

Scientific and Technical Writing

Biology 3305, Section 001

Monday, Tuesday, Wednesday, and Thursday 8:00-10:00 am, 124 LS

Instructor: Dr. Sandra Westmoreland

Office Location: 234 LS

Office Hours: Monday 2-5 pm

Instructor's Phone: (817) 272-1513

Email: slwestmoreland@uta.edu

Course Description: This course will develop student skills in writing a research paper and a research report, statistical analysis and graphing of data, making and presenting a power point presentation and a poster, and resume writing.

Goals and Objectives: This course is designed to improve the written and verbal communication skills involved in gathering, analyzing, and distributing scientific and technical information efficiently and accurately for specific scientific audiences.

Student Learning Outcomes: This course will develop the following student skills: writing a documented research paper and a research report, statistical analysis and graphing of data, presenting a power point show and an oral presentation, designing of an original scientific poster, and writing a resume. Development of critical thinking skills will be encouraged through reading and analysis of primary literature, hypothesis formation and testing, writing assignments, and guided class discussions.

Prerequisites: This course is open to students of all science disciplines. Biology majors should have taken Biology 1441 and be currently enrolled in Biology 1442 or have permission of the instructor.

Required Texts:

- A Short Guide to Writing about Biology by Jan A. Pechenik, 6th edition
- The Brief New Century Handbook (spiral bound) by Christine Hult and Thomas Huckin. (Note: If this book is purchased new, it has the access code packaged with it for MyCompLab.com)
- Student Access Code for MyCompLab.com 2.0 student writing lab software (This may be purchased separately at <http://www.mycomplab.com>) If you choose to purchase the code separately, please wait until classes begin and get help from the instructor. Purchasing the wrong product online will cause difficulties.
- Class notes and other important information are available on the course website found at: http://www.uta.edu/biology/classes/class_notes.htm The website password is **westsu08**.

Assignment Schedule:

DATE	GENERAL TOPIC	Pechenik TEXT CHAPTER	ASSIGNMENT DUE
Tues, 5/27/08	Review Syllabus Introduction and General Rules for Writing	1	
Wed 5/28/08	General Advice on Reading and Note-Taking Writing Summaries and Critiques		Search Strategy Worksheet due. Discuss Research Topics
Thurs 5/29/08	Library Workshop with Antoinette Nelson Meet in the Central Library, B20	2 and 6	Find and print one article from <u>primary literature</u> on your research topic First Primary Journal Article due for approval
Mon 6/2/08	Citing Sources and Listing References Revising	4 & 5	First Journal article due with bibliography card and 5 note cards Summary and Critique due, four copies.
Tues 6/3/08	Peer Review “see 3 before me” My Comp Lab Workshop B27 LS		Revising exercise in class
Wed 6/4/08	Writing Essays and Term Papers	7	Revised Summary and Critique due.
Thurs 6/5/08	Making a Poster Presentation Preparing Oral Presentations	11 & 13	<u>Primary</u> Journal Articles (2) and Note Cards (10 minimum) due
Mon 6/9/08	Power Point Workshop B27 LS		Articles and note cards returned
Tues 6/10/08	Writing Workshop How to make an outline	7	Journal Articles (3) and Note Cards (15 minimum) due Can be primary or secondary.
Wed 6/11/08	Reading and Writing about Statistical Analyses	3	Note cards returned Graph and questions due
Thurs 6/12/08	Statistics and Graphing Workshop B27 LS		Outline for Research Paper due

Mon 6/16/08	Revising/Peer Review "See 3 before me." My Comp Lab Post-diagnostic Test		Research Paper First Draft due <u>four copies</u>
Tues 6/17/08	Writing Laboratory and Other Research Reports Discuss/Design Class Experiment	8	Research Paper First Draft Revised Version due
Wed 6/18/08	Conduct Class Experiment/ Collect Data Discuss Research Report and Analysis of Data		Graphing and Statistics Assignment Due
Thurs 6/19/08	Statistics Analysis Workshop B27 LS		Research Paper Final Draft Due
Mon 6/23/08	Interviewing and Resume Writing	14	Research Report Due
Tues 6/24/08	Student Power Point presentations and posters due		Job Ad, Cover Letter, and Resume Due
Wed 6/25/08	Student Power Point presentations and posters due		
Thurs 6/26/08	Student Power Point presentations and posters due		
Mon 6/30/08 8-10 am	There is no final exam. Student presentations will be completed at this time.		

