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| **MODULE/WEEK** | **COMMUNICATION TYPE** | **METHOD** | **DATE** | **NOTES** |
| Week/module number, name, topic(s) | Weeks may include general updates, learning clarifications, assignment grades/feedback, office hours, etc. | Assign a medium for each type of communication: announcements, video/audio, ICON email, SpeedGrader, etc. | Assign a date to complete each item so you can add it to your calendar. Consider setting the same day/days every week for consistency. |  |
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| **15** |  |  |  |  |
| **Finals Week** |  |  |  |  |