**ENC3254 Speaking & Writing for PreMed Students**  
Tentative* Weekly Schedule for T 2-3rd / R 3rd

- Readings are available electronically on class “Readings” page – you may need to be remotely logged in to access some material (see “remote log on” link on Readings page)
- All emails to instructor must include a subject line specifying class (“premed”) and topic/specific assignments
- Always refer to website version of this daily schedule for updates during the semester.
- All homework/readings are due the class period after they are assigned, unless otherwise noted on schedule
- All assignments are **DUE** on the day they are listed

### Week 1

**Aug 24**  
Introduction to Course / The Synthesis Series  
- Reading: Communication Skills: Why Bother? (read section “Why is Effective Communication necessary?”)
- Reading: Sounder Thinking Through Clearer Writing
- Read: Synthesis Series Article #1

**Aug 26**  
Scientific Communication / Opportunistic Reading  
- Reading: How and Why Biologists Write
- Read Synthesis Series Article #2, #3

### Week 2

**Aug 30**  
Synthesizing Sources / The Synthesis Paper / The Med Comm Project  
- Synthesis #1 DUE

**Sept 02**  
The Med Comm Project: Annotated Bibliography  
- Synthesis #2 DUE
- Synthesis #3 DUE
- Read Synthesis Series Article #4

### Week 3

**Sept 07**  
Library Research Presentation, Denise Bennett  
- Synthesis Paper DUE

**Sept 09**  
Medical Communications Project: From Topics to Research Questions  
- Synthesis #4 DUE

### Week 4

**Sept 14**  
Writing a Review Paper – Intro, Body, Conclusion  
- 1 AB entries DUE (bring hard copy to class)

**Sept 16**  
The Informative Presentation  
- Next 2 AB entries DUE (email: premed AB 2/3)

### Week 5

**Sept 21**  
The Informative Presentation  
- Next 2 AB entries DUE (email: premed AB 4/5

**Sept 23**  
Writing a Review Paper  
- Next 2 AB entries DUE (email: premed AB 6/7)
Week 6
Sept 28  **Presentations**
  • Annotated Bibliography DUE
Sept 30  **Presentations**

Week 7
Oct 05  **Presentations**
  The Medical Interview Project – Personal Statements
  Strongly recommend that drafts of Review go to Writing Instructor
Oct 07  Resumes

Week 8
Oct 12  Medical School Interviewing Skills
Oct 14  Medical School Interviewing Skills
  • Interview Materials due – draft copy of resume, personal statement, med school
    info – 3 copies: individually collated, stapled, ordered with resume on top →
    personal statement → med school info

Week 9
Oct 19  **Interview Sessions**
  • Review Paper DUE
Oct 21  **Interview Sessions**

Week 10
Oct 26  **Interview Sessions**
Oct 28  The Continuing Medical Education Project (CME)

Week 11
Nov 02 –  Structure of CME Presentation / Structure of CME Paper & Handout
Nov 04  Team Meetings
  • Proposal Memo DUE by Tuesday, class time – email to instructors

Week 12
Nov 09  CME Paper, Handout revisited / Presentation Qs? / Team work
Nov 11  Labor day Holiday

Week 13
Nov 16  Team Meetings
Nov 18  Instructor Conferences

Week 14
Nov 23  Instructor Conferences
Nov 25  Thanksgiving Holidays

Week 15
Nov 30  **Team Presentations**
Dec 02  **Team Presentations**

Week 16
Dec 07  **Team Presentations** Class Closure
*Always refer to website version of this daily schedule for updates during the semester.