Course Syllabus: Writing 109ST

Course: Writing 109ST
Course Title: Writing for Science and Technology
Enrollment Code: COMP 42382
Term: Spring Quarter 2002
Instructor: Doug Bradley

Class Meeting Times: MW, 8:00-9:15
Classroom: Girvetz 1119

Required Materials:
- English composition journal.


Instructor Office: Girvetz 1314
Hours: Wednesdays 10:00-12:00, and by appointment.
Cell phone: (805) 680-2333
E-mail: bradley@writing.ucsb.edu
Mail box: Located in South Hall 1519. (Note: box is above name.)

IMPORTANT NOTICES!!

Deadline to drop Writing 109ST is the fifth day of instruction, FRIDAY, APR 05, 2002 BY 4:45 PM (via RBT).

If you are a student with a disability and would like to discuss special academic accommodations, please contact me during office hours.
Writing 109ST Requirements, Grading and Schedule

Course Requirements:  **Attendance and Classroom Participation**
The UCSB Writing Program requires that you attend all course classes and arrive prepared on time. Missing more than two classes will decrease your final course grade by one-third of a letter grade for each unexcused absence. You are responsible for obtaining all missed handouts and assignments.

As a course participant, you are expected to engage all classroom discussions and group exercises. You will function as a peer editor to other students, and assist in evaluating their work. As such, your classroom participation is essential. Throughout, you are expected to treat your work and the work of others with respect. On group efforts (such as review committees), you are expected to do your fair share of the work.

**Reading**
Readings will be assigned each week in class and need to be completed prior to the next class. Some readings will be from the texts, others will be kept on reserve in the Reserve Book Room of the UCSB Davidson Library.

**Portfolios**
During the quarter, you will progressively construct a portfolio of all coursework from Writing 109ST, suitable for a formal, “real-world” job interview. This will be used in the assessment of your course grade and must be carefully maintained.

**On-line Forums**  [http://www.writing.ucsb.edu/php-all/forums]
Each week, I will post an on-line forum announcement and/or question to the URL above. You will find our class listed in the forum under **Writing 109ST Spring 02 (Bradley)**. Click on the class, then the current week. Read the announcements and/or question (if any). If there is a question, click on the **Reply** button to respond. Think about what you are going to say, then compose a well-written one-paragraph response. **When responding, be certain to always enter your name; otherwise, you will not receive credit!**

**Journal Entries**
We will begin classes with a brief writing exercise in our journals; please arrive on time for the topic. You will also use your journal for recording research notes. Journal responses are not graded; however, they are checked twice during the quarter for completion.

**Student-Instructor Office Conferences**
All students are required to schedule **at least** one individual conference with me during the term.
Grading: Grading is based upon: 1) class assignments (Assignments #1-9); 2) an oral presentation (Assignment #10); and 3) classroom participation. The weighting of each for determining your final course grade is as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Portion of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Assignments #1-9</td>
<td>50%</td>
</tr>
<tr>
<td>Oral Presentation (Class Assignment #10)</td>
<td>25%</td>
</tr>
<tr>
<td>Classroom Participation (in-class discussions, review committees; on-line forums, and journal entries.)</td>
<td>25%</td>
</tr>
</tbody>
</table>

Late Assignments: A one-third letter grade deduction will be taken from the point total of any late assignment for each unexcused late day.

Plagiarism Plagiarism is using other people’s ideas and words without clearly acknowledging the source of that information, and is an extremely serious academic offense subject to administrative disciplinary action. This includes copying other student’s papers, use of downloadable information and purchased papers and reports. To avoid plagiarism, you must cite sources whenever you:

- use another person’s ideas, opinion or theory;
- use any facts, statistics, graphs, or drawings—any pieces of information—that are not common knowledge;
- use quotation of another person’s actual spoken or written words; or
- paraphrase another person’s spoken or written words.

Students plagiarizing in Writing 109ST will receive an automatic “F” for the course and be referred to the Dean for administrative action. *Don’t do it!*

Emergencies: If you experience or anticipate any emergency during the term bearing upon your course work or attendance in Writing 109ST, it is your responsibility to contact me as soon as possible, either by e-mail or phone. In lieu of contacting me, you may leave a message with the Writing Program office, located in South Hall 1520 (893-2613).
Writing 109ST: Schedule

Week 1

Monday, 01 APR 2002
Classwork

- Course overview: requirements, grading and schedule.
- Interviews and introductions.
- Assignment #1: E-mail correspondence with attachment.

