

**San José State University**  
**Chem 100W – Writing Workshop: Chemical Communications**  
**Fall, 2019; Section 3**

**Contact Information**

<b>Instructor:</b>	Bradley M. Stone, Ph.D., Professor of Chemistry
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<b>Office Hours:</b>	R, 1430 – 1530, or by appointment only
<b>Class Days/Time:</b>	TR, 0800 – 0915
<b>Classroom:</b>	Duncan Hall 503
<b>Prerequisites:</b>	GE Area: Z Prerequisite: A3 or equivalent second semester composition course (with a grade of C- or better); Completion of core GE, satisfaction of Writing Skills Test and upper division standing. CHEM 055 or CHEM 112A (with grades of "C" or better; "C-" not accepted). Allowed Declared Majors: Chemistry.
<b>Course Fees:</b>	Inquire in DH-518

**Course Canvas Page:**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on Canvas web page at URL: <https://sjsu.instructure.com>, Username: SJSU 9-digit ID. You are responsible for regularly checking with the messaging system through Canvas to learn of any updates.

**Course Description. Chem 100W. Writing Workshop: Chemical Communications**

Improvement of skills in scientific writing and speaking. GE Area: Z Prerequisite: A3 or equivalent second semester composition course (with a grade of C- or better); Completion of core GE, satisfaction of Writing Skills Test and upper division standing. CHEM 055 or CHEM 112A (with grades of "C" or better; "C-" not accepted). Allowed

Declared Majors: Chemistry. Note: Must be passed with "C or better" to satisfy the CSU Graduation Writing Assessment requirement (GWAR). **3 units**

This course is a **workshop** and **not a lecture** (although some lectures will be given on various aspects of technical communication throughout the course). This course is designed to help you to improve skills in scientific writing, speaking and data presentation. Students will develop and improve these skills by writing a substantial review article on a scientific topic. In addition, an oral presentation and a poster presentation based upon the review topic will also be prepared. Since Chem 100W is not designed as a lecture class, these skills are to be developed by a series of writing and presentation assignments involving individual interaction such as editorial feedback and peer reviews.

**PREREQUISITES:** Junior level standing in chemistry, English 1A and either Chem 55 OR Chem 112A are required. Also, you must **provide proof** of having passed the Writing Skills Test (WST). Chem 100W is **not** an English class, but rather is a chemistry class in technical communication. Students are expected to have a proficient knowledge of English before entering Chem 100W. Students requiring remedial work in English will not be considered to be sufficiently prepared to satisfy the requirements in Chem 100W.

## Course Goals and Learning Objectives

### BS/BA CHEMISTRY PROGRAM LEARNING OUTCOMES ADDRESSED BY Chem 100W – Chemistry Writing Workshop

PLO #8 - Effectively present a scientific paper in a poster session, as per at an American Chemical Society symposium.

PLO #9 - Effectively present a scientific paper orally, as per at an American Chemical Society symposium.

PLO #10 - Write a formal scientific laboratory report, using the format and style of an article in a peer-reviewed American Chemical Society journal.

### Course Learning Outcomes (CLO) for Chem 100W

Upon successful completion of this course, students will be able to:

- CLO #1 Incorporate information and communicate effectively; reading/writing and orally.
- CLO #2 Cite and reference the relevant literature in the field.
- CLO #3 Think critically and analyze and complex and abstract concepts.
- CLO #4 Develop the skills necessary to communicate among professionals in the scientific community such as presenting their results in a scientific paper (journal article) or in an oral or poster presentation at a scientific conference.

## Texts/Readings

Required text: *Scientific Writing and Communication: Papers, Proposals, and Presentations*, Angelika H. Hofmann, Oxford University Press, Third Edition (2017).

Reference text: *The ACS Style Guide: Effective Communication of Scientific Information*, Coghill, A. M. & Garson, L. R. Ed.; American Chemical Society: Washington, DC, 2006, 3<sup>rd</sup> edition.

## Course Requirements and Assignments

**In this course we will:** Discuss and review the criteria for writing a good resume and cover letter for a job application, a review article, peer review, and presentations at a scientific conference or symposium.

