









# COM 102 - WINTER 2018 SCHEDULE\*

Online Class - Times are Eastern Standard Time (EST)

| WK       | SUNDAY  | MONDAY  | TUESDAY  | WEDNESDAY   | THURSDAY  | FRIDAY  | SATURDAY  |
|----------|---|---|--|---|---|---|---|
| <b>1</b> | Dec 10  | 11  | 12<br><br>HAPPY HANUKKAH  | 13  | 14  | 15  | 16 First Class Day<br>Review Syllabus<br>COURSE ORIENTATION<br>Student Profile<br>Take Syllabus Quiz<br>Take PRE-TEST         |
| <b>2</b> | Dec 17<br>Ch 1<br>A First Look at Communication<br><b>ORIENTATION</b><br>Student Profile, Syllabus Quiz & PRE-TEST<br>DUE in iLearn BY 11:55 PM | 18<br>Ch 1<br>A First Look at Communication<br><br>Ch 2<br>Field of Communication   | 19<br>Ch 2<br>Field of Communication<br><br>Ch 3<br>Perceiving & Understanding<br>Perception Activity  | 20<br>Ch 3<br>Perceiving & Understanding                    | 21<br>Ch 4<br>Verbal Communication  | 22<br>Ch 4<br>Verbal Communication<br><br>Mind in the Eyes Activity   | 23<br>Ch 5<br>Nonverbal Communication<br><br>2 Activities<br>DUE in iLearn BY 11:55 PM  |
| <b>3</b> | Dec 24<br>Christmas Eve<br><br>Ch 5<br>Nonverbal Communication | 25<br><br>Ch 6<br>Listening & Responding               | 26<br><br>Ch 6<br>Listening & Responding<br><br>BEGIN REQUIRED ASSIGNMENT | 27<br>Ch 7<br>Creating Comm Climates                        | 28<br>Ch 7<br>Creating Comm Climates<br><br>Ch 8<br>Adapting Comm to Cultures & Social Communities<br>Cultural Dimensions Activity  | 29<br>Ch 8<br>Adapting Comm to Cultures & Social Communities<br><br>Take QUIZ #1 (Chs 1-8)  | 30<br>Ch 9<br>Communication & Personal Identity<br><br>QUIZ #1 & Cultural Activity<br>DUE in iLearn BY 11:55 PM               |
| <b>4</b> | Dec 31<br><b>NEW YEAR'S EVE</b><br>Ch 9<br>Communication & Personal Identity<br>Begin Johari Window Activity                                    | Jan 1<br>Ch 10<br>Communication in Relationships<br> | 2<br>Ch 10<br>Communication in Relationships<br>Love Attitudes Activity  | 3<br>Ch 11<br>Communication in Groups & Teams               | 4<br>Ch 11<br>Communication in Groups & Teams   | 5<br>Ch 12<br>Communication in Organizations<br>Submit Ch 9 Johari Window Activity  | 6<br>Ch 12<br>Communication in Organizations<br>BEGIN BONUS ASSIGNMENT<br>2 Activities<br>DUE in iLearn BY 11:55 PM           |
| <b>5</b> | Jan 7<br>Ch 13<br>Public Communication<br><br>BEGIN COURSE DEBRIEFING<br>Submit Letter to Future Students                                       | 8<br>Ch 13<br>Public Communication  | 9<br>Ch 14<br>Mass Media   | 10<br>Ch 14<br>Mass Media<br><br>SUBMIT REQUIRED ASSIGNMENT | 11<br>Ch 15<br>Digital Media & the Online World<br>Take QUIZ #2 (Chs 9-15)<br>Take POST-TEST<br>SUBMIT BONUS ASSIGNMENT<br>REQUIRED Assignment<br>DUE in iLearn BY 11:55 PM | 12 Last Class Day<br>Ch 15<br>Digital Media & the Online World<br>QUIZ #2<br>DEBRIEFING Letter to Future Students, POST-TEST<br>BONUS Assignment<br>DUE in iLearn BY 11:55 PM | 13<br><br>Celebrate end of the Semester! |

This Class Schedule reflects **important deadlines** and **my recommended plan for staying on track**.

**PLAN TO MEET DEADLINES BY COMPLETING & SUBMITTING WORK AT LEAST 1 DAY EARLY!**

Amount of traffic on iLearn system-wide as well as in your specific class increases the likelihood of technical difficulties.

\*This Schedule is subject to change. Check **iLearn** frequently for updates.



