**Course Schedule**

**Wednesday, August 26:  Introductions**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

1:25-2:25

* Course and requirements
* Students, staff, and roles
* Technology used for the course
* Overview of project
* Meetings with Content Mentors for help with resume, portfolio, and reel—Students need to make an appointment

2:30-4:00

* Clients arrive to talk to you about your projects

\*\*\*Because the client is coming to class, everyone is expected to dress in business casual today. Please make sure the background the client sees leans toward the professional

**Wednesday, September 2: Project Strategizing**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

* I will introduce the resume and the electronic portfolio. For due dates, see handouts and syllabus in Basecamp in DTC 497 HQ “Docs and Files” in the “Course Materials” folder. Please make arrangements to meet with your Content Mentor to guide you in the development of these two tools
* We will spend time strategizing your projects

Homework: Teams will work on their portion of the project that strategizes their project. This includes creating/reviewing the timeline of delivery, the content/elements you are creating, items you need to undertake the project, who on the team will be doing specific tasks, etc. You will develop a Google Doc that contains this information and drop the link to the Google Doc in our Slack channel and in Basecamp DTC 497 HQ site in the “Project Strategizing” folder.

**Wednesday, September 9:  Project Strategizing**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

* We will catch up on class business/project needs
* Work on your project strategizing

Homework: Teams will work on their portion of the project strategy. Team Leaders will make sure the work is inputted into the Google Doc and the Project Managers will ensure all Teams have added content to the doc.

**Wednesday, September 16: Oral Presentations**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\*\*\*Your Resume & Portfolio Inventory, signed by your Content Mentor, are due at the beginning of class. You will talk with Greg Philbrook about setting up your portfolio on the CMDC server and purchasing a domain name. If students are preparing a reel, they need to turn in a list of works with URLs that will be included.

* I will introduce the Oral Presentation: Providing your clients with an update of your progress
* You will work on your presentation to your clients today
* You will also work on converting your Inventory into your resume

Homework: Teams will work on their portion of the project strategizing. Team Leaders will make sure the work is inputted into the Google Doc and the Project Manager will ensure all Teams have added content to the doc.

**Wednesday, September 23: Capstone Project**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

You will spend the class working on the proposal of the project and your presentation to the client. The final draft of the proposal is due at the end of class today.

**Wednesday, September 30: Formal Presentation to the Client**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\*\*Everyone is expected to dress in business attire today!

1:25-2:25 p.m.: We will practice your presentation before the client arrives  
2:30-4:00 p.m.: You will give your presentation to the client

**Wednesday, October 7: Career Panel**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

A special panel of alums and industry representatives will come to class to discuss jobs and career information.

Homework: Work on capstone projects

**Wednesday, October 14: Capstone Project**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\*1st draft of your resumes are due at the beginning of class in hard copy. No exceptions! Electronic copy is **not** allowed.  Your will turn in a hard copy.

* I will introduce your reflection paper

**Wednesday, October 21: Capstone Project**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\*2nd draft of your resumes are due at the beginning of class in hard copy. No exceptions! Electronic copy is not allowed.

**Wednesday, October 28: Capstone Project**Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

**Wednesday, November 4: Capstone Project**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\* Final draft of your resumes are due at the beginning of class in hard copy. Rough version of your portfolio and reel are due today.No exceptions! Electronic copy is **not** allowed.

**Wednesday, November 11: Capstone Project**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

* + - * We will work on the project during class.
      * I will introduce the Legacy Notebook.

**Wednesday, November 18: Capstone Project**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\*\*\*Final version of your portfolio is due today. Your reel is also due.

* We will work on the project during class in preparation for usability testing
* I will introduce your Reflection Paper today. It is due on the last day of class

**Wednesday, November 25: Thanksgiving Holiday**

**Wednesday, December 2:  Capstone Project & Mock Interviews**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

* You will revise your project based on the feedback received from Usability Testing

Homework: Continue working on your project. You can also begin working on the Legacy Notebook and your Final Paper.

**Wednesday, December 9: Finalize Project, Legacy Notebook, & Presentation**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\*\*\*Mock Interviews Today. Come prepared with your resume, portfolio, and job announcement

* Continue working on projects. A good working model of the site is due today.
* While you are working in your teams on your projects, mock interviews will take place

**Wednesday, December 16: Presentations to Clients/Reflective Essay Is Due**

Meet in our Slack channel before 1:25. We will move to our Zoom Room from our Slack channel.

\*\*\*Your 10-15 page Reflective Essay is due today at the beginning of class **in hard copy.**Additionally, please email it to me as a .doc file at dgrigar@wsu.edu. Do **not** send me a .pdf. Be sure to name your file <your last name-essay>.