

San José State University
Chemistry Department
Chem 100W, Writing Workshop, Section 02, Fall 2019

Course and Contact Information

Instructor:	Melody Esfandiari, Ph.D.
Office Location:	SCI 141
Telephone:	(408) 924-4973 (Email is preferred)
Email:	Via canvas
Office Hours:	MW 12:00 – 1:30 pm, F 12:30 – 1:30 pm
Class Days/Time:	F 10:00 am – 12:30 pm
Classroom:	DH 503
Prerequisite:	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, Biochemistry. Note: This course must be passed with "C or better" to satisfy the CSU Graduation Writing Assessment requirement (GWAR).

Students 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. This is **not** an English class, but rather is a chemistry class in technical communication.

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. may be found by logging on to Canvas at <https://sjsu.instructure.com/courses>. You are responsible for regularly checking with the messaging system through MySJSU/canvas to learn any updates.

Please check your canvas periodically as handouts/online quizzes will be uploaded or emailed via Canvas.

Course Description

This course is a **workshop** and **not** a **lecture** designed to improve skills in scientific writing, speaking and data presentation. The emphasis will be to further develop technical writing and oral presentation skills within a chemistry context. 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 of 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.

Note the following key learning benchmarks:

1. Incorporate information and communicate effectively, via **reading/writing** and **orally**.
2. Cite and reference the relevant literature in the field.
3. Think critically and analyze complex and abstract ideas.

Course Learning Outcomes (CLO)

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

- 1) Effectively present a scientific paper in a poster session, as per at an American Chemical Society symposium.
- 2) Effectively present a scientific paper orally, as per at an American Chemical Society symposium.
- 3) Write a formal scientific laboratory report, using the format and style of an article in a peer-reviewed American Chemical Society journal.

Student Learning Outcomes (SLO) for Chem 100W

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

SLO 1: Students shall be able to produce discipline-specific written work that demonstrates upper-division proficiency in: language use, grammar and clarity of expression

SLO 2: Students shall be able to explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

SLO 3: Students shall be able to organize and develop essays and documents for both professional and general audiences

SLO 4: Students shall be able to organize and develop essays and documents according to appropriate editorial and citation standards

SLO 5: Students shall be able to locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Required Texts/Readings

Supplementary Text(s)

-*The ACS Style Guide: Effective Communication of Scientific Information*, Coghill, A. M. & Garson, L. R. Ed.; American Chemical Society: Washington, DC, 2006. ISBN: **9780841239999**

- *The ACS Style Guide. A Manual for Authors and Editors*; Dodd, J. S., Ed.; American Chemical Society: Washington, DC, 1997 (or 1986). ISBN: **0841209170**

Other Materials

- Class Notes: Handouts provided by Dr. E, including detailed assignment sheets.

Final Examination or Evaluation

As noted in syllabus, the submission and screening of the Review Paper electronic version is considered the Final Exam. The Review Paper should be written consistent with the ACS Guidelines and must be a minimum length equivalent to 20 full, double-spaced pages. The review paper will be 150 points, 30 % of total course grade.

Grading Policy

Your course grade will be determined as follows:

Short Oral Presentation	75 points (15% of total course grade)
Poster Presentation	75 points (15% of total course grade)
Review Paper	150 points (30% of total course grade)
Writing assignments and peer reviews	150 points (30% of total course grade)
Class participation*	50 points (10% of total course grade)

Your grades for all the assignments will be posted on canvas. You have only 9 days from the day a grade is posted to ask for a regrade. I will not do regrades after nine days have passed.

*Please note the class precipitation is evaluated by a writing assignment or quiz given at the beginning of class. No late submission will be accepted. Being **on time and participation are critical** and students are **responsible for material missed in any lectures or discussions**. Late assignments are **not to be accepted** without good cause (i.e. medical and family issues), requiring documentation, or involve unforeseen class issues (e.g. instructor sick day).

Plagiarism and any other cheating will not be tolerated, leading to a minimum penalty of an F for the particular assignment and, given the proper circumstances, an F or equivalent for the entire course. See SJSU plagiarism policy, interactive tutorial and the relevant quiz (<http://tutorials.sjlibrary.org/tutorial/plagiarism/>).