# COM 211 - Sec 200 - FALL 2015 SCHEDULE\*

Lowell Thomas Room 020, Mondays 6:30 pm - 9:00 pm

| WK        | SUN  | MON  | TUES                  | WED                                | THURS                 | FRI  | SAT                                |
|-----------|--|--|-----------------------|------------------------------------|-----------------------|--|------------------------------------|
| <b>1</b>  | Aug 30   | 31 First Day of Classes<br>Review Syllabus<br><b>ORIENTATION</b><br>Syllabus Quiz, Survey,<br>& Pre-Test | Sept 1                | 2                                  | 3                     | 4  | 5                                  |
| <b>2</b>  | Sept 6   | 7 <i>Labor Day</i><br>NO CLASSES   | 8                     | 9                                  | 10                    | 11   | 12                                 |
| <b>3</b>  | Sept 13<br><b>ORIENTATION</b><br>DUE BY MIDNIGHT                           | 14<br>Ch 1<br><b>ORIENTATION FORM DUE</b>  | 15                    | 16                                 | 17                    | 18   | 19                                 |
| <b>4</b>  | Sept 20  | 21<br>Chs 2 & 3  | 22                    | 23                                 | 24                    | 25   | 26                                 |
| <b>5</b>  | Sept 27  | 28<br>Chs 3 & 4  | 29                    | 30                                 | Oct 1                 | 2  | 3                                  |
| <b>6</b>  | Oct 4  | 5<br>Chs 4 & 5   | 6                     | 7                                  | 8                     | 9  | 10                                 |
| <b>7</b>  | Oct 11<br><b>Assignment 1</b><br>DUE BY MIDNIGHT                           | 12<br>Chs 5 & 6  | 13                    | 14                                 | 15                    | 16<br><i>Fall</i><br>Break   | 17<br><i>Fall</i><br>Break         |
| <b>8</b>  | Oct 18<br><i>Fall</i><br>Break   | 19<br>CLASS<br>CANCELLED   | 20                    | 21                                 | 22                    | 23   | 24                                 |
| <b>9</b>  | Oct 25<br><b>Quiz 1</b><br>DUE BY MIDNIGHT                                 | 26<br>Ch 7   | 27                    | 28                                 | 29                    | 30   | 31                                 |
| <b>10</b> | Nov 1  | 2<br>Chs 7 & 8   | 3                     | 4                                  | 5                     | 6  | 7                                  |
| <b>11</b> | Nov 8  | 9<br>Ch 8  | 10                    | 11                                 | 12                    | 13   | 14                                 |
| <b>12</b> | Nov 15   | 16<br>Chs 8, 9 & 11  | 17                    | 18                                 | 19                    | 20   | 21                                 |
| <b>13</b> | Nov 22   | 23<br>Chs 11 & 12  | 24                    | 25<br><i>Thanksgiving</i><br>Break | 26<br>                | 27<br><i>Thanksgiving</i><br>Break   | 28<br><i>Thanksgiving</i><br>Break |
| <b>14</b> | Nov 29<br><i>Thanksgiving</i><br>Break                                     | 30<br>Chs 12, 14 & 15  | Dec 1                 | 2                                  | 3                     | 4  | 5                                  |
| <b>15</b> | Dec 6  | 7<br>Chs 15 & 16   | 8                     | 9                                  | 10                    | 11   | 12                                 |
| <b>16</b> | Dec 13<br><b>Assignment 2</b><br>& DEBRIEFING<br>Letter<br>DUE BY MIDNIGHT | 14<br>6:30 pm<br>Course Wrap-Up<br>Chs 16 & 17   | 15<br><br>Final Exams | 16<br><br>Final Exams              | 17<br><br>Final Exams | 18<br><b>Quiz 2</b><br>Post-Test<br>& BONUS<br>Assignment<br>DUE BY MIDNIGHT | 19<br>                             |












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# COM 318 - SPRING 2017 SCHEDULE\*

Lowell Thomas Room 239, Tuesdays & Thursdays 11:00 am - 12:15 pm

(All Times are EST)

