

Self-Staging: Oral Com Dly Life

THEA-2050

Fall 2020 Section 04 3 Credits 08/12/2020 to 12/05/2020 Modified 08/06/2020

Description

An introduction to the performative basis of oral communication and self-presentation.

Requisites

Prerequisites:

Corequisites:

Contact Information

Instructor: Christine Fuchs (she/her)

Email: cfuchs@westga.edu

Office: Martha Munro 204A

Website: <https://www.westga.edu/academics/coah/theatre/faculty-staff.php>
(<https://www.westga.edu/academics/coah/theatre/faculty-staff.php>)

Please email me through UWG's gmail only. I do not check Course Den regularly for email.

Office Hours

TBD

Meeting Times

Class meets Tuesday and Thursday from 3:30-4:45PM

Class location: Pafford Room 110

We will meet in dual modality, which means 1/2 the class participants will meet face to face on Tuesday, and the other 1/2 will meet on Thursday. When you are not in class, you will need to complete the online assignments/homework for that day. **You must wear a face mask when attending the face to face sessions of the course.**

TUESDAY	THURSDAY
Amani Achampong	Imani Johnson

Hailey Arrington	Alison Kramlich
Dana Brown	Thomas Marshall
Alyssa Burke	Shaylon Mcclarity
Liam Burns	Jayla Miller
Bryce Busby	Maia Newhouse
Omarea Carpenter	Alexys Phenix
Keva Elder	Brandon Shipp
Kalista Flemming	Kimar Simmons
Tiffany Floyd	Ngun Tial
Amy Grieb	Taylor Vinson
Nzingha Hairston	Keilah White
Hunter Harper	

Materials

Speaking Your Way to the Top

Author: Marjorie Brody
Publisher: Pearson
Edition: 1st edition
ISBN: 978-0205268146

Outcomes

- To analyze the performative basis of identity in a range of settings and circumstances applicable to students' personal and professional goals
- To apply performance theory in creating practical individual identities and exploring others' performance of identity
- To develop the skills necessary to effectively communicate in a variety of situations and on a range of topics
- To gain a basic understanding of the art of both formal and informal presentations
- To develop leadership and collaborative skills necessary to communicating in groups
- To become active listeners who critically evaluate what they hear
- To develop communication and presentation skills necessary to meet changing career demands in the contemporary world

Evaluation

Criteria

Please see Assignments for point values of each assignment.

Grading structure and point scale:

800-716 A
715-636 B
635-556 C
555-476 D
475-0 F

Final grades are based on a total point system. There are 800 total points. You will be able to view your individual grades throughout the semester in Course Den.

Breakdown

Assignments

Introductory Presentation

50 points

You will give a brief introductory presentation. **You have three (3) choices:**

1 - Why did you choose your major? What career do you wish to pursue once you graduate?

Prompts:

Who are you? Be specific about you as a person, not a student.

What is your major? Why (what event/person got you here)?

What do you want to do with your major (Career path)?

Where do you see yourself in 5 years? 10 years?

What is your why (Motivation/goals)?

The presentation should be between 2:30-3:00 minutes in length. You will be filmed during this presentation for the self-evaluation assignment.

OR

2 - Share something about your culture: foods, beliefs, traditions etc.

The presentation should be between 2:30-3:00 minutes in length. You will be filmed during this presentation for the self-evaluation assignment.

OR

3 - What are you and expert in & why (what makes you the expert)?

The presentation should be between 2:30-3:00 minutes in length. You will be filmed during this presentation for the self-evaluation assignment.

Self- Evaluation and Goals

50 points

You will write a self-evaluation based on the video of your Introductory Presentation.

Prompts:

What habits would you like to break? How's your volume? Articulation? Posture? Body language? Eye contact? Do you use fillers, such as "um" "uh"? What are you doing well? Do you look professional? What would you like to improve? What are your GOALS for this class?

Minimum 600 words. Must be typed, double spaced. No pdf's or Pages accepted. Word docs only. Upload to Course Den.

***Do NOT write about watching yourself on camera. It is normal to feel awkward while watching yourself on film. To remedy this, I suggest you watch the video several times.