A letter grade will be assigned according to the following percentage scale:

above 97.0 %	A+	79.9 - 77.0 %	B-	56.9 - 54.0 %	D
96.9 - 92.0 %	A	76.9 - 72.0 %	C+	52.9 - 50.0 %	D-
91.9 - 89.0 %	A-	71.9 - 65.0 %	C	Below 50.0%	F
88.9 - 85.0 %	B+	64.9 - 61.0 %	C-		
84.9 - 80.0 %	B	60.9 - 57.0 %	D+		

Incompletes: An incomplete will only be given under the following circumstances: (1) you have completed at least two-thirds of the course work with a grade of C or better, and/or (2) the reason that you cannot complete the course is due to an extreme emergency with appropriate documentation.

Students who wish to receive an incomplete and have not fulfilled the above requirements will receive a grade appropriate to their totals. If you decide to quit the class without taking the final exam, you will receive a WU grade, equivalent to an F with the option to repeat the class. Consult with your advisor and/or refer to SJSU Course Catalog for specific details.

Classroom Protocol

Because this class is a workshop, class attendance and participation are essential. You should plan each week to be in class for the entire 2.5 hour workshop time period, to maximize use of the lab, to work on your assignments. Any assignment not completed or turned in will result in a zero grade. If the student misses class it is their responsibility to obtain notes, handouts and other materials or communications provided in class. All class participants are expected to interact in a professional manner in all matters pertaining to this course.

We hope that the classroom and laboratory will serve as an environment that will promote learning and the development of new ideas, as well as be a safe and respectful community. Behavior that interferes with the normal academic function in a classroom or lab is unacceptable. Students exhibiting this behavior will be asked to leave the class. Examples of such behavior include:

- a) Persistent interruptions or using disrespectful adjectives in response to the comments of others.
- b) The use of obscene or profane language.
- c) Persistent and disruptive late arrival to or early departure from class without permission.
- d) Physical threats, harassing behavior, or personal insults (even when stated in a joking manner).
- e) *Other inappropriate behavior e.g. yelling directed at classmates and/or faculty.*
- f) Use of personal electronic devices such as pagers, cell phones, PDAs in class, unless it is part of the instructional activity.

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

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](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

Student Technology Resources

Computer labs for student use are available in the Academic Success Center 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 10th 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 7th 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>.

Tentative schedule of lecture and assignment due date*

Date	Lecture Schedule	Due Assignments
8/21-8/23	First day of class -Introduction Plagiarism Discussion and Online Tutorial	WST documentation
8/26-8/30	Library Day Lecture: Abstract Discussion of Research and Review Papers	
9/2-9/6	Career Center Day Writing Workshop: Resume	Abstract analysis
9/9-9/13	Writing Workshop: Cover Letter Lecture: References	Resume 2 References for the Review Paper
9/16-9/20	Lecture: Introduction Chem Draw	Cover letter Outline of research topic 5 References
9/23-9/27	Lecture: Oral Presentation/word doc Writing Workshop: Oral Presentation Abstract	Introduction analysis
9/30-10/4	Workshop: Organizing Oral Presentations	Oral presentation abstract
10/7-10/11	Short Oral Presentations	Oral presentation peer assessment-Day 1
10/14-10/18	Short Oral Presentation	Oral presentation peer assessment-Day 2
10/21-10/25	Consultation, Oral Presentation Feedback Lecture: Poster Presentation	
10/28-11/1	Workshop: Poster Presentation	Poster figure legends & table annotations
11/4-11/8	Lecture: Tables and Figures Workshop: Poster Peer-Review	1 st Draft of Poster
11/11-11/15	Workshop: Peer Reviewer Comments and Edits	1 st Draft of Review**
11/18-11/22	Poster Session (open to department)	
11/25-11/29	Thanksgiving-No class	
12/2-12/6	Last week of class Consultation, Poster Feedback Semester Review	2 nd Draft of Review**
12/9-12/13	No class (SJSU last day of instruction is 12/9) Final exam , Tuesday Dec 17 th : Deadline to turn in Review Paper	Review Paper hard copy and electronic copy (loaded on canvas) due at 10 am

* The schedule is subject to change with fair notice announced during the lecture and on Canvas website.

** 2 copies of the 1st Draft of Review is due at the beginning of class to exchange w/ other manuscripts for Peer edit and review