| WK        | SUN   | MON   | TUES   | WED   | THURS   | FRI   | SAT   |
|-----------|---|---|--|---|---|---|---|
| <b>1</b>  | Jan 15  | 16 <i>MLK Day</i>   | 17 <b>First Class Day</b><br><b>ORIENTATION</b><br>Review Syllabus<br>Student Profile,<br>Syllabus Quiz, Pre-Test            | 18  | 19 <b>TEAM FORMATION</b><br><br>Crisis Comm<br>Case Studies   | 20  | 21  |
| <b>2</b>  | Jan 22  | 23  | 24 <i>Need for Cri Man</i><br><b>Ch 1</b>  | 25  | 26 <i>Need for Cri Man</i><br><b>Ch 1</b>   | 27  | 28  |
| <b>3</b>  | Jan 29<br><b>ORIENTATION</b><br>DUE BY MIDNIGHT   | 30  | 31 <i>Online Effects</i><br><b>Ch 2</b><br><br><b>ORIENTATION FORM DUE</b>   | Feb 1   | 2 <i>Proactive Management</i><br><b>Ch 3</b><br> | 3   | 4   |
| <b>4</b>  | Feb 5   | 6   | 7 <i>Proactive Management</i><br><b>Ch 3</b>   | 8   | 9 <b>SNOW DAY</b><br>                           | 10  | 11  |
| <b>5</b>  | Feb 12  | 13  | 14  <i>Crisis Prevention</i><br><b>Ch 4</b> | 15  | 16 <i>Crisis Prevention</i><br><b>Ch 4</b>  | 17  | 18  |
| <b>6</b>  | Feb 19<br><b>Case Study</b><br>DUE BY MIDNIGHT  | 20  | 21 <b>CLASS CANCELLED</b>  | 22<br><b>CS Peer Reviews</b><br>DUE BY MIDNIGHT   | 23 <i>Crisis Prep-Part I</i><br><i>Crisis Management Teams</i><br><b>Ch 5</b><br><br><b>TEAM ORG CHOICE DUE</b>                   | 24  | 25  |
| <b>7</b>  | Feb 26  | 27  | 28 <i>Crisis Prep-Part I</i><br><i>Spokespersons</i><br><b>Ch 5</b>  | March 1   | 2 <i>Crisis Prep-Part II</i><br><i>Crisis Management Plans</i><br><b>Ch 6</b>   | 3   | 4   |
| <b>8</b>  | March 5   | 6   | 7 <i>Crisis Prep-Part II</i><br><i>Crisis Management Plans</i><br><b>Ch 6</b>  | 8   | 9 <b>TEAM MEETINGS</b>  | 10  | 11  |
| <b>9</b>  | March 12 <br><i>Spring Break</i> | 13 <br><i>Spring Break</i> | 14 <br><i>Spring Break</i>                | 15 <br><i>Spring Break</i> | 16 <br><i>Spring Break</i>                    | 17 <br><i>Spring Break</i> | 18 <br><i>Spring Break</i> |
| <b>10</b> | March 19  | 20  | 21 <i>Crisis Recognition &amp; Response</i><br><b>Chs 7 - 8</b>  | 22  | 23 <i>Crisis Recognition &amp; Response</i><br><b>Chs 7 - 8</b>   | 24  | 25  |
| <b>11</b> | March 26  | 27  | 28 <i>Crisis Recognition &amp; Response</i><br><b>Chs 7 - 8</b>  | 29  | 30 <b>TEAMS 2 &amp; 4</b><br><b>Media Training</b><br><b>TRAINING PLAN DUE</b>  | 31  | April 1   |
| <b>12</b> | April 2   | 3   | 4 <b>Assessment Day</b><br><b>NO CLASSES</b>   | 5   | 6 <b>TEAMS 1 &amp; 6</b><br><b>Media Training</b><br><b>TRAINING PLAN DUE</b>   | 7   | 8   |
| <b>13</b> | April 9   | 10  | 11 <b>TEAMS 3 &amp; 5</b><br><b>Media Training</b><br><b>TRAINING PLAN DUE</b>   | 12  | 13 <b>TEAM MEETINGS</b>   | 14  | 15  |
| <b>14</b> | April 16                         | 17  | 18 <b>PRESS CONFERENCE</b><br><b>*Planning &amp; Prep*</b>   | 19  | 20 <b>TEAMS 1 &amp; 2</b><br><b>Press Conferences</b><br><b>STATEMENT DUE</b>   | 21  | 22  |
| <b>15</b> | April 23  | 24  | 25 <b>TEAMS 3 &amp; 4</b><br><b>Press Conferences</b><br><b>STATEMENT DUE</b>  | 26  | 27 <b>TEAMS 5 &amp; 6</b><br><b>Press Conferences</b><br><b>STATEMENT DUE</b>   | 28  | 29  |
| <b>16</b> | April 30<br><b>YOUR Press Conf</b><br><b>Self-Analysis</b><br>DUE BY MIDNIGHT                                       | May 1   | 2 <i>Post-Crisis</i><br><b>Ch 9</b>  | 3   | 4 <i>Post-Crisis</i><br><b>Ch 9</b>   | 5 <b>Last Class Day</b>   | 6   |

\*This Schedule is subject to change based on class progress. Check your **Marist email** & **iLearn** frequently for updates.

