

 <b>FLORIDA ATLANTIC UNIVERSITY</b>	<b>COURSE CHANGE REQUEST</b> <b>Undergraduate Programs</b>		UUPC Approval <u>11-03-25</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	<b>Department</b> Business Communication  <b>College</b> Business		
<b>Current Course Prefix and Number</b> GEB3234		<b>Current Course Title</b> AI for Business Communication	
Syllabus must be attached for <b>ANY</b> changes to current course details. See <a href="#">Template</a> . Please consult and list departments that may be affected by the changes; attach documentation.			
<b>Change title to:</b>  <b>Change prefix</b> <b>From:</b> <b>To:</b> <b>Change course number</b> <b>From:</b> <b>To:</b> <b>Change credits*</b> <b>From:</b> <b>To:</b> <b>Change grading</b> <b>From:</b> <b>To:</b> <b>Change WAC/Gordon Rule status**</b> Add <input type="checkbox"/> Remove <input type="checkbox"/> <b>Change General Education Requirements***</b> Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See <a href="#">Definition of a Credit Hour</a>.</small> <small>**WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <a href="#">WAC Guidelines</a>.</small> <small>***GE criteria must be indicated in syllabus and approval attached to this form. See <a href="#">Intellectual Foundations Guidelines</a>.</small>		<b>Change description to:</b>          <b>Change prerequisites/minimum grades to:</b> No prerequisites  <b>Change corequisites to:</b>   <b>Change registration controls to:</b>  Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).	
<b>Effective Term/Year for Changes:</b> Summer 2026		<b>Terminate course? Effective Term/Year for Termination:</b>	
<b>Faculty Contact/Email/Phone</b> Dominique Fuentes dfuente1@fau.edu			
<b>Approved by</b> Department Chair _____ College Curriculum Chair _____ College Dean _____ UUPC Chair _____ Undergraduate Studies Dean _____ UFS President _____ Provost _____		<b>Date</b> 10/10/2025 10/23/25 10/23/25 11-03-25 11-03-25 _____ _____	

Email this form and syllabus to [mjenning@fau.edu](mailto:mjenning@fau.edu) seven business days before the UUPC meeting.

## **GEB 3234 CRN #**

### **AI Skills for Business Communication**

#### **Course Description**

This course focuses on developing students' purposeful and agile use of AI to amplify workplace communication skills. Students will apply collaborative critical thinking and problem-solving skills to the ethical use of AI platforms to develop career readiness, business messages, technical reports, and workplace presentations.

#### **Instructional Method**

- Primarily Classroom or Fully Online

#### **Prerequisites**

- None

#### **Course Objectives/Student Learning Outcomes**

Upon completion of the course, students will be able to demonstrate the following abilities:

- (1) Demonstrate a functional understanding of AI communication applications and platforms used in current workplaces
- (2) Employ strategic problem solving, idea generation, planning, and revision in business messages prepared with AI to ensure appropriate tone and relevance
- (3) Analyze ethical dimensions of communications generated by AI, including accurate attribution of AI large language models (LLMs)
- (4) Prepare business communications (including visual aids) using AI technology for a variety of audiences
- (5) Collaborate and interact with peers to assess the AI strategies and results
- (6) Leverage AI for effective job search that targets the student's field.
- (7) Deliver business presentations developed with AI technology appropriate for the audience, purpose, and situation.
- (8) Identify situations when human communication is preferable to AI

#### **Required Computer and Internet**

Computer with Internet access, Word, PowerPoint, Working web-camera, and microphone; smartphone or camera for taping videos. You are responsible for having a relatively new (i.e., fast) computing device with high-speed Internet access that is capable of uploading and downloading large, many megabyte files, including 5-6 minute video files. You must also have a currently supported version of Windows with Microsoft Office (or a fully functional equivalent) that is fully compatible with FAU's Canvas software.

Students' presentations will video record their online, virtual, or on-campus presentations to allow for self-, peer-, and instructor-review to meet Course Objectives. **Have access to a webcam, either built into your computer or an external one.** If you record on a late-model smart phone, know that these video files are quite large, and may need to be converted, compressed, or first uploaded to an external site like Google Drive or YouTube to be accepted by our Canvas platform. Late uploads due to technical difficulties can result in a reduction in assignment grade.

