

WEEKLY SCHEDULE Fall 2023

(also known as Course Section Information)

# <Course Code and Course Title>

# Section <XXX> – <Delivery Method; Synchronous, Online, Other>

# <Program Name> Level <X>

## **Professor’s Name:** <Insert Preferred Name>

## **Contact:** <[loginXX>@algonquincollege.com](mailto:loginXX@algonquincollege.com) or 613-727-4723 ext.<XXXX>

# Learning Resources

Required Resources:

<Insert full resource details, such as textbook-author-title-version/edition-ISBN, hardware, software etc. (Must match Course Outline)>

Additional Reference and Supporting Resources:

<include any additional optional resources to support student learning>

# Evaluation Breakdown

<Must correspond to the evaluation categories and percentages identified in the Course Outline. Please note assessment due dates should also be identified in Brightspace>

| Assessment | Due Date and Time | Value | CLRs |
| --- | --- | --- | --- |
| **<**Assignment 1:Formal Email> | <Nov 8 11:59pm> | <5%> | <1,3,4> |
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# Learning Schedule

Learning schedule is subject to change with notification

| Date | Weekly Theme and Learning Outcomes | Learning Activities | Assessments (%)  Due Date | Resources | CLRs |
| --- | --- | --- | --- | --- | --- |
| Week 9 (Class 1) – adjust if more than one class per week  Oct 30 | e.g., Introduction to Communications. Identify common reasons for miscommunication. Explain the basic principles of plain-style writing. | Self-check Quiz: Osgood-Schramm model of Communication  Plain-style writing practice paragraph | Assignment 1: Formal Email (5%) due Nov 8 at 11:59pm | Guffey,  pp. 1-12 | 1, 2 |
| Week 10  (Class 2) – adjust if more than one class per week  Nov 6 |  |  |  |  |  |
| Week 11  (Class 3) – adjust if more than one class per week  Nov 13 |  |  |  |  |  |
| Week 12  (Class 4) – adjust if more than one class per week  Nov 20 |  |  |  |  |  |
| Week 13  (Class 5) – adjust if more than one class per week  Nov 27 |  |  |  |  |  |
| Week 14  (Class 6) – adjust if more than one class per week  Dec 4 |  |  |  |  |  |
| Week 15  (Class 7) – adjust if more than one class per week  Dec 11  (Class 8) – adjust if more than one class per week |  |  |  |  |  |

# Other Important Information

* Examples of information to include in this section:
* Details regarding learning activities such as synchronous or asynchronous
* Classroom policies specific to the course section (e.g., attendance, classroom etiquette)
* Process/expectations regarding late assignments and extensions
* Relevant College services