**Course Schedule:** I will post at the beginning of the semester a tentative course schedule, which is subject to change during the semester. Changes to the schedule will be announced in class. Note: these are the major topics covered in the course. Since this is a workshop, other topics will be covered from time to time during the workshop.

**Readings:** We will cover the following material from the textbook:

Part I	Scientific Writing Basics: Style and Composition	Chapters 1-6
Part II	Planning and Laying the Foundation	Chapters 7-9
Part III	Manuscripts, Research Papers, and Review Articles	
	A. Research Papers	Chapters 11-18
	B. Review Articles	Chapter 19
Part V	Posters and Presentations	Chapters 29-30
Part VI	Job Applications	Chapter 31.1-31.3

## Grading

Attendance per se will not be used as a criterion for grading according to [University Policy F-69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) located at <http://www.sjsu.edu/senate/docs/F69-24.pdf>.

The following is a summary of assignments and their corresponding points towards the final grade:

1. Short Assignments (Resume, cover letter, in-class writing, etc.), quizzes:	15%
2. Poster Presentation:	20%
3. Review Paper:	35%
4. Short Oral Presentation:	20%
5. Subjective evaluation, Peer Reviews, Workshop participation:	10%

Plagiarism and any other cheating will not be tolerated, leading to a minimum penalty of an F for the particular assignment and, in many instances, an F for the entire course. See SJSU plagiarism policy, interactive tutorial and the relevant quiz (<http://library.sjsu.edu/instructional-services/plagiarism-resources>). Note **no editing** of assignments by others, except for the second draft of the review paper that is specifically limited to selected classmates. You must inform the instructor if you decide to use one of your classmates as an editor. For the resume assignment will students be allowed to use the Career Center for assistance with their resume and cover letter. Note the culminating assignment, the review paper, is to be treated as a **final exam**. This includes the ability to apply all that you have learned from previous assignments for this demanding task. **Incomplete reviews will not be accepted to complete the course. Failure to fulfill the requirements for the review article (e.g. length requirement) will result in a grade of F.**

## Grading Policy

The course will be graded upon a maximum of 100 points possible, as broken down and established below. The final letter grade will be based upon the following scale:

98 – 100	A+
92 – 97	A
90 – 91	A-
88 – 89	B+
82 – 87	B
80 – 81	B-
78 – 79	C+
67 – 77	C
65 – 66	C-
63 – 64	D+
52 – 62	D
50 – 51	D-
0 - 49	F

## CLASS ATTENDANCE/PARTICIPATION

Because this class is a workshop, class attendance and participation are essential. An appropriate proportion of the grade is based on these factors. The class begins at 1000 am so you should make sure you allow sufficient time to arrive before class begins. You should plan each week to be in class for the entire 1.25 hour workshop time period, to maximize use of the lab, to work on your assignments (particularly the review article) and to be able to interact with me as the instructor for guidance and pointers. There may be some announcements or assignments given at the start of class that will not be repeated, and in some instances cannot be made up. Any assignment not completed or turned in will result in a zero grade. The class meets in the Chemistry Department

Computer Lab that will be used for any in-class writing assignments but it can also be used for the longer term projects.

### **ASSIGNMENTS:**

1. Job application letter with resume
2. Oral presentation (10 min) using Power Point or alternate software
3. Major paper that is a review of current scientific topic (must be approved by instructor)
4. Poster presentation of review article
5. Other assignments either in-class or out-of-class

### **EMERGENCIES/EVACUATIONS**

If you hear a continuously sounding alarm, or are told to evacuate by Emergency Coordinators (colored badge identities), walk quickly to the nearest stairway (end of each hall). Take your personal belongings with you as you may not be immediately allowed to return. Follow instructions of Coordinators. Be quiet so you can hear. Once outside, move away from the building. Do not return to the building unless the Police or Coordinators announce that it is permissible. If an alarm should occur during an exam or quiz, please attempt to give your instructor the paper or if taking test on line please attempt to save the test.

### **University Policies**

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page at http://www.sjsu.edu/gup/syllabusinfo/](http://www.sjsu.edu/gup/syllabusinfo/)

### **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

## **SJSU Peer Connections**

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10<sup>th</sup> and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

## **SJSU Writing Center**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on



Facebook. (Note: You need to have a QR Reader to scan this code.)

## **SJSU Counseling Services**

The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental

health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.