**FAU and Canvas = PC environment** If you have a Mac, please allow yourself extra time to complete assignments in the event Mac software is not recognized by Canvas. All work submitted to Canvas must be in WORD; Pages or other word processing programs are not acceptable. Students are ultimately responsible for ensuring their devices and software used are compatible with the Canvas and FAU environments. Please see this link for more information: <https://canvas.fau.edu>.

By registering for an online course, you accept responsibility for mastering technology necessary to satisfactorily complete assignments. Your instructor is not responsible for advising you on technological problems. The FAU Help Desk can be reached at 561-297-3999; Canvas support is available at <http://www.fau.edu/oit/canvas> and clicking the "submit a ticket" link.

## Canvas Course Platform

This course uses Canvas: <https://canvas.fau.edu>. Go to the Canvas website through My.Fau and log in using your FAUNet ID and password. This site must be checked daily for important updates and announcements. This platform will be used to facilitate all requirements of the course. You must review the platform and the tutorials to be able to perform in the course. You will use Canvas to submit your assignments and to participate in the mandatory review of all evaluated assignments.

Assignments must be submitted to Canvas in the designated locations to receive a grade. Emailed assignments are not considered submitted for grading purposes. Students who do coursework from shared or work computers are not exempt from these requirements. No assignment extensions will be granted for a student's inability to fully access Canvas functions from shared or work computers.

**It is the student's responsibility to ensure functional access to Canvas once the semester begins. If you have problems with Canvas, FAU's Office of Information Technology provides technical support from its website: at <http://www.fau.edu/oit/canvas>.**

## Artificial Intelligence Platforms

Students will be required to access free AI accounts, including but not limited to: ChatGPT, Claude, Gemini, Microsoft Co-Pilot, SlidesGo, Canva, Prezi and Powerpoint. Students will elect to no have AI platforms use content for LLM training purposes.

## Course Evaluation Method

The following items show the (representative) available points per assignment for the course:

<b>Assignments</b>	<b>Points</b>
Skill-building and Participation Activities	500
Career writing	100
Business Message	100
Technical Report	100
Presentation Outline	100
Presentation	100
<b>Total</b>	<b>1000</b>

### Assignment Descriptions

**You will prepare the following, or equivalent (but not limited to) graded assignments:**

#### *Professionalism, Participation, and Skill-building Activities*

**Because the class is based on building critical skills, 500 of the available 1000 points can ONLY be earned by class participation**, which will include the following: critical analysis of audience and purpose, prompt engineering, collaborative group work, revisions, evaluations and peer reviews, completion of homework, online discussions, interactive tutorials, readings and quizzes, and various other writing and speaking weekly activities.

#### *Career Readiness Assignments*

Leverage multi-media AI tools for career and workplace communications. Emphasis is on using AI platforms to summarize industry data and organize communications in preparation for creating a unique, personal professional brand.

#### *Business Messages*

Use AI platforms to initiate organization and baseline content for a wide variety of business messages, including emails, letters, online responses, and/or client communications with emphasis on audience analysis, tone, scope of response, and revision.

#### *Technical Report*

Draw on AI platforms to initiate an analysis of workplace concern. This assignment will focus

on critical thinking, structure, the revision process, collaboration, and use of existing, non-AI generated sources.

### ***Presentation Outline***

Prepare for a workplace presentation that develops an aspect of the technical report. Students will use AI tools to organize content into a business-ready presentation for an assignment-specific audience.

### ***Presentation***

Based on the *Presentation Outline*, (1) deliver an individual persuasive presentation for the assignment-specific audience including AI platform slides that reinforce and illustrate key points; (2) meet the assigned time requirement; (3) dress appropriately for the situation; (4) communicate your ideas conversationally.

**NOTE: No extra-credit assignments are given in this class. A passing grade for the course cannot be earned unless all assignments are submitted.**

## **Course Grading Scale**

The following table provides the grading scale for both individual activities/assignments and for the course. You can check your grades by going to the Grade Center in Canvas.

