San José State University
Chemistry Department
Chem 100W – Writing Workshop

Semester: Spring: 2014

Contact Information

Instructor: Professor Joseph Pesek
Office Location: Duncan Hall 501
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Email: joseph.pesek@sjsu.edu
Office Hours: M, W 12:00 to 1:00 and by appointment
Class Days/Time: M W 8:00 am - 9:15 pm
Classroom: Duncan Hall 503
Prerequisites: Completion of core GE, satisfaction of Writing Skills Test and upper division standing; CHEM 055 or CHEM 112A (with grades of "C" or better)
Course Fees: Inquire in DH-518

Faculty Web Page and MYSJSU Messaging (Optional)
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 Chemistry Writing Workshop
Improvement of skills in scientific writing and speaking. Prerequisite: ENGL 001B (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). Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment
3 units
This course is a workshop and not a lecture designed 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 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.

PREREQUISITES: Junior level standing in chemistry, English 1A and either Chem 55 OR Chem112A 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

Course Requirements and Assignments

In this course we will:

- Discuss and review the criteria for writing a good resume, a grant or scholarship (fellowship) application, a review paper and a presentation at a scientific conference or symposia.

Course Schedule

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

**COURSE SCHEDULE**

**CHEM 100W – LECTURE ACTIVITIES**

**Spring Semester, 2014**

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<tr>
<th>Week</th>
<th>Topic</th>
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| 1 (Jan. 27,29) | Introduction  
WST documentation due on Wed. at 800 am  
Short in-class writing assignment |
| 2 (Feb 3,5) | Discussion of research and review papers  
Data bases (Emily Chan from Library – 2/3) |
| 3 (Feb 10,12) | More on organization of research paper  
Plagiarism discussion and online tutorial  
http://library.sjsu.edu/instructional-services/plagiarism-resources  
http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm  
Outline of research topic and 2 references due (2/12) |
| 4 (Feb 17,19) | Lecture on resume and cover letter (2/17)  
Megan Bradley, Career Center  
Work on resume and cover letter turn in draft |
| 5 (Feb 24,26) | Discussion of review paper  
Turn in final copy of resume and cover letter |
| 6 (Mar 3,5) | Work on organizing oral presentations  
Work on abstract for oral presentation |
| 7 (Mar 10,12) | Short oral presentations |
| 8 (Mar 17,19) | Short oral presentations |
| 9 (Apr. 2) | Further preparation for review paper  
Oral presentation feedback |
| 10 (Apr 7,9) | Discussion poster presentation  
Grants presentation (Paul McNamara 4/9) |
Grading Policy

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

The following is a summary of assignments and their corresponding percentage of the final grade:
1. Short Assignment (Resume) 10%
2. Poster Presentation 20%
3. Review Paper 35%
4. Short Oral Presentation 15%
5. Subjective evaluation, Peer Reviews, Class participation 15%

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 instructor selected classmates and for the resume. Only for the resume assignment will students be allowed to use the Writing Center in Clark Hall (http://www.sjsu.edu/writingcenter) or the Career Center. 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.

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 800 am so you should make sure you allow
sufficient time to arrive before class begins. There may be some announcements or assignments given at the start of class that will not be repeated on 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

GRADING INFORMATION: This class is listed as A, B, C and NC. A C- is equivalent to an NC. Note + given for grades at top of range and – given for grades at bottom of range; exact cut-offs depend on actual distribution of grades in a given class. Approximate grading scale:
- 90% or better is an A+, A, or A
- 80% or better is a B+, B, or B
- 70% or better is a C+ or C
Cutoff points may be adjusted slightly to produce a reasonable distribution of grades.

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

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the
current academic year calendars document on the Academic Calendars webpage at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, http://www.sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain instructor’s permission to record the course.

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Integrity Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the
Accessible Education Center (AEC) at http://www.sjsu.edu/drc/ to establish a record of their disability.

Any student with a disability requiring special testing conditions must show the necessary documentation from the university to the instructor within the first two weeks of class.

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 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 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 at http://www.sjsu.edu/counseling.