| WK | SUN   | MON           | TUES | WED | THURS | FRI  | SAT                                      |
|----|-------|---------------|------|-----|-------|--|--|
| 17 | May 7 | 8 Finals Week | 9    | 10  | 11    | 12 <b>FINAL DEADLINE</b><br>★<br><b>+ BONUS</b><br>DUE BY MIDNIGHT | 13 <b>Celebrate end of the Semester!</b> |

★ **FINAL DEADLINE** ★

**TEAM ASSIGNMENT**  
Crisis Management Plan

**YOUR ASSIGNMENT**  
Crisis PR Post

**YOUR DEBRIEFING**  
Team Evaluation,  
Post-Test (iLearn)  
Letter to Future Students (BONUS)



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# COM 333 - Sec 111 - FALL 2017 SCHEDULE\*

Lowell Thomas Room 133, Tuesdays & Thursdays 3:30 pm - 4:45 pm

(All Times are EST)

| WK                     | SUN   | MON   | TUES   | WED   | THURS  | FRI                     | SAT                     |
|------------------------|---|---|--|-------|--|-------------------------|-------------------------|
| ORIENTATION            | Aug 27  | 28 First Day of Classes   | 29 <i>Review Syllabus</i><br><b>ORIENTATION</b><br>Student Profile,<br>Syllabus Quiz, Pre-Test   | 30    | 31 <i>Team Formation</i><br><b>Introduction to Applied Research</b>  | Sept 1                  | 2                       |
| SURVEYS<br>FIELD STUDY | Sept 3<br><b>ORIENTATION</b><br>DUE in iLearn<br>BY 11:55 PM  | 4 <i>Labor Day</i><br><b>NO CLASSES</b>                         | 5 <i>Secondary Research &amp; The Research Report</i><br><b>Chs 5-8 &amp; 36</b><br>(29-60, 332-336)<br><b>ORIENTATION FORM DUE</b>                                | 6     | 7 <i>Primary Research &amp; The Research Report</i><br><b>Chs 1-4 &amp; 36</b><br>(1-25, 332-336)<br><b>Start Collecting Your Survey Solicitations</b> | 8                       | 9                       |
| SURVEYS<br>FIELD STUDY | Sept 10   | 11  | 12 <i>Ethics of Research</i><br><b>Ch 37</b><br>(337-345)<br><b>TEAM TOPIC DUE</b>   | 13    | 14 <i>Research Designs</i><br><b>Chs 4, 23 &amp; 35</b><br>(21-25, 201-208, 325-331)<br><b>Stop Collecting Your Survey Solicitations</b>               | 15                      | 16                      |
| QUANT<br>RESEARCH      | Sept 17   | 18  | 19 <i>Sampling</i><br><b>Chs 17 &amp; 21</b><br>(128-146, 184-190)<br>& <i>Persuasive Appeals</i><br><b>SURVEY SOLICITATIONS DUE</b>                               | 20    | 21 <i>Questionnaire Design</i><br><b>Chs 18-19</b><br>(147-176)<br>& <i>Survey Monkey</i>  | 22                      | 23                      |
| QUANT<br>RESEARCH      | Sept 24<br><b>Your Surveys Field Study</b><br>DUE in iLearn<br>BY 11:55 PM  | 25  | 26 <i>Survey Questions</i><br><b>Chs 16, 18 &amp; 30</b><br>(111-127, 147-164, 266-276)<br>& <i>Survey Monkey</i>  | 27    | 28 <i>Survey Accuracy</i><br><b>Chs 18-19 &amp; 21</b><br>(147-176, 184-190)   | 29                      | 30                      |
| QUANT<br>RESEARCH      | Oct 1<br><b>Complete Survey</b><br>DUE in iLearn<br>BY 11:55 PM   | 2   | 3 <b>TEAM</b><br><b>Professor Consults</b><br><br><b>SURVEY</b>  | 4     | 5 <i>Experiments</i><br><b>Chs 24-27</b><br>(209-247)  | 6                       | 7                       |
| PILOT TEST             | Oct 8   | 9   | 10<br><b>CLASS CANCELLED</b>   | 11    | 12 <i>Data Analysis/Statistics</i><br><b>Chs 22, 32-33</b><br>(191-200, 283-311)<br><i>Survey Monkey &amp; SPSS</i>                                    | 13                      | 14                      |
| DATA<br>COLLECTION     | Oct 15<br><b>Pilot Test Results</b><br>DUE in iLearn<br>BY 11:55 PM   | 16  | 17 <b>TEAM</b><br><b>Professor Consults</b><br><br><b>PILOT TEST RESULTS</b>   | 18    | 19   | 20<br><i>Fall Break</i> | 21<br><i>Fall Break</i> |
| DATA<br>COLLECTION     | Oct 22  | 23  | 24 <i>QUALitative Research</i><br><b>Chs 9 &amp; 11-14</b><br>(63-67 & 76-101)   | 25    | 26 <i>Focus Groups</i><br><b>Ch 10   FG Chs 2-5</b><br>(68-75)   (17-96)   | 27                      | 28                      |
| DATA<br>COLLECTION     | Oct 29<br><b>Survey Progress Report</b><br>DUE in iLearn<br>BY 11:55 PM   | 30  | 31 <i>Conducting FGs</i><br><b>FG Chs 6 &amp; 8-9</b><br>(97-114 & 141-176)<br> | Nov 1 | 2 <i>Analyzing FG Results</i><br><b>Ch 15   FG Chs 6-7</b><br>(102-108)   (97-140)   | 3                       | 4                       |
| QUAL<br>RESEARCH       | Nov 5<br><b>Survey Progress Report</b><br>DUE in iLearn<br>BY 11:55 PM<br> | 6   | 7 <b>TEAM</b><br><b>Professor Consults</b><br><br><b>FOCUS GROUP DOCUMENTS DUE</b>   | 8     | 9 <b>WORKSHOP</b><br><b>DATA ANALYSIS</b><br><b>Press Releases &amp; Infographics</b>  | 10                      | 11                      |
| DATA<br>ANALYSIS       | Nov 12<br><b>Final Focus Group Documents</b><br>DUE in iLearn<br>BY 11:55 PM  | 13 <b>CLOSE</b><br><b>SurveyMonkey Collector</b><br>BY 11:55 PM | 14 <b>TEAM</b><br><b>Professor Consults</b><br><br><b>SURVEY DATA DUE</b>  | 15    | 16 <b>WORKSHOP</b><br><b>DATA ANALYSIS</b><br><b>Public Presentations &amp; Research Reports</b>   | 17                      | 18                      |