Keep this document - you will do a final reflection towards the end of the semester.

1st Informative, Outline, Works Cited

100 points

1st Informative Presentation (70 points): You will give a presentation utilizing RESEARCH. Visual aids are required. You must use at least three (3) research sources in your presentation. You will use an Outline that will be posted on Course Den under announcements. The Outline must be typed and turned in on the day you present, along with your Works Cited (MLA format - typed).

Failure to hand in both Outline & Works Cited will result in a zero for the presentation.

Rubric for evaluation Posted on Course Den.

Outline (30 points): The Outline must be typed (follow the example!!!) and turned in the day you present. Upload to Course Den BEFORE class. Due the day you present.

(Yes, you can hand in a physical copy if you wish. However, this document must be turned in at the top of class)

Works Cited (30 points): Minimum three (3) sources. Works Cited must be typed, in MLA format and turned in the day you present. Upload to Course Den BEFORE class. Due the day you present.

(Yes, you can hand in a physical copy if you wish. However, this document must be turned in at the top of class)

2nd Informative Presentation, Outline, Works Cited

100 points

Presentation (50 points): Must be CAREER based. Visual Aids & Research are Required. Students must use at least five (5) research sources in their presentation. Students will turn in an Outline (typed) and Works Cited (MLA format - typed) the day of the presentation. Speeches should be between 5-7 minutes in length.

Failure to turn in both Outline and Works Cited will result in a zero for presentation.

Rubric for evaluation Posted on Course Den.

Outline (25 points): The Outline must be typed (follow the example!!!) and turned in the day you present. Upload to Course Den

BEFORE class. Due the day you present.

(Yes, you can hand in a physical copy if you wish. However, this document must be turned in at the top of class)

Works Cited (25 points): Minimum five (5) sources. Works Cited must be typed, in MLA format and turned in the day you present.

Upload to Course Den BEFORE class. Due the day you present.

(Yes, you can hand in a physical copy if you wish. However, this document must be turned in at the top of class)

Rehearsal Reports

50 points (2 at 25 points each)

Each student is required to have a rehearsal "buddy" (Someone from class ONLY).

You will meet with your buddy, work on your presentation(s) with your partner (in other words, rehearse it in front of them) and then critique yourself.

Some things to consider: Were you as prepared as you thought you were? How is your organization? How many times did you say "um", fidget, sway? Were you grounded? How's your eye contact? Do you feel like you're presenting as yourself or are you robotic? What needs work?

****Do NOT write about your partner. Only write about yourself. You can write about what your partner pointed out (what needs work)**

Each student will write a rehearsal report in preparation for the 1st and 2nd Informative Presentations.

Double spaced, typed, Word doc only (pdf/pages not accepted), upload to Course Den. Minimum 250 words each report.

Final Reflection of All Presentations

50 points

You will write a reflection on the presentation skills you have acquired throughout the semester. Write about EACH presentation thoughtfully. Also, reflect on whether you reached your goals. **Minimum 600 words. Must be typed, double spaced. Pdf/Pages not accepted. Word docs only. Upload to Course Den.**

TED TALKS

50 points (2 at 25 points each)

1st Prompt: Watch Ted Talks posted on Course Den and write about why the speaker is dynamic/boring/interesting etc. and what you learned about them based off of what they're topic was, how they presented themselves and how they spoke to the audience.

<https://www.youtube.com/watch?v=yJMGxv70rys>

The accidental ambassador | Omékongo Dibinga | TEDxGeorgetown

<https://www.youtube.com/watch?v=OLQzz75yE5A>

No. You Cannot Touch My Hair! | Mena Fombo | TEDxBristol

<https://www.youtube.com/watch?v=36m1o-tM05g>

My philosophy for a happy life | Sam Berns | TEDxMidAtlantic

https://www.ted.com/talks/cameron_russell_looks_aren_t_everything_believe_me_i_m_a_model

Looks aren't everything. Believe me, I'm a model.

https://www.ted.com/talks/drew_dudley_everyday_leadership

Everyday Leadership

2nd Prompt: Watch a different Ted Talk and write about why the speaker is dynamic/boring/interesting etc. and what you learned about them based off of what they're topic was, how they presented themselves and how they spoke to the audience.

