GREENSHEET FOR CHEM100W
Writing Workshop Chemistry (Sec. 01, code no. 20686)
San Jose State University

Location: DH 503 T,R 0830-0945
Instructor: Dr. Brooke Lustig
Office: DH 417
Office Hours: M,T 1000-1045
Phone: 924-4968; email: brooke.lustig@sjsu.edu
Online: Canvas

COURSE DESCRIPTION: This course is a workshop designed to improve skills in scientific writing and speaking. The emphasis will be to further develop technical writing and oral presentation skills within a chemistry context. It is not designed solely as a lecture class, where these skills are to be developed by a series of writing and presentation assignments. Individual interaction, including feedback from the instructor, is also emphasized.

PREREQUISITES: Junior level standing in chemistry and completion of core GE. Note, English 1A and either Chem 55 OR Chem 112A (C or better for either of two Chem courses) 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 REQUIREMENTS AND GRADING: The following is a summary of assignments and their corresponding percentage of the final grade:

1. Short Oral Presentation 15%
2. Poster Presentation 15%
3. Review Paper 20%
4. Five In-class assignments (includes Future Studies for Minor Paper) 25%
5. Minor Paper (Background Section) 5%
6. Other writing and related assignments (including, but not exclusively, Plagiarism/Resume Quiz, Resume, Peer Editor Corrections, scored triple w/ extra credit, and Figure Legends) 5%
7. Instructor In-class Evaluation 15%

Please note the Instructor In-class Evaluation grade involves participation and performance in all sessions. This includes scheduled guest and other specified lectures as well as the oral and poster presentations and also includes the various consultations, specifically those involving Oral and Poster Presentation feedback. Most notably 2/3 of the Instructor Evaluation score will be based on sessions that involve/require documented student participation (see Greensheet). Being on time and other collegial class-related behavior is critical and students are responsible for material missed in any lectures or discussions. Late assignments are also 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). And there are no Make-ups for the five In-class assignments. However, the assignments as indicated in point 6., (excluding Peer Editor Corrections) may be turned in one session later, with a penalty of the next lower grade).

Finally, 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/). Note no editing of assignments by others, except for the Second Draft of Review Paper that is specifically limited to Instructor-approved classmates and for the Resume. Only for the Resume assignment will students be allowed to use the Writing Center (see below) or the Career Center (note tutorial link at end of Greensheet). 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. And it must be complete to be acceptable even to grade.

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.

**GRADING INFORMATION:** Though this class is listed as A, B, C, D and F, + and - grades are assigned for the first four letter grades when appropriate. 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. There are no extra assignments after the semester is over.

Anyone earning 90.00% or better gets an A+, A, or A-
Anyone earning 80.00% or better gets a B+, B, or B-
Anyone earning 70.00% or better gets a C+, C or C-
Anyone earning 60.00% or better gets a D+, D or D-

Sometimes cutoff points above are lowered to produce more natural breakpoints and a reasonable distribution of grades, but please do not count on it. This course must be passed with a C or better as a CSU graduation requirement.

**LEARNING OBJECTIVES:** Should include the following key 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)**

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

GE/SJSU Student Learning Outcomes (SLOs)
SLO #1- Incorporate information and communicate effectively; reading/writing and orally.
SLO #2- Cite and reference the relevant literature in the field.
SLO #3- Think critically and analyze and complex and abstract concepts.
SLO #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.

UNIVERSITY REGULATIONS: Please refer to the current Schedule of Classes for information on adds, drops, withdrawals and incompletes and other related information. Students are responsible for understanding the following policies and procedures.

Add/drops, academic renewal, note the following associated links.
Instructions for adding or dropping a class (and other related information) are available at:
http://my.sjsu.edu/students/student_tutorials/index.html
http://info.sjsu.edu/static/catalog/policies.html

The deadlines for adding or dropping a class are available at:
http://www.sjsu.edu/provost/services/academic_calendars/

Information about late drops is available at:
http://www.sjsu.edu/aars/policies/latedrops/

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 and the following items to be included in the syllabus:

• “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.”
  o It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
  o In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.

• “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.”
Accommodation to Students' Religious Holidays
San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. Note University Policy S14-7 (see http://www.sjsu.edu/senate/policies/pol_chron/index.html).

MORE ON ACADEMIC INTEGRITY-Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy F15-7 (again see http://www.sjsu.edu/senate/policies/pol_chron/index.html) 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/.

