

WR 320 *Scientific and Technical Writing*: Fall 2019
Tuesday/Thursday, 2:00 – 3:20 pm (CRN 16022), McK 349

Instructor:	Tina Boscha	E-mail:	tinarb@uoregon.edu
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Hours:	Mon 2-3, Tues/Thurs 3:30 – 4:30 & by appointment		

**Your ongoing enrollment in this course indicates that you have read this syllabus
and accept its requirements and expectations.**

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.

Learning Outcomes:

Upon completion of this course, students should be able to achieve the following outcomes:

- Produce written work that is relevant to the purpose and context in which they are written and appropriate for the audience to which they are addressed.
- Produce written work that proceeds logically and connects ideas effectively, according to genre, purpose, and context.
- Produce written work that displays adherence to the conventions of its context (academic or professional), including
 - control of grammar, spelling, diction, syntax, and punctuation;
 - use of appropriate tone, style, and diction; and
 - appropriate formatting, media, design, and documentation of sources.
- Revise the content and organization of written work by reevaluating the reasoning and the context of the document and by responding to critiques from peers and instructors.

Required Texts:

The Chicago Guide to Communicating Science, Scott L. Montgomery (CS)
Custom textbook, Lannon (other Readings will be provided on Canvas (C))

Assignments & Grading:

Individual Project, Instructions	15%
Group Project, Process Description	10%
Individual Project, Research	
Annotated Bibliography	20%
Literature Review	30%
Project Proposal	10%
Project Presentation	10%
Other home/classwork (peer reviews, etc.)	5%

In order to pass the course, you must complete all versions of each assignment (including peer reviews and presentations)

COURSE POLICIES

Registration

The only way to add this class is through DuckWeb. The last day to add this or any writing class is the Friday of week one.

Attendance and Contributions

Attendance is mandatory. You are allowed TWO absences but are responsible for anything missed during that class session and for making sure work is turned in on time, *even if the work is due on the day you are absent*. If you are absent beyond TWO class sessions, your final grade will be reduced by ONE THIRD of a letter grade for each absence (an A becomes an A-, a B- a C+, etc.). **FIVE ABSENCES WILL RESULT IN AUTOMATIC FAILURE.**

Punctuality is also mandatory. Class begins promptly at 2:00. I will take attendance at the beginning of each class. If you are late, it is your responsibility to see me after class and verify that your attendance accurately reflects a late mark versus an absence. If you are late for more than THREE class sessions, the FOURTH late arrival will be considered an absence, and every late arrival after that will be considered an absence.

Class attendance means more than being physically present in the classroom. It requires that you pay attention and contribute to class proceedings. This class emphasizes the communication of ideas both in writing and in discussion, so your active participation is essential. You will have reading and/or writing assignments due for nearly every class session to prepare you to participate fully in class activities, which may include discussions, in-class writing, small group work, and presentations. Anything less than full and informed involvement in all of these activities can count against your course grade.

To this end, you can ensure that you are prepared to attend class by

- Reading the assigned texts carefully in advance of class

- Bringing the assigned texts to class
 - Contributing valuable comments to class discussion and participating in class activities.
- If you are worried about speaking up in class, see me early in the term.**

Incompletes

Please see me if circumstances arise that make it difficult for you to complete the course. The Director of Composition must approve requests for the grade “Incomplete” in advance of the end of the quarter. Such approval will be granted only in cases when some minor but essential aspect of the course cannot be completed by students through unforeseen circumstances beyond their control.

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 You may also wish to contact the [Accessible Education Center](#) in 164 Oregon Hall at 541-346-1155 or uoaec@uoregon.edu.

Observance of Religious Holidays

Students who observe their religious holidays at times when academic requirements conflict with those observances must inform instructors in advance of the holiday. Students are responsible for making up missed work according to a schedule determined with the teacher.

Late Work

All assignments are due on the date and by the time indicated by me in class, on Canvas, or on the attached schedule. If you are unable to submit an assignment when it is due, you should make prior arrangements with me before class. Prior arrangement means a written (emailed) agreement with me before the assignment is due. Every day an assignment is late, it will be marked down one third of a letter-grade.

Technical Difficulties

These things happen. However, technical difficulties are not an excuse for failing to produce your assigned work on time. Back up your files. There are computer labs all over campus; make use of them if you experience difficulties with your computer, printer, or internet access.

Electronics

Turn off cell phones and music during class. You may not use a laptop in class unless directed to do so by the instructor. Laptop exceptions will be made for those with applicable documentation from the Accessible Education Center.

Academic Honesty

All work submitted in this course must be your own and be written exclusively for this course, which means you may not submit papers or portions of papers you have written for any other course. The use of sources (ideas, quotations, paraphrases) must be properly documented. Please refer to the Composition Program's e-handbook resources as well as the [Student Conduct Code](#) on the Office of Student Conduct and Community Standards website. In cases where academic misconduct has been clearly established, the award of up to an F for the final course grade is the standard practice of the Composition Program. Please see your instructor if you have any questions about your use of sources.

Academic Misconduct Procedures

To ensure that the Composition Program maintains a consistent response to academic misconduct, misconduct cases are administered by the [Office of Student Conduct and Community Standards](#) (OSCCS), and not by individual instructors. While misconduct cases are being evaluated, instructors cannot discuss the assignment(s) in question, but may continue to help students with all other course work.

If an assignment of yours is under evaluation for plagiarism, the Composition Program will notify you by email and OSCCS will contact you to schedule a meeting. Until a case is resolved through OSCCS, no work from the assignment in question can be included in assignments for the course. You are encouraged to communicate with your instructor about guidelines and requirements for continuing coursework on a case-specific basis.

Formatting/Submissions

You will be submitting your work via Canvas and often bringing paper copies to class for peer review.

All written work must be typed and formatted according to the assignment's particular instructions. ****When not specified, double-space, use 12-point *Times New Roman* font and one-inch margins. Include the following information on upper left corner of the first page:

Your Name
WR 320
Tina Boscha
Description of the assignment (Literature Review, Annotated Bibliography, etc.)
Word count
Date due
Your original title for the assignment (centered)

Insert your last name and page numbers in the header on subsequent pages of each document (Name 2, etc.). Use MLA format for quoting and citing sources (except in the Lit Review/Annotated Bib; more details later). If you have grammar questions or documentation concerns, consult me, resources via the UO library website, or Purdue's OWL (https://owl.purdue.edu/owl/purdue_owl.html)

Sexual and Gender-Based Violence

Students who experience gender-based violence: Any student who has experienced sexual assault, relationship violence, stalking, coercion, and/or sexual harassment is encouraged to seek help. Please visit <https://safe.uoregon.edu> for information. You are also strongly encouraged to contact Renae DeSautel, Sexual Violence Response & Support Services Coordinator, desautel@uoregon.edu. She will keep your information confidential. In addition, the UO Ombuds office (541 346-6400 or ombuds@uoregon.edu) can provide confidential support and assistance. You can also contact any pastor, priest, imam, or another member of the clergy. All of these people, including all UO faculty members, have an obligation not to reveal your name or other specific information without your permission, although faculty members do have to provide “general information” that will help us create a safer campus. As your instructor, I can also reassign work partners and make other necessary accommodations.