Course Philosophy: Catalog description: "Improvement of skills in scientific writing and speaking." As a scientist or engineer, it is vital that you be able to communicate your results effectively. This course is designed to help you improve your written and oral communication skills. The emphasis of the course will be on both technical writing and on oral presentation.

Note that this course is a WORKSHOP, not a lecture course. You should not expect to be given lengthy discourses on the theory of technical communication. Rather, these skills are acquired by doing (by practice), not by passively attending lectures! We will, however, give tips during class as to how you can improve your technical communication skills, especially with respect to organization. Each student has his/her own particular weaknesses in writing and speaking, so it is important to have one-on-one interaction with the instructor to improve one's skills. You will be given this opportunity in this course.

Please realize that this course is, by design, a junior level course. If you are a senior or graduate student and have already learned some of these skills through performing independent research, then you should expect that at least part of the course will be somewhat repetitive. However, you should use this opportunity to strengthen your technical communication skills - we can always improve in this area!

Prerequisites (for Chemistry majors – other majors should have the prerequisites for 100W or 200W in their major): English 1A, Chem 55, Chem 112A, junior level standing in chemistry. 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.


Student Learning Objectives:

SLO 1: Students shall be able to refine the competencies established in Written Communication 1A and 1B.
SLO 2: Students shall be able to express (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, including appropriate editorial standards for citing primary and secondary sources.

Library Liaison: Dr. Jennifer Dinalo, jennifer.dinalo@sjsu.edu. 408-808-2038.

Course Requirements: General Information: Class meetings will include lectures, class discussions, student oral presentations, poster presentations, special presentations on the library, etc. In addition, library and written assignments will be involved, as well as reading assignments in the texts. 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 for the entire course, or further action as sanctioned by the University.
**Class Attendance/Participation:** Because this course is by nature a workshop, class participation and attendance are essential, and will be included in your grade. Since each day's activities will be different, there may be some days that we will end our session substantially before 0945. However, it is important that you be present each day at 0830 for any announcements, assignments, or information that is given. You are responsible for any information announced in class, as well as graded activities, whether you are present or not! My expectation is that you will be available from 0830 to 0945 TR for the entire semester. In addition, this course demands that a substantial amount of time be devoted outside of class, for the purposes of performing library research, preparing a poster preparation, making a power point presentation, writing, etc. Due dates are rigorously adhered to; late assignments will not be accepted!

Note that some of the time we will use the Chemistry Department Computer lab for in-class writing exercises. You will also have this lab available to you for your individual projects, both during class time and after class.

Your class participation grade will be determined based on the following:
1. Attend library (referencing) lecture, given by the chemistry librarian.
2. Attend resume lecture, given by our representative of the Career Planning and Placement Center.
3. Attend other guest lectures.
4. Attend both days of poster presentation session.
5. Attend oral presentations by other members of the class.
6. Referee three research reviews by other class members.
7. General class attendance/participation.

**Assignments:**
1. Job Application Letter w/Resume.
2. Short (10 minute) Oral Presentation with Visuals (Power Point or alternative software).
3. Major Paper: Review Article on current scientific technique or area of interest to the student.
4. Poster Presentation of Review Article.
5. Other in-class writing assignments.
6. Other possible short assignments.

**Grading:**
- Minor Assignments (in-class writing, resume, etc.) 10%
- Class participation (including Peer Reviews) 20%
- Professional Oral Presentation 15%
- Professional Poster presentation 20%
- Major Paper: Review Article 35%
- Minor Paper: Review Article 100%

Final Grades will be assigned strictly according to the straight scale: 90 – 100 = A, 80 – 89 = B, 65 – 79 = C, 60 – 64 = C-, below 60 = NC.

**Science Majors from Outside the Chemistry Department:** Typically, other Departments in the College of Science (Biological Sciences, Physics and Astronomy, Meteorology and Climate Science, Geology, Mathematics, Computer Science) will allow a student to take their 100W requirements in the Chemistry Department (as well as students from the Department of Chemical and Materials Engineering and the M.S. students in Biomedical Engineering, in the College of Engineering). It is recommended that students from other Departments get prior approval from their advisors before enrolling in Chem 100W. Students from other College of Science Departments will be allowed to choose topics of interest to them and relating to their particular major for their review article, oral presentation, minor paper, etc., and will not be expected to have an extensive chemistry background. Technical communication skills are rather universal amongst all of the sciences.

**Reminder:** Chemistry 120CS (Chemical Safety) is required for all B.S and B.A. Chemistry Majors.
**Student Learning Objectives:** Include the following key benchmarks:

1. Incorporate information and communicate effectively, reading/writing and orally.
2. Cite and reference the relevant literature in the field.
3. Think critically and analyze complex and abstract ideas.
4. To learn to be able to communicate as scientists do in the scientific community: to be able to present their results in: a scientific paper (journal article); or in an oral or poster presentation as at a scientific conference.
**Academic Integrity:** Academic integrity statement (from the Office of Student Conduct and Ethical Development):

“Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University's Academic Integrity Policy 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 policy (http://sa.sjsu.edu/student_conduct) on academic integrity can be found online.

“Note in particular that plagiarism, word-for-word copy of another person’s words without proper attribution (quotation marks and a clear literature reference), is a particularly serious form of academic dishonesty.”

**University Regulations:** Please refer to the current Schedule of Classes for information on adds, drops, withdrawals and incompletes.

**Americans With Disabilities Act**

**Campus policy in compliance with the Americans with Disabilities Act:**

“If you need course adaptations or accommodations because of a disability, or if you need 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 requires that students with disabilities requesting accommodations must register with DRC to establish a record of their disability.”

**Emergencies and Evacuations:**

“If you hear a continuously sounding alarm, or are told to evacuate by Emergency Coordinators (colored badge identification), walk quickly to the nearest stairway (end of each hall). Take your personal belongings, as you may not be allowed to immediately return. Follow instructions of Emergency Coordinators. Be quiet so you can hear. Once outside, move away from the building. Do not return to the building unless the Police or Emergency Coordinators announce that you may.”