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| WK                   | SUN  | MON | TUES  | WED                             | THURS  | FRI  | SAT   |
|----------------------|--|-----|---|---------------------------------|--|--|---|
| <b>BREAK</b>         | Nov 19   | 20  | 21  | 22<br><i>Thanksgiving Break</i> | 23<br>                  | 24<br><i>Thanksgiving Break</i>  | 25<br><i>Thanksgiving Break</i>   |
| <b>FOCUS GROUPS</b>  | Nov 26   | 27  | 28<br><b>TEAM</b><br><u>Focus Groups</u><br>Teams 1, 2 & 3  | 29                              | 30<br><b>TEAM</b><br><u>Focus Groups</u><br>Teams 4 & 5  | Dec 1  | 2   |
| <b>PRESENTATIONS</b> | Dec 3<br>Survey<br>Press Release<br>& Infographic<br>DUE in iLearn<br>BY 11:55 PM  | 4   | 5<br><b>TEAM</b><br><u>Presentations</u><br>Teams 1, 2 & 3<br>TEAM PowerPoint<br>DUE in iLearn<br>BY 11:55 PM | 6                               | 7<br><b>TEAM</b><br><u>Presentations</u><br>Teams 4 & 5<br>TEAM PowerPoint<br>DUE in iLearn<br>BY 11:55 PM | 8 Last Day<br>of Classes   | 9   |
| <b>FINALS WEEK</b>   | Dec 10<br>Your<br><b>BONUS</b><br>Research Designs<br>DUE in iLearn<br>BY 11:55 PM | 11  | 12  | 13                              | 14   | 15 <b>FINAL</b><br>Your POST-TEST<br><b>TEAM</b><br>Evaluation and<br>Research Report<br><b>BONUS</b><br>Research Designs<br>Comments,<br>Capping Poster<br>Session Paper,<br>and IRB Training<br>DUE in iLearn<br>BY 11:55 PM | 16<br> |

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# COM 401 - Sec 111 - FALL 2017 SCHEDULE\*

Lowell Thomas Room 239, Tuesdays & Thursdays 11:00 am - 12:15 pm

(All Times are EST)

