

Weekly Schedule For the Win!

OWI Symposium September 8, 2020

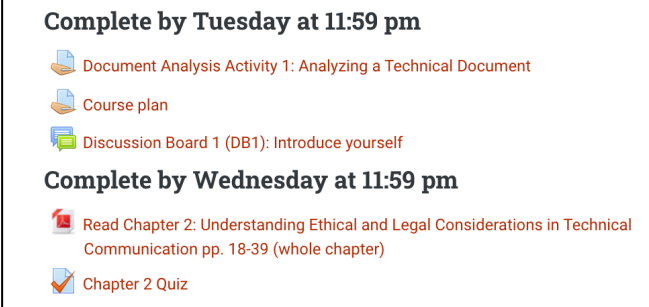
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Problem: Students often struggle to manage time and tasks in online writing courses. Teachers may struggle to manage multiple courses/sections as well.

Solution: A **detailed breakdown** of each week's work in the form of a **suggested schedule of soft deadlines** with one or two **hard deadlines**.

Benefits

- Supports time and task management for students and teachers;
- Familiar to students and teachers from f2f education;
- Soft deadlines provide flexibility for those students who need it.



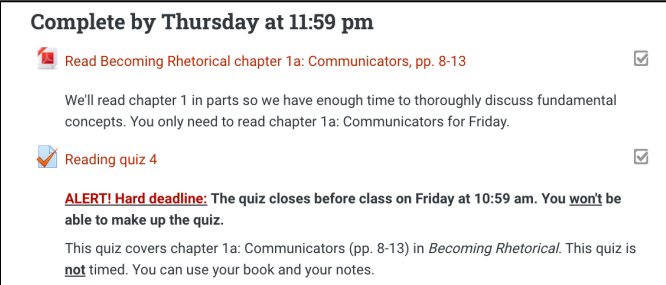
The screenshot shows a list of tasks in an LMS. The first section is titled "Complete by Tuesday at 11:59 pm" and includes three items: "Document Analysis Activity 1: Analyzing a Technical Document", "Course plan", and "Discussion Board 1 (DB1): Introduce yourself". The second section is titled "Complete by Wednesday at 11:59 pm" and includes two items: "Read Chapter 2: Understanding Ethical and Legal Considerations in Technical Communication pp. 18-39 (whole chapter)" and "Chapter 2 Quiz".

Figure 1 - Asynchronous example

Limitations: Your LMS may not easily allow this kind of labeling; students may initially be confused by the soft deadlines; this adjustment should be made before the term begins.

Applicability

- Works with **asynchronous** and **synchronous** modalities;
- Synchronous courses may have more hard deadlines structured around meetings;
- Students from **high school to Ph.D. coursework** benefit from the support this suggested schedule provides.



The screenshot shows a list of tasks in an LMS. The first section is titled "Complete by Thursday at 11:59 pm" and includes two items: "Read Becoming Rhetorical chapter 1a: Communicators, pp. 8-13" and "Reading quiz 4". The "Reading quiz 4" item has a red alert icon and a checkmark. Below the tasks, there is a text block that reads: "We'll read chapter 1 in parts so we have enough time to thoroughly discuss fundamental concepts. You only need to read chapter 1a: Communicators for Friday." and "ALERT! Hard deadline: The quiz closes before class on Friday at 10:59 am. You won't be able to make up the quiz." Below this, it says: "This quiz covers chapter 1a: Communicators (pp. 8-13) in *Becoming Rhetorical*. This quiz is not timed. You can use your book and your notes."

Figure 2 - Synchronous example with hard deadline alert

Resources

Borgman, Jessie, and Casey McArdle. 2019. *Personal, Accessible, Responsive, Strategic: Resources and Strategies for Online Writing Instructors*. The WAC Clearinghouse.

Darby, Flower, and James M. Lang. 2019. *Small Teaching Online: Applying Learning Science in Online Classes*. Jossey-Bass.

Hewett, Beth L. 2014. "Fully Online and Hybrid Writing Instruction." *A Guide to Composition Pedagogies*. 2nd ed. Eds. Gary Tate et al. Oxford University Press.