

Writing 320: Scientific and Technical Writing
CRN 27244 & 25912
MW 2-3:20 FR 106 and 4-5:20 DEA 303

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

Instructor: Tina Boscha

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Office hours: Tu 12:30-4:30 or by apt.

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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, **although the vast majority of your work will be submitted via Blackboard.** 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 uoaec@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 and are recommended to be with you during class since we do are located in a computer classroom.

However, please only take out your laptops/tablets when we need them to complete our work.

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.

Learning Outcomes for Wr 320:

1. Write documents that are relevant to the purpose and context in which they are written and appropriate for the audience to which they are addressed.
2. Write documents that proceed logically and connect ideas effectively, according to genre, purpose and context.
3. Produce written work that displays adherence to the conventions of its context (academic or professional), including control of grammar, spelling, word usage, syntax, and punctuation; use of appropriate tone, style, and diction; uses appropriate formatting, media, design, and documentation of sources.
4. Effectively revise the content and organization of messages both by reevaluating the reasoning and context of the message and responding to critiques from peers and instructors.

Schedule of Assignments

Subject to change – changes will be posted on Blackboard

Week	Date	Writing Due	Reading Due	In Class
1 M	1/5		Zimmer, Carl (Mov. 13, 2007) "From Ants to People, the Instinct to Swarm." [online] The New York Times. Available: http://www.nytimes.com/2007/11/13/science/13traff.html	Introductions; discuss the content and style of the article
1 W	1/7	200-word summary of "From Ants to People" - submit via Blackboard DB	CS: 1 (Communicating Science) & 2 (Scientific Communication); Lannon "An Overview..."	Summary exercise
2 M	1/12		<ul style="list-style-type: none"> • Lannon "Proposals" • CS: 7 (The Scientific Paper), & 8 (Other Types of Writing) 	Preparation for Bibliography and Literature Review
2 W	1/14	Some idea (2-3 sentences) of your research project	<ul style="list-style-type: none"> • Lannon "Thinking Critically About the Research...", Summarizing Research Findings...", & "Evaluating and Interpreting Information" 	Research Demo & Practice
3 M	1/19		NO CLASS – MLK DAY OBSERVED	
3 W	1/21	Proposal Draft #1 Due	<ul style="list-style-type: none"> • CS: 3 (Reading Well) American Journal of Epidemiology Editorials, and article: "Please Read the Following Paper and Write This Way!", "Be Kind To Your Reader", and "Secondhand Smoke...Asthma" (on Blackboard in the "Class Documents" folder)	Discussion & Peer Review
4 M	1/26	Proposal – Final Due	Lannon "Instructions and Procedures", "Designing Pages and Documents," "Designing Visual Information", & "Organizing for Readers"	Individual Project, Technical Writing: Instructions
4 W	1/28	Instructions, Version One	CS: 4 (Writing Well), 5 (Writing Very Well), article "Scientific Jargon, Good and Bad" (available via Blackboard)	Writing exercises, peer review
5 M	2/2	Instructions, Version Two (2 hardcopies)	Bring to class sufficient materials for a classmate to use when testing your instructions	Audience Testing
5 W	2/4	Instructions, Final	Finish annotated bibs in class; writing exercises	Reflection on Instructions

6 M	2/9	Bibliography draft, at least 5 entries	Lannon “Informal Reports”	Group Project, Technical Writing: Process Description
6 W	2/11	Paragraph introducing the topic to writers (via BB)	Group work time	Process Description
7 M	2/16	Process Description, Version one		Revision & Editing (peer review)
7 W	2/18	Process Description, Final	<ul style="list-style-type: none"> Lannon “Oral Presentations and Webinars” CS: 13 (Oral Presentations)	Reflection on Process Description; Presentation Workshop
8 M	2/23		Work time, open office hours	
8 W	2/25	Literature Review, Version one, at least 8 articles		Peer Review
9 M	3/2			Project Presentations
9 W	3/4			Project Presentations
10M	3/9			Project Presentations
10W	3/11			Project Presentations

Final Version of Bibliography and Literature Review due by 5 pm on Tuesday, March 17 via Blackboard