

## Writing 320: Scientific and Technical Writing

CRN 38355 & 38891  
PLC 184  
MW 10-11:20 and 2-3:20

*Prerequisite:* Completion of university writing requirements and at least junior-level standing

**Instructor:** Tina Boscha

**E-mail:** [tinarb@uoregon.edu](mailto:tinarb@uoregon.edu)

**Office hours:** Tu 2:00 – 5:00 or by apt.

**Office:** PLC 236      **Office phone:** 346-0056

### **COURSE DESCRIPTION:**

This course introduces research and technical writing in the sciences, covering a variety of forms, styles, and purposes. The weekly writing and reading assignments include proposals, instructions, annotated bibliography and literature review. The course emphasizes an awareness of audience and purpose in the preparation and production of scientific and technical documents.

### **REQUIRED MATERIAL:**

*The Chicago Guide to Communicating Science*, Scott L. Montgomery (CS)

*Custom textbook*, Lannon

Other readings will be provided on Blackboard

### **ASSIGNMENTS:**

Individual Project, Instructions	15%
Group Project, Procedures	15%
Annotated Bibliography	20%
Literature Review	25%
Project Proposal	10%
Presentation	10%
Other Homework/Participation	5%

All versions and peer review must be completed on the dates specified and handed in together in order to receive full credit for each assignment.

### **CLASS POLICIES:**

***Attendance:*** Your regular attendance is vital to the goals of this course. You may miss two class meetings without penalty. Your final grade will drop one-third of a letter grade for each subsequent absence, *unless you have contacted me and we have agreed on alternative arrangements*. You are responsible for contacting me as soon as it becomes apparent that you will need to miss additional classes. You will still be expected to turn your work in on time, despite absence.

***Completion:*** You must complete every assignment, **including the presentation**, to fulfill the requirements of the course and pass. This includes writing rough drafts and going through peer review.

***Paper Format:*** Unless otherwise directed, all work must be typed and double-spaced, using one-inch margins; note that most word processors set larger default margins and those settings will need to be changed. You must use a twelve-point font in Times New Roman or Cambria. I will accept either one-sided or double-sided pages. Your name, the due date, the word count, and my name, must appear single-spaced at the top, left corner of every assignment. Please number your pages. While I am sympathetic to the exigencies of corrupted disks, empty printer cartridges, etc., you are nevertheless responsible for making backups, starting work on an assignment early enough to ask me for help if you need it, and for being familiar with the requirements of the course as they are outlined in the syllabus, schedule, and handouts.

***Late Work:*** All readings and assignments are due at the beginning of class on the date indicated on the Schedule of Assignments. Failing to turn in a written assignment at the beginning of class means that the assignment is late. If you are absent from class due to illness, email attachments sent by the time class regularly begins will be accepted. Otherwise, the assignment will be considered late *unless you have made PRIOR arrangements with me*. Every day an assignment is late, it will be marked down one letter-grade.

***Academic Honesty:*** All work submitted in this course must be your own and be written exclusively for this course. The use of sources (ideas, quotations, paraphrases) must be properly documented. Please consult The MIT Guide to Science and Engineering Communication and the library's guide to citation <http://libweb.uoregon.edu/guides/citing/> for information about documenting and using sources. Refer to the Code of Student Conduct <http://uodos.uoregon.edu/StudentConductandCommunityStandards/StudentConductCode/tabid/69/Default.aspx> and the library's guide to identifying and avoiding plagiarism: <http://libweb.uoregon.edu/guides/plagiarism/students/>. In cases where academic dishonesty has been clearly established, the award of an F for the final course grade is the standard practice of the Composition Program. Please see me if you have any questions about your use of sources.

***Access:*** The University of Oregon is working to create inclusive learning environments. Please notify me in week one if there are aspects of the instruction or design of this course that result in disability-related barriers to your participation. You may also wish to contact the Accessible Education Center in 164 Oregon Hall at 541-346-1155 or [uoac@uoregon.edu](mailto:uoac@uoregon.edu).

***Notification of Changes to class schedule:*** In the event severe weather or some other unforeseen circumstance that results in a class cancellation, I will notify you by your university email account through Blackboard and also post a notification on the Blackboard site as an announcement.

***Electronic Devices:*** Electronic devices such as iPods and cell phones may interfere with the educational mission of this course. Laptops are to be used for classwork ONLY. To prevent loss of class time, all such devices must be turned off and safely stowed during class. Exceptions may be made on an individual basis when the possibility of distraction is balanced by individual need.

***Incompletes:*** All requests for the grade "Incomplete" must be approved in advance and are granted only when coursework has been satisfactory and some minor but essential work cannot be completed due to unavoidable circumstances beyond the student's control.