Mock Internship Interview

250 points

Mock Interview (100 points): Students will engage in a mock interview for an internship that relates to your major or ideal career. Interviews will take place online.

In order to secure a spot for your interview, you must sign up for a time slot, as well as complete a resume and cover letter.

Resume (50 points): Students will create a resume based on UWG's standards.

Cover Letter (100 points): Students will create a cover letter based on UWG's standards.

All three rubrics will be posted on Course Den.

Failure to complete all three elements of the Mock Internship Interview will result in a Zero for all three assignments: Mock, Resume and Cover Letter.

Online Discussions

50 points (5 discussions at 10 points each)

Prompts to be posted on Course Den

Quizzes

50 points (5 quizzes at 10 points each)

Schedule

PLEASE NOTE: THIS SCHEDULE IS FOR STUDENTS ON A THURSDAY SCHEDULE.

DAY OF CLASS	IN CLASS	HOMEWORK
Thursday 8/13	Introduction of Class Discuss Syllabus & Course Structure	Read Chapters 11 & 12; Watch Ted Talks – answer prompts - Due 8/18; Watch PP on Introductory Presentation Criteria
Tuesday 8/18	**Work Day DUE: Ted Talk #1 response by 5pm. 250 word minimum. <i>Prompts:</i> <i>What do they do well?</i> <i>What is their style?</i> <i>How do they engage the audience?</i> <i>What do you know about them now (as a person, not the content of their speech)?</i>	Prepare Introductory Presentations, Read Chapter 13 **Order & Rubric for Intro Presentations will be posted on Course Den
	Open Add/Drop period ends at 11:59pm on August 18	
TH 8/20	Introductory Speeches	Watch your video, then write Self-Evaluation. Minimum 600 words. Upload to Course Den; Self-Evaluation Due Tuesday 8/25 before class time

T 8/25	DUE: Self-Evaluation by 5pm **Work Day	Read chapter 4; Watch PP on the Informative Presentation.; Take Quiz #1 on the Informative Presentation Bring in three (3) Informative Topics for class on 8/27 Do a Google Search to find topics that interest you. Banned topics enforced.
TH 8/27	Present three (3) topics for approval. <i>IF you were absent on this day and did not get your topic approved, you cannot move forward with the assignment. The only way to move forward is to meet with me via Collaborate Ultra and have your topic approved. You have until 9/03 to meet with me.</i>	Order for 1st Informative Presentation posted on Course Den. Rubric posted on Course Den. Sample Outline posted on Course Den. Rehearsal buddy assigned. Begin research on your Topic.
T 9/01	**Work Day	Watch PP on Outline; Take Quiz #2 on Outline; Create your outline; Read Chapter 8
TH 9/03	Discussion of Visual Aids	Begin your Visual Aids research
T 9/08	**Work Day	Review PP on Visual Aids; Take Quiz #3 on Visual Aids; Read Chapters 3 & 4; Work with rehearsal buddy in preparation for the 1st Informative
TH 9/10	Review Criteria for Informative Presentation (Grabber, WIIFT, Source Cred, Preview Statement)	Work with rehearsal buddy in preparation for the 1st Informative; Re-read pages 30-33.; Rehearsal Report #1 Due Tuesday 9/15 - Minimum 250 words. Upload to Course Den.
T 9/15	DUE: Rehearsal Report #1 by 5pm **Work Day	Complete Outline, WC and Visual Aids (PowerPoint or Prezi or Google Slides)
TH 9/17	1st Informative Presentation (Day 1) Outline & Works Cited Due the day you present	TBD
T 9/22	**Work Day	TBD
TH 9/24	1st Informative Presentation (Day 2) Outline & Works Cited Due the day you present	TBD New Rehearsal Buddy assigned for 2nd Informative
T 9/29	**Work Day	Watch Ted Talks (Choose a different one); Answer prompts. Ted Talk #2 response due Tuesday 10/06
TH 10/01	Discussion of Experience Discussion of 2nd Informative Presentation Criteria	
	Last day to withdraw with grade 'W' is October 5	
T 10/06	DUE: Ted Talk #2 response by 5pm **Work Day – meet with NEW rehearsal buddy	