**NOTE: No extra-credit assignments are given in this class. Final grades will reflect the exact score seen in your Canvas gradebook after the last assignment is graded. Final grades will not be rounded up, as those right-side decimal places are mathematically significant. For example, a student would have to achieve a perfect score on an additional assignment to raise a final 91.8% to a 92.00%.**

Points / Percentage	Letter Grade	Points / Percentage	Letter Grade
920-1000 / 92%	A	720-779 / 72%	C
900-919 / 90%	A-	700-719 / 70%	C-
880-899 / 88%	B+	680-699 / 68%	D+
820-879 / 82%	B	620-679 / 62%	D
800-819 / 80%	B-	600-619 / 60%	D-
780-799 / 78%	C+	0-599 / 0-59.9%	F

### **Grading Criteria**

A specific grading rubric will be provided with each major assignment along with specific comments on the assignment itself. The following table provides you a general grading-scale rubric for all assignments:

<b>A= Accomplished demonstration:</b> meets all assignment objectives; provides an organizational structure strategically targeted to the communication's purpose; precisely targets the identified audience; expresses ideas clearly, concisely, precisely and appropriately; demonstrates near-perfect mechanics; meets deadlines for drafts and final submissions.
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<b>B= Better-than-acceptable demonstration:</b> meets all major assignment objectives; provides clear organization to achieve the purpose; clearly targets the audience; generally expresses ideas clearly, concisely, precisely, and appropriately; demonstrates occasional mechanical deviations; meets deadlines or agreed upon extensions for drafts and final submissions.
<b>C= Acceptable demonstration:</b> generally meets the assignment objectives; provides enough organization to achieve the purpose; overall targets the audience well enough to achieve the communication objective; expresses ideas understandably, but may need to be more concise and precise; demonstrates mechanical deviations, but none significant enough to impede the communication and/or discredit the communicator; meets deadlines or agreed upon extensions for drafts and final submissions.
<b>D= Insufficient demonstration:</b> falls short of meeting the major assignment objectives; presents either an unclear organizational structure or one that detracts from the communication's purpose; does not target the audience well enough to achieve the objective; expresses ideas using vague, excessive, or inappropriate words; demonstrates mechanical deviations significant enough to impede and/or discredit the communication; misses deadlines.
<b>F= Unacceptable demonstration—</b> does not meet the major or most of the minor objectives of the assignment; expresses ideas in unclear language or with major mechanical deviations; demonstrates writing that ignores concepts taught in course or professor's comments on previous papers; does not hand in the assignment; or includes plagiarized material in the assignment.

## Grading Method

All major assignments in this class provide feedback to students in three distinct ways: grade scores, rubrics, and Instructor comments. Students must be able to access all the feedback provided for a given assignment to be able to understand the grade and improve skills. Students will of course receive a numerical score for all assignments. In addition, students should access the personalized rubrics for each assignment in the Canvas gradebook. These rubrics show the grading criteria and point values for each element of an assignment.

In addition to evaluating overall performance for each element, the rubric will contain comments from your Instructor. These comments should be studied to better perform on the next assignment. The rubrics accompany each assignment, so students will understand how an assignment will be graded before the assignment is due.

For written assignments, students will also receive Instructor's comments on organization, format, content, grammar, and mechanics. Students may see their papers commented on directly in Canvas, and/ or they may see an attached document with editing comments in the Canvas gradebook. Every written assignment will have comments, so students must contact Instructors immediately if no comments are viewable.

**Students may have difficulty viewing the comments appearing directly on their submitted work, on Smartphones and certain Apple devices. All students are required to view comments. ALL COMMENTS MUST BE VIEWED within 48 hours of receipt. Students who do not VIEW FEEDBACK will lose 5 points per assignment.**

**Questions about Assignments or Grades.** If you have questions about assignments given or grades issued in this course, including your final grade, you must first contact me; this course

will adhere to FAU procedures for grade reviews. **Follow the 24/7 rule: Wait 24 hours before contacting me about your grade so that you have time to study the rubric ratings and feedback, but do not wait more than seven days.**

## **Policies on Exams, Attendance, Late Work, Incompletes**

### **Exams**

This course may have skill-building quizzes but does not have mid-term or final exams.

### **Participation**

To keep up with announcements and the class activities/assignments, **log in at least three times per week—be sure to check the announcements and your FAU email account. *If ten consecutive days (two business weeks) go by and you have not logged in, you will be viewed as having abandoned the course, which may result in your receiving an F.***

Much of our analysis of AI-generated content will be collaborative. That is, students will bring AI-generated content to class for in-depth critical analysis. See the section above titled ***Professionalism, Participation, and Skill-building Activities***. Students cannot earn a passing grade if (1) they miss class, (2) are not prepared for collaborative work, (2) and/or do not bring required materials and AI homework to class.