| WK                 | SUN   | MON                                     | TUES   | WED   | THURS  | FRI                        | SAT                        |
|--------------------|---|---|--|-------|--|----------------------------|----------------------------|
| ORIENTATION        | Aug 27  | 28 First Day of Classes                 | 29 <i>Review Syllabus</i><br><b>ORIENTATION</b><br>Student Profile,<br>Syllabus Quiz                             | 30    | 31 <i>Team Formation</i><br>Types of Research<br>Workshop<br>(as a class)<br><b>DUE: TOPIC IDEAS</b>               | Sept 1                     | 2                          |
| SECONDARY RESEARCH | Sept 3<br><b>ORIENTATION</b><br>DUE in iLearn<br>BY 11:55 PM                | 4 <i>Labor Day</i><br><b>NO CLASSES</b> | 5 <b>Secondary<br/>Research<br/>Workshop</b><br>(as a class)<br><b>ORIENTATION FORM DUE</b>                      | 6     | 7 <b>Topic<br/>Presentations<br/>&amp; Class<br/>Brainstorming</b>   | 8                          | 9                          |
| DESIGNING RESEARCH | Sept 10   | 11                                      | 12 <b>Topic<br/>Presentations<br/>&amp; Class<br/>Brainstorming</b>  | 13    | 14 <b>Designing<br/>Primary Research<br/>Workshop</b><br>(as a class)  | 15                         | 16                         |
| PLANNING RESEARCH  | Sept 17   | 18                                      | 19<br>Research Proposal<br>WORK DAY  | 20    | 21<br>Research Proposal<br>WORK DAY  | 22                         | 23                         |
| PLANNING RESEARCH  | Sept 24   | 25                                      | 26<br>Research Proposal<br>WORK DAY  | 27    | 28 <b>Research<br/>Proposal Workshop</b><br>(as a class)<br><b>DUE: PROPOSAL DRAFT</b>                             | 29                         | 30                         |
| LAUNCHING RESEARCH | Oct 1<br><b>Final Research<br/>Proposal</b><br>DUE in iLearn<br>BY 11:55 PM | 2                                       | 3<br><b>Research Proposal<br/>Meetings</b><br><b>TEAMS 1-6</b>   | 4     | 5<br><b>Research Proposal<br/>Meetings</b><br><b>TEAMS 7-13</b>  | 6                          | 7                          |
| DATA COLLECTION    | Oct 8<br><b>Progress Report</b><br>DUE in iLearn<br>BY 11:55 PM             | 9                                       | 10 <b>WORK DAY</b><br><b>APPOINTMENTS<br/>CANCELLED</b>  | 11    | 12<br><b>Data Collection<br/>WORK DAY</b>  | 13                         | 14                         |
| DATA COLLECTION    | Oct 15<br><b>Progress Report</b><br>DUE in iLearn<br>BY 11:55 PM            | 16                                      | 17<br><b>Data Collection<br/>WORK DAY</b>  | 18    | 19<br><b>Data Collection<br/>WORK DAY</b>  | 20<br><i>Fall</i><br>Break | 21<br><i>Fall</i><br>Break |
| DATA ANALYSIS      | Oct 22<br><b>Progress Report</b><br>DUE in iLearn<br>BY 11:55 PM            | 23                                      | 24<br><b>Data Analysis<br/>WORK DAY</b>  | 25    | 26 <b>Data Analysis<br/>Workshop</b><br>(as a class)<br><b>DUE: RESULTS/DATA</b>                                   | 27                         | 28                         |
| DATA ANALYSIS      | Oct 29<br><b>Progress Report</b><br>DUE in iLearn<br>BY 11:55 PM            | 30                                      | 31 <b>Data Analysis<br/>Meetings</b><br><b>TEAMS 1-6</b> 🍁   | Nov 1 | 2 <b>Data Analysis<br/>Meetings</b><br><b>TEAMS 7-12</b>   | 3                          | 4                          |
| PRESENTING RESULTS | Nov 5 🕒<br><b>BONUS COM 333<br/>SURVEYS</b><br>DUE in iLearn<br>BY 11:55 PM | 6                                       | 7 <b>Presenting<br/>Research<br/>Workshop</b><br>(as a class)<br><b>DUE: DATA ANALYSIS</b>                       | 8     | 9 <b>TEAMS 1-4<br/>Research Results<br/>Presentations</b><br><b>PowerPoint</b><br>DUE in iLearn BY 11:55 PM        | 10                         | 11                         |
| PRESENTING RESULTS | Nov 12  | 13                                      | 14 <b>TEAMS 5-7, 10<br/>Research Results<br/>Presentations</b><br><b>PowerPoint</b><br>DUE in iLearn BY 11:55 PM | 15    | 16 <b>TEAMS 8-9,11-12<br/>Research Results<br/>Presentations</b><br><b>PowerPoint</b><br>DUE in iLearn BY 11:55 PM | 17                         | 18                         |