TH 10/08 (remote day only)	**Work Day – meet with NEW rehearsal buddy	Rehearsal Report #2 due Tuesday 10/13 Minimum 250 words. Upload to Course Den.
T 10/13	**Work Day DUE Rehearsal Report #2 by 5pm Minimum 250 words, double spaced, typed, Word doc only; upload to Course Den.	
TH 10/15	2nd Informative Presentation – Day 1 Outline & Works Cited Due the day you present	
T 10/20	**Work Day	
TH 10/22	2nd Informative Presentation – Day 2 Outline & Works Cited Due the day you present	Write your reflection of all presentations, Due Tuesday 10/27. Minimum 600 words. Upload to Course Den.
T 10/27	**Work Day DUE: Reflection of All Presentations (Intro, 1st & 2nd Informative) by 5pm.	
TH 10/29	Resumes DO NOT MISS THIS CLASS	PP on Resumes Take Quiz # 4 on Resumes Begin working on your resume
T 11/03	**Work Day	Continue working on your resume
TH 11/05	Cover Letter DO NOT MISS THIS CLASS Sign up for Mock interview in class.	PP on Cover Letters; Take Quiz #5 on Cover Letters Find an internship you want to apply for, one that relates to your major/career, and upload to Course Den 11/12 Also, create a cover letter based off the posting and upload to Course Den 11/12
T 11/10	**Work Day	
TH 11/12	DUE: Resume by 5pm DUE: Internship posting & Cover Letter by 5pm Review of Mock Interview Criteria	Resumes and Cover Letters Returned with feedback by Monday 11/16 via email.
T 11/17	**Work Day Implement feedback given on your resume and cover letter	Watch Video in preparation for the Mock Interview: https://www.youtube.com/watch?v=70mlbOILyEU&feature=emb_logo "How to Answer 'Tell Me About Yourself' - 5 Key Tips and Example Response"
TH 11/19	Mock Internship Interviews <u>***Updated/Corrected Resume and Cover Letter uploaded to Course Den the day before your scheduled interview (by 5pm)***</u>	
T 11/24	Mock Internship Interviews <u>***Updated/Corrected Resume and Cover Letter uploaded to Course Den the day before your scheduled interview (by 5pm)***</u>	ALL Mock Internship Interviews will be done via Collaborate Ultra or Zoom.

TH 11/26	Happy Thanksgiving!	
T 12/01	Mock Internship Interviews <i>***Updated/Corrected Resume and Cover Letter uploaded to Course Den the day before your scheduled interview (by 5pm)***</i>	ALL Mock Internship Interviews will be done via Collaborate Ultra or Zoom.
TH 12/03	<i>"Final Exam" Thursday 12/03 from 2-4pm</i> Mock Internship Interviews <i>***Updated/Corrected Resume and Cover Letter uploaded to Course Den the day before your scheduled interview (by 5pm)***</i>	ALL Mock Internship Interviews will be done via Collaborate Ultra or Zoom.