This course averages not less than six hours (two hours for each credit hour) of out-of-class assignments each week for the semester. Out-of-class assignments may include readings, research, homework assignments, research papers, interactive tutorials, study groups, or other activities appropriate for the course.

**University Attendance Policy.** Students are expected to attend all scheduled University classes and to satisfy all academic objectives as outlined by the instructor. The effect of absences upon grades is determined by the instructor, and the University reserves the right to deal at any time with individual cases of non-attendance. Students are responsible for arranging to make up work missed because of legitimate class absence, such as illness, family emergencies, military obligation, court-imposed legal obligations or participation in University approved activities. Examples of University-approved reasons for absences include participating on an athletic or scholastic team, musical and theatrical performances and debate activities. It is the student's responsibility to give the instructor notice prior to any anticipated absences and within a reasonable amount of time after an unanticipated absence, ordinarily by the next scheduled class meeting. Instructors must allow each student who is absent for a University-approved reason the opportunity to make up work missed without any reduction in the student's final course grade as a direct result of such absence.

## Late Assignments

All assignments and revisions are due on or before the date specified.

- **Major assignments** (outlines, papers, and presentations) that are late will be penalized 5% of the total possible points per day for that assignment. For every day an assignment is late, whether it's an hour late or 20 hours late, 5% of the total points for that assignment will be deducted. **The assignment drop boxes are set to close after 7 days; once they do, the assignment will no longer be accepted and the student will earn zero points for the assignment.**
- **Weekly skill-building exercises** (discussion threads or shorter learning activities) must be completed by the due date—usually class end. Access to the assignment dropbox will close at the end of the class period and no late work will be accepted. Please do not email or attach document files to your instructor after the assignment due date.

If you anticipate a problem completing an assignment, contact me immediately **ahead of time**. Provide documentation for all problems reported after the fact.

## Incompletes

Incompletes are not issued for this course except in extreme and rare circumstances (e.g., hospitalization). Documentation will be required. **To receive an “I” under these circumstances, you must be passing the course with only the final assignment remaining.** Incompletes are NOT issued (1) when the student has established a pattern of late assignment submissions over the course of the semester, and/or (2) to allow students additional time to complete more than one assignment in the course. The student must make up the work in a specified time, which will be within the next semester.

The College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete (“I”) grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing (“F”) grade. Please see the University policy on Incompletes, below, which is modified by this section.

## Netiquette and Professionalism Policies

Click on the following link to familiarize yourself with proper netiquette:  
<http://www.albion.com/netiquette/corerules.html>. Pay particular attention to these points:

- a. Before emailing or posting a question, review the syllabus, schedule, and/or course assignments for the answer.
- b. Communicate on a professional business level; use complete, grammatically correct sentences and professional-level language. Do not use texting conventions or social media shorthand. Using any type of profanity (even acronyms) or engaging in any type of unprofessional behavior will result in your access being denied.
- c. Create accurate subject lines. Do not introduce a new issue/question using an old or resolved subject line, which might result in the email being overlooked.
- d. **Provide your full name. Email addresses often do not. I will not respond to non-FAU emails, especially when it is unclear whether the author is a student in my class.**
- e. Remember that what you write is more likely to be misinterpreted than what you say because written words are devoid of body language and vocal/facial expression.

## Communication Policy

Check for announcements in Canvas at least once a week. Be sure you are getting (and reading) announcements and emails sent from our Canvas course.

FAU's primary source for correspondence with students is through the student's FAU email. Messages sent by the University may include time-sensitive information regarding student accounts, announcements and class information. Students are responsible for checking their FAU email on a regular basis. FAU has partnered with Google to bring students Owl Apps, a Gmail interface that replaces the MyFAU email and includes a 25 GB inbox, among other features. To switch to Owl Apps and for more information about FAU email, visit [www.fau.edu/owlapps](http://www.fau.edu/owlapps). For issues with logging into MyFAU, contact the Office of Information Technology Help Desk or 561-297-3999.