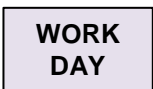
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| WK                 | SUN  | MON | TUES   | WED  | THURS   | FRI  | SAT   |
|--------------------|--|-----|--|--|---|--|---|
| BREAK              | Nov 19<br><b>Poster Design</b><br>DUE in iLearn<br>BY 11:55 PM | 20  | 21   | 22<br><i>Thanksgiving<br/>Break</i>  | 23<br> | 24<br><i>Thanksgiving<br/>Break</i>  | 25<br><i>Thanksgiving<br/>Break</i>   |
| PRESENTING RESULTS | Nov 26   | 27  | 28<br><b>Poster Session<br/>Rehearsal</b><br><br>DUE: FINAL POSTER | 29 <b>COM<br/>Capping<br/>Poster Session</b><br><br>LT Lobby<br>11 am-2 pm | 30<br>Research Paper<br>WORK DAY  | Dec 1  | 2   |
| RESEARCH PAPERS    | Dec 3  | 4   | 5<br>Research Paper<br>Workshop<br>(as a class)                    | 6  | 7<br>Research Paper<br>WORK DAY   | 8 Last Day<br>of Classes   | 9   |
| FINALS WEEK        | Dec 10   | 11  | 12<br>Research Paper<br>WORK DAY<br>10:30 am-12:30 pm              | 13   | 14  | 15 <b>FINAL</b><br>Research Paper<br>and<br><b>DEBRIEFING</b><br>Team/Self<br>Evaluation<br><b>+ BONUS</b><br>DUE in iLearn<br>BY 11:55 PM | 16<br> |

## What does all this mean?



The class does not meet.



You will work on your capping projects and  **Sign-up** to reserve time for professor consultations. I will be available between our classroom 11 a.m.-12:15 p.m. and my office 12:15 p.m.-3 p.m.

### Meetings

Each Team is **required** to meet with me at an assigned time.  
**Attendance will be taken.**

### Workshop (as a class)

We meet as a class in the classroom 11 a.m.-12:15 p.m. **Attendance will be taken.**

### Anything in Red

**Really Important Due Date!** Attendance will be taken on class days and at the Poster Session.

\*This Schedule is subject to change based on class progress. Check **iLearn** frequently for updates.