* Course Policies and Resources

- Attendance is required because of COVID-19 (for tracking purposes) However, you will not be graded on your attendance. You will find observing your peers to be extremely helpful in your learning.
- Students may not miss class the day they are scheduled to present, unless in the case of an extreme emergency. What constitutes an emergency? Examples are: a death in the family, serious illness that prevents you from attending class, and things out of your control, such as a car accident. Being called into work is NOT an emergency; it is a constant. For an absence on presentation days, you must bring documentation (i.e. a doctor's note). If you are late on the day you are to present, you may still present, but you will receive a grade of zero.
- Students are expected to remain in class the entire duration of class. If you must leave class early, you are required to notify me prior to the beginning of class either by email or in person.
- Cell phones are not permitted during class. If a student is using their cell phone (i.e. texting, checking email, social media, watching movies, etc.) during class, they will be asked to leave.
 - If you have an emergency, which requires you to be accessible by phone, inform me before class begins (email before class time, if applicable). You can excuse yourself from the class to take a call in this instance.
- Late entry to class: I can't deduct points for lateness, so you are all on your honor. If you are consistently late, I will ask you to leave.
- **ALL REFLECTION ASSIGNMENTS MUST BE TYPED, DOUBLE SPACED AND IN WORD. NO PDF'S OR PAGES ACCEPTED. PLEASE FOLLOW WORD COUNT.**
- **THE OUTLINE AND WORKS CITED DOCUMENTS MUST ALSO BE TYPED.**
- **REGARDING YOUR POWERPOINTS/PREZI/GOOGLE SLIDES (VISUAL AIDS) – ALWAYS HAVE YOUR PRESENTATION SAVED IN TWO PLACES – VIA EMAIL AND FLASH DRIVE.**
- When turning in physical copy of an assignment, it must be turned in at the beginning of the class the day it is due. No late work or email submissions will be accepted. All other assignments must be uploaded into Course Den, where there is a time stamp.
- Regarding professional dress: Since the majority of this class focuses on preparing you for the professional world, you are required to dress professionally for your presentations (Introduction, 1st & 2nd Informative and Mock Interview), which means - **ANYTIME YOU PRESENT – YOU MUST DRESS PROFESSIONALLY.**
- Regarding changing clothes for presentations: Do this either BEFORE class begins or AFTER class is over. Do not leave to change clothes during class; it is disruptive.
- Eating during class is not permitted. Just don't do it. You may bring a beverage.
- **THROW AWAY YOUR GARBAGE.**
- You are responsible for all work missed. Check the syllabus regularly to make sure you are up-to-date on all assignments.
- Do not do other work assignments for your other classes. You will be asked to leave the class if I see this.
- Non-stop, badgering emails at the end of the semester regarding your grade, missed assignments, and asking for extra credit will

NOT be tolerated. Your emails will be ignored once I have assessed your request and given you a FINAL answer.

- Disruptive behavior will not be tolerated. If, in the opinion of the responsible faculty member, a student becomes disruptive in class, faculty may exercise their judgment on how best to address the situation, be it by requiring the student to leave, calling Campus Police, or taking other steps deemed necessary for the safety and well-being of the class. Such action may affect the student's final grade and standing in the University.

**Athletes and members of UGA Student Organizations: Documentation regarding missing classes due to games, special events and award ceremonies is required from your advisor. Please get this to me as soon as possible.

Institutional Policies

Academic Support

Accessibility Services: Students with a documented disability may work with UWG Accessibility Services to receive essential services specific to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards. If a student needs course adaptations or accommodations because of a disability or chronic illness, or if he/she needs to make special arrangements in case the building must be evacuated, the student should notify his/her instructor in writing and provide a copy of his/her Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations without timely receipt of the SAR; further, no retroactive accommodations will be given. For more information, please contact [Accessibility Services \(https://www.westga.edu/student-services/counseling/accessibility-services.php\)](https://www.westga.edu/student-services/counseling/accessibility-services.php).

Center for Academic Success: The [Center for Academic Success \(http://www.westga.edu/cas/\)](http://www.westga.edu/cas/) provides services, programs, and opportunities to help all undergraduate students succeed academically. For more information, contact them: 678-839-6280 or cas@westga.edu.

University Writing Center: The [University Writing Center \(https://www.westga.edu/writing/\)](https://www.westga.edu/writing/) assists students with all areas of the writing process. For more information, contact them: 678-839-6513 or writing@westga.edu.

Online Courses

UWG takes students' privacy concerns seriously: technology-enhanced and partially and fully online courses use sites and entities beyond UWG and students have the right to know the privacy policies of these entities. For more information on privacy and accessibility for the most commonly used sites, as well as technology requirements visit the [UWG Online \(https://uwgonline.westga.edu/\)](https://uwgonline.westga.edu/) site.

Students enrolled in online courses can find answers to many of their questions in the [Online/Off-Campus Student Guide \(http://uwgonline.westga.edu/online-student-guide.php\)](http://uwgonline.westga.edu/online-student-guide.php).