Be sure to check your FAU email address and Canvas daily. I'll be using it to contact you throughout the semester. Please do not forward your FAU email to your personal account; forwarding is not reliable, and you will be held responsible for information sent to your FAU email address. All emails should be sent to the instructor of record at [dfuente1@fau.edu](mailto:dfuente1@fau.edu) and not to any TA listed in the Canvas platform. Except for Saturdays, Sundays, and holidays, I generally will respond to emails within 24 hours.

## E-Mail/Web & Technical Assistance

The online environment always creates the possibility for technical issues. Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success increase greatly. Please take the following steps should a problem occur:

1. Screen cap the page(s) where the problem occurred.
1. Complete a Help Desk ticket at <http://www.fau.edu/helpdesk>.

1. Send me an email to notify me of the problem. Include the information and attachment you sent to the Help Desk.
2. If you do not have access to a computer, leave a detailed message at 561-297-3940 (Business Communications Office)
3. If you do not hear back from the Help Desk or me within a timely manner (48 hours), follow up with the appropriate person until a resolution is obtained.

## Remediation Requirement

Students who do not demonstrate satisfactory writing or speaking skills in their assignments will be required to seek tutorial help and/or attend Toastmasters; if these skills do not rise to an acceptable level by the end of the semester, they will be required to repeat the course.

## Code of Academic Integrity

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards, because it interferes with the university mission to provide a high quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [University Regulation 4.001](#).

**Anti-Plagiarism Software.** Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Turnitin, a plagiarism detection service, will be used along with other means for detecting plagiarism for any papers submitted to this course.

**Restriction on use of Artificial Intelligence-generated text:** The FAU Code of Academic Integrity, Regulation 4.001, indicates cheating includes receiving assistance from another person or entity while working on an assignment. Further, as the Code makes clear regarding plagiarism, not only is plagiarism the use of words from any source without giving proper credit to the source and author, but plagiarism also includes using ideas or facts from a source within your own words without proper citation.

As such, the **unauthorized** use of artificial intelligence or any text-generating software used in assignments will be treated as plagiarism and a violation of the Code of Academic Integrity in any business communication course. Unless specifically directed by the course instructor, you are prohibited from using any type of generative tool. Please contact your instructor if you are unsure about assignment instructions. For the complete Code of Academic Integrity, please see <https://business.fau.edu/undergraduate/current-students/academic-policies/academic-integrity>

**Citation Method:** Students must give credit to the information sources used for papers and presentations. This class uses the Publication Manual of the American Psychological Association, 7th ed. (hereafter referred to as APA). Click on the following links for guidance:

- APA Basics Tutorial: <http://flash1r.apa.org/apastyle/basics/index.htm>
- FAU Libraries Information Literacy & Instructional Services: <http://www.library.fau.edu/depts/ref/instrsv/mainwksh.htm>

## **Selected College and University Policies**

**College of Business Minimum Grade Policy Statement:** The minimum grade for College of Business requirements is a “C.” This includes all courses that are a part of the pre-business foundation, business core, and major program.

### **Counseling and Psychological Services (CAPS) Center**

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU’s Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

### **Disability Policy**

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU’s campuses – Boca Raton, Davie and Jupiter – however disability services are available for students on all campuses. For more information, please visit the SAS website at [www.fau.edu/sas/](http://www.fau.edu/sas/).

### **Religious Observance Regulation**

*In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see FAU Regulation 2.007 at <https://www.fau.edu/regulations/chapter2/Reg%202.007%208-12.pdf>*

### **Grade Appeal Process**

A student may request a review of the final course grade when he or she believes that one of the following conditions applies:

- A computational or recording error in the grading.
- Non-academic criteria applied in grading process.

A gross violation of the instructor's own grading system.

Follow these procedures:

[http://www.fau.edu/regulations/chapter4/4.002\\_Student\\_Academic\\_Grievance\\_Procedures\\_for\\_Grade\\_Reviews.pdf](http://www.fau.edu/regulations/chapter4/4.002_Student_Academic_Grievance_Procedures_for_Grade_Reviews.pdf)

## Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn.

Maintenance of these rights requires classroom conditions which do not impede their exercise.