# COM 419 - Sec 113 - SPRING 2016 SCHEDULE\*

Lowell Thomas Room 027, Monday & Wednesday 3:30 pm - 4:45 pm

| WK        | SUNDAY   | MONDAY  | TUESDAY                                       | WEDNESDAY  | THURSDAY               | FRIDAY  | SATURDAY                                 |
|-----------|--|---|---|--|------------------------|---|--|
| <b>1</b>  | Jan 17   | 18<br><i>Martin Luther King Day</i>   | 19<br>First Day of Classes                    | 20 Review Syllabus<br><b>ORIENTATION</b><br>Student Profile, Syllabus Quiz, & Pre-Test     | 21                     | 22  | 23                                       |
| <b>2</b>  | Jan 24<br><b>ORIENTATION</b><br>DUE BY MIDNIGHT                                      | 25 <i>Proactive PR</i><br><b>Chs 1 &amp; 2</b><br><b>ORIENTATION FORM DUE</b> | 26  | 27 <i>Proactive/Case Method</i><br><b>Chs 2 &amp; 3</b>                                    | 28                     | 29  | 30                                       |
| <b>3</b>  | Jan 31<br><b>Case Forms 1-2</b><br>DUE BY MIDNIGHT                                   | <b>Feb 1</b> <i>Case Method</i><br><b>Ch 3</b>                                | 2   | 3 <b>LIBRARY PATHFINDER</b><br><i>Ethics</i><br><b>Ch 4</b><br>(Pres 1-2)                  | 4                      | 5   | 6  |
| <b>4</b>  | <b>Feb 7</b><br><b>Case Forms 3-8</b><br>DUE BY MIDNIGHT                             | 8 <i>Ethics/Media Relations</i><br><b>Chs 4...5</b><br>(Pres 3-5)             | 9   | 10 <i>Media Relations</i><br><b>Ch 5</b><br>(Pres 6-8)                                     | 11                     | 12  | 13                                       |
| <b>5</b>  | <b>Feb 14</b><br><b>Case Forms 9-14</b><br>DUE BY MIDNIGHT                           | 15 <i>Media Relations</i><br><b>Chs 5/4</b><br>(Pres 9-11)                    | 16  | 17 <i>Media Relations</i><br><b>Chs 5/4</b><br>(Pres 12-14)                                | 18                     | 19  | 20                                       |
| <b>6</b>  | <b>Feb 21 TEAM TOPIC</b><br><b>Case Forms 15-19</b><br>DUE BY MIDNIGHT               | 22 <i>Crisis Communication</i><br><b>Ch 6</b><br>(Pres 15-16)                 | 23  | 24 <i>Crisis Communication</i><br><b>Ch 6</b><br>(Pres 17-19)                              | 25                     | 26  | 27                                       |
| <b>7</b>  | <b>Feb 28</b><br><b>Case Forms 20-24</b><br>DUE BY MIDNIGHT                          | 29 <i>Crisis Communication</i><br><b>Chs 6/5</b><br>(Pres 20-22)              | <b>March 1</b>                                | 2 <i>Consumer Relations</i><br><b>Ch 7</b><br>(Pres 23-24)                                 | 3                      | 4   | 5  |
| <b>8</b>  | <b>March 6</b><br><b>Case Forms 25-29</b><br>DUE BY MIDNIGHT                         | 7 <i>Consumer Relations</i><br><b>Chs 7...8</b><br>(Pres 25-27)               | 8   | 9 <i>Sports/Entertainment</i><br><b>Ch 8</b><br>(Pres 28-29)                               | 10                     | 11  | 12                                       |
| <b>9</b>  | <b>March 13</b><br><b>Quiz 1</b><br><b>Case Forms 30-32</b><br>DUE BY MIDNIGHT       | 14 <i>Sports/Entertainment</i><br><b>Ch 8</b><br>(Pres 30-32)                 | 15  | 16 <b>CLASS CANCELLED</b><br>(Enjoy!)  | 17 <b>Spring Break</b> | 18 <b>Spring Break</b>  | 19 <b>Spring Break</b>                   |
| <b>10</b> | <b>March 20</b><br><b>Spring Break</b>   | 21 <b>Spring Break</b>  | 22 <b>Spring Break</b>                        | 23 <b>Spring Break</b>   | 24 <b>Spring Break</b> | 25 <b>Spring Break</b>  | 26 <b>Spring Break</b>                   |
| <b>11</b> | <b>March 27</b> <b>Spring Break</b>  | 28 <b>Spring Break</b>  | 29 <b>Case Forms 33-35</b><br>DUE BY MIDNIGHT | 30 <i>Sports/Entertainment</i><br><b>Chs 8/8</b><br>(Pres 33-35)                           | 31                     | <b>April 1</b>  | 2  |
| <b>12</b> | <b>April 3</b><br><b>Case Forms 36-40</b><br>DUE BY MIDNIGHT                         | 4 <i>Sports/Entertainment</i><br><b>Chs 8/8...9</b><br>(Pres 36-37)           | 5   | 6 <i>Community Relations</i><br><b>Ch 9</b><br>(Pres 38-40)                                | 7                      | 8   | 9  |
| <b>13</b> | <b>April 10</b><br><b>Case Forms 41-44</b><br>DUE BY MIDNIGHT                        | 11 <i>Community Relations</i><br><b>Chs 9...10</b><br>(Pres 41-42)            | 12  | 13 <i>Employee Relations</i><br><b>Ch 10</b><br>(Pres 43-44)                               | 14                     | 15  | 16                                       |
| <b>14</b> | <b>April 17</b><br><b>Case Forms 45-49</b><br>DUE BY MIDNIGHT                        | 18 <i>Employee Relations</i><br><b>Chs 10/3...11</b><br>(Pres 45-46)          | 19 <b>NO CLASSES</b><br><b>Assessment Day</b> | 20 <i>Government Relations</i><br><b>Ch 11</b><br>(Pres 47-49)                             | 21                     | 22  | 23                                       |
| <b>15</b> | <b>April 24</b><br><b>Case Forms 50-54</b><br>DUE BY MIDNIGHT                        | 25 <i>Government Relations</i><br><b>Chs 11/9...12</b><br>(Pres 50-51)        | 26  | 27 <i>International PR</i><br><b>Ch 12</b><br>(Pres 52-54)                                 | 28                     | 29  | 30                                       |
| <b>16</b> | <b>May 1 LETTER TO FUTURE STUDENTS</b><br><b>Case Forms 55-60</b><br>DUE BY MIDNIGHT | 2 <i>International PR</i><br><b>Chs 12/10</b><br>(Pres 55-57)                 | 3   | 4 <i>Financial Relations</i><br><b>Chs 13/11</b><br>(Pres 58-60)                           | 5                      | 6<br>Last Day of Classes  | 7  |
| <b>17</b> | <b>May 8</b>   | 9<br><b>Finals Week</b>   | 10  | 11 <b>3:30 pm</b><br><b>Team Presentations</b><br>Team Evals/PowerPoint<br>DUE BY MIDNIGHT | 12                     | 13 <b>Original Case Study, Quiz 2, POST-TEST &amp; BONUS</b><br>DUE BY MIDNIGHT | 14 <b>Celebrate end of the Semester!</b> |

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