings, videos, activities, etc. as outlined in the Unit 1 Overview in the Canvas module. • Continue individual Secondary Research needed to complete the Secondary Research Memo. <p>As a Team be sure you meet and:</p> <ul style="list-style-type: none"> • Continue Primary Research: <ul style="list-style-type: none"> ○ Identify interviewees, make interview appointments and, craft interview questions ○ Determine dates and locations for observations ○ Craft survey questions, design the survey and send survey out <p>*Please note: Interview and survey questions need to be crafted to obtain necessary data to aid in creating the innovation and solving the client's problem/needs.</p>	<p>1. Speaking Extemporaneously and Filming Yourself: Complete DACTS Consultation no later than 11:59 p.m. on Friday, May 24.</p> <p>2. DB Forum Unit 1: Initial Post: Due/to be posted no later than 11:59 p.m. on Friday, May 24. Response Post: Due/to be posted no later than 11:59 p.m. on Sunday, May 26.</p> <p>3. Secondary Research Memo: Due/to be posted no later than 11:59 p.m. on Sunday, May 26.</p>



3	<p>May 27-June 2</p> <p>**Plan and work ahead.**</p>	<p>Unit 2: Business Speaking: (1) Speech Preparation, (2) Speech Delivery</p> <hr/> <p>Unit 3: Design Thinking: (1) Introduction to Design Thinking: Wallet Exercise, (2) Design Thinking, (3) Ideating Concepts</p> <p>DURING THIS WEEK: Individually:</p> <ul style="list-style-type: none"> Complete all Unit 2 readings, videos, activities, etc. as outlined in the Unit 2 Overview in the Canvas module. Complete all Unit 3 readings, videos, activities, etc. as outlined in the Unit 3 Overview in the Canvas module. <p>As a Team be sure you meet and:</p> <ul style="list-style-type: none"> Continue Primary Research Continue and finish Ideating Concepts Select Concept(s) for Prototyping Begin writing Draft Part 1 of the Research Report 	<p>1. DB Forum Unit 2: Initial Post: Due/to be posted no later than 11:59 p.m. on Friday, May 31 Response Post: Due/to be posted no later than 11:59 p.m. on Sunday, June 2.</p> <p>2. Speech #1: Due/to be posted no later than 11:59 p.m. on Sunday, June 2.</p>
4	<p>June 3-9</p> <p>**Plan and work ahead.**</p>	<p>Unit 3: Design Thinking Continued: Prototyping and Testing</p> <p>DURING THIS WEEK: Individually:</p> <ul style="list-style-type: none"> Finish Unit 3 readings, videos, activities, etc. as outlined in the Unit 3 Overview in the Canvas module. <p>As a Team be sure you meet and:</p> <ul style="list-style-type: none"> Begin and finish Prototyping Begin Prototype Testing which needs to be complete no later than June 12 Schedule DACTS Consultation for no later than June 12 Begin Draft of PowerPoint/ Research Report Presentation needed for required DACTS Consultation Continue and finish writing Draft Part 1 of the Research Report Begin writing Part 2 of the Research Report 	<p>1. DB Forum Unit 3: Initial Post: Due/to be posted no later than 11:59 p.m. on Friday, June 7. Response Post: Due/to be posted no later than 11:59 p.m. on Sunday, June 9.</p> <p>2. Draft Part 1 Research Report: Due/to be posted no later than 11:59 p.m. on Sunday, June 9.</p>
5 & 6	<p>June 10-19</p> <p>**Plan and work ahead.**</p>	<p>Unit 4: Application of Skills to Innovation Project: Integrate your Writing, Speaking, Innovative Practices and Design Thinking to finish this Innovation Project!</p> <p>DURING THIS TIME: As a Team be sure you meet and:</p> <ul style="list-style-type: none"> Attend DACTS Consultation no later than June 12 Complete Prototype Testing, apply feedback and create final Prototype no later than June 12 Continue and finish writing Part 2 of the Research Report Continue and finish PowerPoint/Research Report Presentation 	<p>Peer Evaluations: Due/to be posted no later than 11:59 p.m. on SATURDAY, June 15.</p> <p>Research Report: Due/to be posted no later than 11:59 p.m. on SUNDAY, June 16.</p> <p>Reflection Quiz: Due/to be posted no later than 11:59 p.m. on MONDAY, June 17.</p> <p>PowerPoint/Research Report Presentation: Due/to be posted no later than 11:59 p.m. on TUESDAY, June 18.</p>