If a student is experiencing distress and needs help, please see the resources available at the [UWG Cares \(http://www.westga.edu/UWGCares/\)](http://www.westga.edu/UWGCares/) site. [Online counseling \(https://www.westga.edu/student-services/counseling/index.php\)](https://www.westga.edu/student-services/counseling/index.php) is also available for online students.

Honor Code

At the University of West Georgia, we believe that academic and personal integrity are based upon honesty, trust, fairness, respect, and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

The University of West Georgia maintains and monitors a confidential Academic Dishonesty Tracking System. This database collects and reports patterns of repeated student violations across all the Colleges, the Ingram Library, and the School of Nursing. Each incidence of academic dishonesty is subject to review and consideration by the instructor, and is subject to a range of academic penalties including, but not limited to, failing the assignment and/or failing the course. Student conduct sanctions range from verbal warning to suspension or expulsion depending on the magnitude of the offense and/or number of offenses. The incident becomes part of the student's conduct record at UWG.

Additionally, the student is responsible for safeguarding his/her computer account. The student's account and network connection are for his/her individual use. A computer account is to be used only by the person to whom it has been issued. The student is responsible for all actions originating through his/her account or network connection. Students must not impersonate others or misrepresent or conceal their identities in electronic messages and actions. For more information on the University of West Georgia Honor Code, please see the [Student Handbook \(https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php\)](https://www.westga.edu/administration/vpsa/handbook-code-of-conduct.php).

UWG Email Policy

University of West Georgia students are provided a MyUWG e-mail account. The University considers this account to be an official means of communication between the University and the student. The purpose of the official use of the student e-mail account is to provide an effective means of communicating important university related information to UWG students in a timely manner. It is the student's responsibility to check his or her email.

Credit Hour Policy

The University of West Georgia grants one semester hour of credit for work equivalent to a minimum of one hour (50 minutes) of in-class or other direct faculty instruction AND two hours of student work outside of class per week for approximately fifteen weeks. For each course, the course syllabus will document the amount of in-class (or other direct faculty instruction) and out-of-class work required to earn the credit hour(s) assigned to the course. Out-of-class work will include all forms of credit-bearing activity, including but not limited to assignments, readings, observations, and musical practice. Where available, the university grants academic credit for students who verify via competency-based testing, that they have accomplished the learning outcomes associated with a course that would normally meet the requirements outlined above (e.g. AP credit, CLEP, and departmental exams).

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance: http://www.usg.edu/hb280/additional_information# (http://www.usg.edu/hb280/additional_information)

You may also visit our website for help with USG Guidance: <https://www.westga.edu/police/campus-carry.php> (<https://www.westga.edu/police/campus-carry.php>)

Mental Health Support

If you or another student find that you are experiencing a mental health issue, free confidential services are available on campus in the [Counseling Center](#). Students who have experienced sexual or domestic violence may receive confidential medical and advocacy services with the Patient Advocates in [Health Services](#). To report a concern anonymously, please go to [UWGcares](#).

ELL Resources

If you are a student having difficulty with English language skills, and / or U.S. culture is not your home culture, specialized resources are available to help you succeed. Please visit the [E.L.L. resource page](#) for more information.

COVID-19

Proctored Exams/Online Instruction: Students should be aware and plan ahead for the possibility of having to complete all courses and/or exams online or in a proctored environment. This means talking with your instructors about what minimum technical requirements (software and hardware) will be required should your class move online or a student's personal needs dictate. This also includes making plans for internet access at whatever location participation may occur.

Virtual or in-person proctored exams, if your instructor should require them, may result in an additional cost to the student. Please discuss these details with your instructor or see the information provided here.

Face Coverings: Effective July 15, 2020, University System of Georgia institutions, including the University of West Georgia, will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

Face coverings are not required in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Student FAQs: For more information about UWG COVID-19 guidance for students visit the [Student FAQ webpage](https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php) (<https://www.westga.edu/student-services/health/coronavirus-info/return-to-campus/students-faq-return-to-campus.php>).

Additional Items

Syllabus and/or Course Schedule are subject to revision by the Instructor at any point during the semester

***Note: All times are EST. Dates may change at the instructor's discretion. All changes will be posted in the Announcements section of Course Den. Major assignments and papers are in bold.*