Wednesday, 03 APR 2002
Classwork

- On-line formats (message boards and listservers).
- Resume and curriculum vitae.
- Assignment #2: Formal resume or curriculum vitae.

Assignments Due

- Obtain class materials: texts and composition book.

Friday, 05 APR 2002

Last day to drop Writing 109ST, 4:45 PM (via RBT)!

Week 2

Monday, 08 APR 2002
Classwork

- Scope of scientific and technical writing.
- Audience and purpose.
- Business letters.
- Business memoranda.
- Assignment #3: Cover letter (for resume/CV).

Assignments Due

- Assignment #1 due: E-mail correspondence with attachment.

Wednesday, 10 APR 2002
Classwork

- Instructions and procedures.
- Usability issues.
- Assignment #4: Instructions and procedures.

Assignments Due

- (None.)
Week 3

Monday, 15 APR 2002
Classwork
• Graphics and visual organizers: tables; charts; graphs.
• Document layout.

Assignments Due
• Assignment #2 due: Resume/CV.

Wednesday, 17 APR 2002
Classwork
• Meet in Library (Rm. 1575) for review of research resources.
• Assignment #5: Literature review and analysis.

Assignments Due
• Assignment #3 due: Cover letter (for resume/CV).

Week 4

Monday, 22 APR 2002
Classwork
• Intellectual property, research credit and plagiarism.
• Research strategies.

Assignments Due
• (None.)

Wednesday, 24 APR 2002
Classwork
• Publication style and citation guidelines.
• Generating bibliographies: manual methods and software tools.

Assignments Due
• Assignment #4 due: Instructions and procedures.
Week 5

Monday, 29 APR 2002
Classwork

- Memoranda.
- Writing proposals.
- Assignment #6: Proposal memo for conference paper.

Assignments Due

- Assignment #5 due: Literature review and analysis.

Wednesday, 01 MAY 2002
Classwork

- NOTE: We will use this day to catch up

Assignments Due

- NOTE: Extra reading has been assigned (see on-line forum for details).

Week 6

Monday, 06 MAY 2002
Classwork

- Brief history of scientific writing: from Aristotle to the present.
- Scientific methodology: the scientific part of science writing.
- Assignment #7: Conference paper.

Assignments Due

- (None.)

Wednesday, 08 MAY 2002
Classwork

- Abstracts; descriptions; methods; procedures; results; conclusions.
- Formation of review committees.

Assignments Due

- Assignment #6 due: Proposal memo for conference paper.
Week 7

Monday, 13 MAY 2002
Classwork
• Overview of editing and review processes.
• Editing for clarity.
• Reviewing for content and integrity.

Assignments Due
• (None.)

Wednesday, 15 MAY 2002
Classwork
• Letters of transmittal.
• Review committees to review rough drafts.
• Assignment #8: Letter of transmittal with editorial recommendations.

Assignments Due
• Assignment #7A due: Conference paper (rough draft).

Week 8

Monday, 20 MAY 2002
Classwork
• On-line presentations: Powerpoint and HTML formats.
• Storyboarding.
• Assignment #9: Presentation storyboard.

Assignments Due
• (None.)

Wednesday, 22 MAY 2002
Classwork
• Individual conferences (individually scheduled throughout the day).

Assignments Due
• Assignment #8 due: Letter of transmittal with editorial recommendations.
• Assignment #9 due: On-line presentation storyboard.
Week 9

Monday, 27 MAY 2002

Classwork

• NOTE: There will be no class today; however, extra reading has been assigned (see on-line forum for details).

Wednesday, 29 MAY 2002

Classwork

• In-class presentations.

Assignments Due

• Assignment #10 due: Presentations

Week 10

Monday, 03 JUN 2002

Classwork

• In-class presentations.

Assignments Due

• Assignment #10 due: Presentations

Wednesday, 05 JUN 2002

Classwork

• In-class presentations.

Assignments Due

• Assignment #10 due: Presentations

Friday, 07 JUN 2002

Assignments Due

• Assignment #7B due: Conference paper (final draft).