

**AEE 4930 – CLD CAPSTONE EXPERIENCE**  
**SPRING, 2009 – CLASS SCHEDULE, ASSIGNMENTS AND DUE DATES**

	<b>Topic:</b>	<b>For Class Today:</b>	<b>DUE TODAY:</b>
Week 1 – SPECIAL EVENT PLANNING			
<b>JAN 5<sup>TH</sup></b>	Introduction to course		
<b>JAN 7<sup>TH</sup></b>	Types of special events, SE plans, SE managers, Stages of SE development	Read Organizing SE: Chapters 1 & 2	
Week 2			
<b>JAN 12<sup>TH</sup></b>	Committees, volunteers, staff	Read Organizing SE: Chapter 3	
<b>JAN 14<sup>TH</sup></b>	Communication, marketing, media relations	Read Organizing SE: Chapters 8 & 9	
Week 3			
<b>JAN 19<sup>TH</sup></b>	Goals/objectives, project management, team member roles	Read Organizing SE: Chapter 4	
<b>JAN 21<sup>ST</sup></b>	Entertainment, food, audio/visuals, licenses, risk	Read Organizing SE: Chapters 11-16	
Week 4			
<b>JAN 26<sup>TH</sup></b>	Selecting the site, registration	Read Organizing SE: Chapters 6, 7, and 10	
<b>JAN 28<sup>TH</sup></b>	Budgets, finances, sponsorships	Read Organizing SE: Chapter 5	
Week 5			
<b>FEB 2<sup>ND</sup></b>	Conferences and meetings	Readings will be provided	

		on E-learning	
<b>FEB 4<sup>TH</sup></b>	Site Tour Location TBA		
Week 6			
<b>FEB 9<sup>TH</sup></b>	<b>*Work day - No Class</b>		<b><u>DUE via WEBCT:</u> Draft of individual communication elements</b>
<b>FEB 11<sup>TH</sup></b>	Special Events Panel Discussion Panelists TBA		
<b>Week 7 – PROFESSIONAL GROWTH/DEVELOPMENT AND CAREER PLANNING</b>			
<b>FEB 16<sup>TH</sup></b>	What I want in a career QLC Discussion	Read QLC: Intro & Chapter 1	
<b>FEB 18<sup>TH</sup></b>	To Be Determined		<b><u>DUE via WEBCT:</u> News release of special events panel discussion</b>
Week 8			
<b>FEB 23<sup>RD</sup></b>	Professional portfolios: personal statements		
<b>FEB 25<sup>TH</sup></b>	Professional portfolios: design, themes, use QLC Discussion	Read QLC: Chapters 2 & 3	<b><u>DUE in HARD COPY:</u> Draft of special events plan</b>
Week 9			
<b>MARCH 2<sup>ND</sup></b>	Human resources (job descriptions, getting hired)		

<b>MARCH 4<sup>TH</sup></b>	Career Resource Center speaker and tour  QLC Discussion	Read QLC:  Chapter 4	
Week 10			
<b>MARCH 9<sup>TH</sup></b>	NO CLASS – SPRING BREAK		
<b>MARCH 11<sup>TH</sup></b>	NO CLASS – SPRING BREAK		
Week 11			
<b>MARCH 16<sup>TH</sup></b>	Writing Resumes  QLC Discussion	Read QLC:  Chapter 5	
<b>MARCH 18<sup>TH</sup></b>	Negotiation & Job Offers, Resume Workshop		<b>DUE in HARD COPY: Draft of your current resume</b>
Week 12			
<b>MARCH 23<sup>RD</sup></b>	Special Events Presentations		<b>DUE in HARD COPY: Special events plan</b>
<b>MARCH 25<sup>TH</sup></b>	Special Events Presentations		

Week 13			
<b>MARCH 30<sup>TH</sup></b>	Individual growth	Read QLC: Chapter 6	
<b>APR 1<sup>ST</sup></b>	Career/professionalism panel discussion Panelists TBA		<b><u>DUE via WEBCT:</u> Current Events Assignment Paper</b>
Week 14			
<b>APR 6<sup>TH</sup></b>	Conflict Management		<b><u>DUE via WEBCT:</u> News release for career/professionalism plan discussion</b>
<b>APR 8<sup>TH</sup></b>	QLC Discussion <b>*In-class Portfolio Workday</b>	Read QLC: Chapter 7	
Week 15			
<b>APR 13<sup>TH</sup></b>	Luncheons, social settings, professionalism in how to present oneself	Chapters from B. Pachter posted on E-learning	
<b>APR 15<sup>TH</sup></b>	<b>*Etiquette lunch TBA</b>		
Week 16			
<b>APR 20<sup>TH</sup></b>	Professional Portfolio Workday		
<b>April 22<sup>nd</sup></b>	Portfolio Evaluation and Mock Interview Day		<b>DUE in HARD COPY: Professional portfolio</b>

\* This schedule is subject to change at the discretion of the instructors. Students will be notified of changes in class.