

### Tentative Assignment Schedule

This schedule is subject to change at the discretion of the instructor to accommodate instructional and/or student needs. It is the student's responsibility to keep abreast of changes by consulting Oncourse regularly for updates and for additional homework assignments and reminders that may not be listed here. On Thursdays, when we meet in the computer classroom, make sure you can access your drafts electronically (in Oncourse Resources or a flash drive). On Tuesdays, be sure to bring hard copies of all your drafts, as we will frequently engage in revising and editing activities.

Note: The articles listed in the reading column are available on our Oncourse site in Resources.

<b>Date</b>	<b>Reading</b>	<b>Exercise</b>	<b>Individual work</b>	<b>Simulation work</b>
9/1	Introduction		Ice-breaker memo	
9/3	Article 1		Planning statement for Assignment 1	
9/8	Ch. 1	Ch. 1 Exercise	Draft of Assignment 1 for peer workshop	
9/10	Article 2		Planning statement for Assignment 2	
9/15	Ch. 2	Ch. 2 Exercise	Draft of Assignment 2 for peer workshop	
9/17	Article 3		Planning statement for Assignment 3	Companies form for business simulation project
9/22	Ch. 3	Ch. 3 Exercise	Draft of Assignment 3 for peer workshop	
9/24	Appendix B		Planning statement for Assignment 4	Companies design logo
9/29	Ch. 4	Ch. 4 Exercise	Draft of Assignment 4 for peer workshop	
10/1	Article 4		Choose topic for Assignment 5 (report)	Companies work on Phase 1 doc
10/6	Ch. 5	Ch. 5 Exercise	Planning statement for Assignment 5 (report)	
10/8	Article 5		Mind-map of Assignment 5 (report)	Companies continue Phase 1
10/13	Ch. 6	Ch. 6 Exercise	Draft of Assignment 5 (report) for peer workshop	
10/15				Deadline for B companies to deliver sales letter to A companies
10/20	Ch. 7	Ch. 7 Exercise	Revision of Assignments 1 & 2 for instructor feedback	

Date	Reading	Exercise	Individual writing due	Simulation work
10/22				Deadline for A companies deliver RFPs to B companies
10/27	Ch. 8	Ch. 8 Exercise	Revision of Assignments 3 & 4 for instructor feedback	
10/29				Companies begin Phase 2
11/3	Ch. 9	Ch. 9 Exercise	Revision of Assignment 5 for instructor feedback	
11/5	Appendix A		Report groups form	Deadline for B companies to submit proposals to A companies
11/10	Ch. 10	Ch. 10 Exercise	Report Groups work on presentations	
11/12	Appendix C		Report Groups work on presentations	<i>Deadline for A companies to deliver response letters to proposals from B companies</i>
11/17	Ch. 11	Ch. 11 Exercise	Report Groups work on presentations	
11/19			Report Group Presentations	Deadline for A & B companies to create and distribute review questions for post-mortem
11/24	Ch. 12		Report Group Presentations Draft of transmittal memo for peer review	
11/26			HAPPY THANKSGIVING	
12/1			<b>Individual Portfolio due</b> Bring responses to review questions for post-mortem	Post-mortem meetings
12/3				Companies complete team assessment memo in class
12/8				Bring all company documents for editing workshop (companies will exchange)
12/10 Last class			<b>Team Business Simulation Portfolio Due</b>	