To ensure these rights, faculty members have the following prerogatives:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct



## Sample/Representative GEBxxx AI for Business Communication Course Topical Outline

### TOPIC/CHAPTER

Learning Module	Date	To Do for Class	Assignments to be (1) brought to class and/or (2) submitted by 11:59PM
1: Introduction to AI			
	1/15	<ul style="list-style-type: none"><li>• AI definitions, survey, benefits, and limitations</li><li>• In-class Collaborative exercise</li><li>• What's NOT covered in this course</li></ul>	<ul style="list-style-type: none"><li>• Complete Intake Assignment</li></ul>
	1/22	<ul style="list-style-type: none"><li>• AI Agency, control, disclaimers</li><li>• Authorize and unauthorized use of AI in this class</li><li>• In-class Collaborative exercise</li></ul>	<ul style="list-style-type: none"><li>• Hallucination Assignment</li></ul>
	1/29	<ul style="list-style-type: none"><li>• AI Ethics</li><li>• Neural networks</li><li>• In-class Collaborative exercise</li></ul>	<ul style="list-style-type: none"><li>• Example of Workplace AI assignment</li></ul>
2: Purpose and Audience Analysis			

Learning Module	Date	To Do for Class	Assignments to be (1) brought to class and/or (2) submitted by 11:59PM
	2/5	<ul style="list-style-type: none"> <li>AI for business communication intro</li> <li>Purpose/audience review from GEB3213</li> <li>In-class Collaborative exercise</li> </ul>	<ul style="list-style-type: none"> <li>Read article on prompt engineering</li> <li>Bring in [e.g. Insurance Claim] prompt</li> </ul>
3: Business Messages			
	2/12	<ul style="list-style-type: none"> <li>Survey of AI language-based platforms for workplace communication</li> <li>Prompt engineering revision</li> </ul>	Analysis of [e.g., Insurance Claim] Examples
	2/19	<ul style="list-style-type: none"> <li>In-class Collaborative exercise</li> </ul>	
	2/26	<ul style="list-style-type: none"> <li>AI Portfolio</li> <li>In-class Collaborative exercise</li> </ul>	<ul style="list-style-type: none"> <li>Upload AI portfolio</li> </ul>
SPRING BREAK: 3/5—Spring Break—no class			
4: Technical Reports			
	3/12	<ul style="list-style-type: none"> <li>Introduction of Technical Report Assignment</li> <li>In-class Collaborative exercise</li> </ul>	<ul style="list-style-type: none"> <li>Upload article/link to AI for company data discussion board</li> </ul>
	3/19	<ul style="list-style-type: none"> <li>AI for data gathering</li> <li>“Personal” GPTs</li> <li>In-class Collaborative exercise</li> </ul>	<ul style="list-style-type: none"> <li>Draft Technical Report</li> </ul>
	3/26	<ul style="list-style-type: none"> <li>Technical Report Peer Review</li> </ul>	<ul style="list-style-type: none"> <li>Technical Report Due</li> </ul>
	4/2	<ul style="list-style-type: none"> <li>AI for visual communications</li> </ul>	<ul style="list-style-type: none"> <li>Bring Outline to class for peer review</li> <li>Bring slideshow to class for Peer Review</li> </ul>
5: Presenting with AI			
	4/9	<ul style="list-style-type: none"> <li>Presentation Outline Peer Review</li> <li>Slideshow/visuals peer review</li> </ul>	<ul style="list-style-type: none"> <li>Presentation Outline Due</li> <li>Upload PPT for Round 1 Group presentations</li> </ul>
	4/16	<ul style="list-style-type: none"> <li>Presentation Round 1</li> </ul>	<ul style="list-style-type: none"> <li>Upload PPT for Round 2 Group presentations</li> </ul>

Learning Module	Date	To Do for Class	Assignments to be (1) brought to class and/or (2) submitted by 11:59PM
	4/23	Presentation Round 2	<ul style="list-style-type: none"> <li>Bring in resume and/or linked in Profile</li> </ul>
6: Career Writing			
	4/30	<ul style="list-style-type: none"> <li>AI for job search and interviewing.</li> <li>Understanding how companies use AI to recruit</li> </ul>	
		<ul style="list-style-type: none"> <li>Algorithms, matching, and customization of career tool kit</li> </ul>	
	Final Exam	<ul style="list-style-type: none"> <li>AI Final Portfolio</li> </ul>	