Grading Policy:

Assignment	Point Value	Due Date
Attendance	20	2 points will be deducted for each unexcused absence
Search Strategy Worksheet	10	
Journal Articles and Note Cards	30	
Journal Article Critique	25	
Research Paper Outline	10	
Graph from Journal and Questions	10	
Research Paper- First Draft	25	
Research Paper- Final Draft	50	
Graphing and Statistics Exercise	20	
Research Report	25	
My Comp Lab Practice Exercises	20	
My Comp Lab Post-diagnostic Evaluation	20	
Cover Letter and Resume	15	
Power Point Presentations	50	
Poster	20	
Total	350	
Extra Credit (optional)	11	

Grade Calculation:

The following scale will be used to assign letter grades:

100-90.0% = A

89.9-80.0% = B

79.9-70.0% = C

69.9-60.0% = D

59.9% or less = F

Attendance and Drop Policy:

- Students absent from class (for whatever reason) are responsible for securing missed material.
- All assignments and due dates are listed in the syllabus. Students are responsible for reading the syllabus and completing and turning in assignments by the posted due dates.
- **Late assignments will not be accepted and makeup work will not be allowed unless you have a legal excuse.** Work missed due to a university-sanctioned reason must be turned in on the day that the student returns to class.

- Students are expected to attend every class. 20 points are given for perfect attendance. Two points will be deducted for each unexcused absence.
- University sanctioned absences are personal illness (a doctor's note will be required), death in the family (with documentation), and a UTA sponsored function that you must attend (a letter from coach or sponsor is required).
- The last date on which this course may be dropped is June 23, 2007. An automatic W will be given. After this date, the course may not be dropped.

Make-up Exam Policy:

Work may be made up only with written documentation of a university-sanctioned excuse. Students absent from class (for whatever reason) are responsible for securing missed material. All assignments and due dates are listed in the syllabus. Students are responsible for reading the syllabus and completing and turning in assignments by the posted due dates.

Late assignments will not be accepted and makeup work will not be allowed unless the student has a legal excuse. Work missed due to a university-sanctioned reason must be turned in on the day that the student returns to class.

Grade Grievance Policy:

Students are encouraged to retain copies of all graded assignments during the semester and to keep a record of their grades using the assignment guide in the syllabus. A copy of each student's personal grade record will be provided at mid-term and on the last day of classes. Any concerns about grades should be discussed with the instructor during office hours or by an appointment.

Important University Policies:

Americans With Disabilities Act:

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of federal legislation entitled *Americans with Disabilities Act (ADA)*, pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102 of University Hall or call them at (817) 272-3364.

Academic Integrity:

The University of Texas at Arlington's policy on Academic Integrity can be reviewed at this location: <http://www.uta.edu/studentaffairs/judicialaffairs/>
It is the philosophy of The University of Texas at Arlington that academic dishonesty is a completely unacceptable mode of conduct and will not be tolerated in any form. All persons

involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. Discipline may include suspension or expulsion from the University. "Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts." (Regents' Rules and Regulations, Series 50101, Section 2.2)

Student Support Services Available:

The University of Texas at Arlington supports a variety of student success programs to help you connect with the University and achieve academic success. These programs include learning assistance, developmental education, advising and mentoring, admission and transition, and federally funded programs. Students requiring assistance academically, personally, or socially should contact the Office of Student Success Programs at 817-272-6107 for more information and appropriate referrals.

Final Review Week:

A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week unless specified in the class syllabi. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. Classes are held as scheduled during this week and lectures and presentations may be given.

Drop for non-payment of tuition: Payment must be received by the term due date of **May 20, 2008** or your registration will be cancelled. If your registration is cancelled for non-payment, you may reregister for classes but only if seats are available.

Bomb Threats: If anyone is tempted to call in a bomb threat, be aware that UTA will attempt to trace the phone call and prosecute all responsible parties. Every effort will be made to avoid cancellation of presentations/tests caused by bomb threats. Unannounced alternate sites will be available for these classes. Your instructor will make you aware of alternate class sites in the event that your classroom is not available.

After Hours Safety Escort:

The Sam Mav Escort service provides a service to assist students, faculty, staff and campus visitors to reach their destinations after regular business hours. The hours of service are 7:00 p.m. to 1:00 a.m., Sunday through Saturday. 817-272-3381

MavMail: All students are assigned an email account and information about activating and using it is available at www.uta.edu/email. New students (first semester at UTA) are able to activate their email account 24 hours after registering for courses. There is no additional charge to students for using this account, and it remains active as long as a student is enrolled at UT Arlington. Students are responsible for checking their email regularly.

The University of Texas at Arlington has adopted the University email address as an official means of communication with students. Through the use of email, UT-Arlington is able to provide students with relevant and timely information, designed to facilitate student success. In particular, important information concerning registration, financial aid, payment of bills, and graduation may be send to students through email.