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 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/aec to establish a record of their disability. Also note Chemistry Dept. website http://www.sjsu.edu/chemistry/Academic_Programs/campus_policy_ada.html.

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.

EMERGENCIES AND EVACUATIONS: Please also note the following Chemistry Dept. link.
http://www.sjsu.edu/chemistry/Academic_Programs/emergency_evacuations.html

CHEMICAL SAFETY: Please also note the following Chemistry Dept. link.
http://www.sjsu.edu/chemistry/Academic_Programs/chemical_safety.html

EXPECTED WORKLOADS: Please also note the following Chemistry Dept. link.
http://www.sjsu.edu/chemistry/Academic_Programs/Workload/index.html

COMMENTS: Students missing the first meeting of the course (1/28) must write a two paragraph summary, describing the key points of the Greensheet and the first lecture, and is due 1 week of
first being in class. **Students are responsible** for all information on Greensheet and Handouts.

**TENTATIVE SCHEDULE FOR CHEM 100W**

Bold means mandatory participation, where session no. is also bold for documented in-class participation. Remember your participation is still expected at all sessions and italics indicates assignment that is due. Work including any printing or assembly is expected before class if *due 0830 (or before)*.

<table>
<thead>
<tr>
<th>Session</th>
<th>Date</th>
<th>Day</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/28</td>
<td>Thr</td>
<td><strong>Introduction, Greensheet, Discuss Newspaper Critique</strong>&lt;br&gt;Request To Be Admitted due</td>
</tr>
<tr>
<td>2</td>
<td>2/02</td>
<td>Tue</td>
<td><strong>Lecture: Research vs. review papers</strong>&lt;br&gt;<em>WST Documentation due at 0830 &amp; Newsp. Critiq. due</em></td>
</tr>
<tr>
<td>3</td>
<td>2/04</td>
<td>Thr</td>
<td><strong>Writing Workshop for Newspaper Critique</strong>&lt;br&gt;<em>Chap1/1/2</em>&lt;br&gt;<strong>Online Plagiarism Tutorial/Quiz^, where Plagiarism Quiz Documentation due (current Quiz) or Quiz (&lt;1yr)</strong></td>
</tr>
<tr>
<td>4</td>
<td>2/09</td>
<td>Tue</td>
<td><strong>Assignment topics: Outline and 2 Review Articles due</strong></td>
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<tr>
<td>5</td>
<td>2/11</td>
<td>Thr</td>
<td><strong>Lecture: Figures and Tables</strong>&lt;br&gt;<em>Chap3/9/15</em></td>
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<tr>
<td>6</td>
<td>2/16</td>
<td>Tue</td>
<td><strong>Special Lecture: Databases</strong></td>
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<tr>
<td>7</td>
<td>2/18</td>
<td>Thr</td>
<td><strong>Special Lecture: Resume &amp; Cover Letter; Resume Tutorial</strong># (see Resume 101 Workshop “video” item in link # below due before 0830), Draft Resume due</td>
</tr>
<tr>
<td>8</td>
<td>2/23</td>
<td>Tue</td>
<td><strong>Writing Workshop for Abstract, Abstract as well as two copies of Oral Presentation Title Page are due</strong></td>
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<tr>
<td>9</td>
<td>2/25</td>
<td>Thr</td>
<td><strong>Lecture: References</strong>&lt;br&gt;<em>Chap2/6/14</em></td>
</tr>
<tr>
<td>10</td>
<td>3/01</td>
<td>Tue</td>
<td>Writing Workshop</td>
</tr>
<tr>
<td>11</td>
<td>3/03</td>
<td>Thr</td>
<td><strong>Writing Workshop for Resume/Lett., Resume/Lett. due</strong></td>
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<tr>
<td>12</td>
<td>3/08</td>
<td>Tue</td>
<td><strong>Lecture: Oral presentations</strong>&lt;br&gt;<em>Chap7/12/na</em></td>
</tr>
<tr>
<td>13</td>
<td>3/10</td>
<td>Thr</td>
<td><strong>Writing Workshop for Minor Paper Background due, Poster Figure Legends &amp; Table Annotations (includes Table title/lead sentence(s)) due at 0830,</strong>&lt;br&gt;Writing Workshop, Single Sheet Poster Option approval</td>
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<tr>
<td>14</td>
<td>3/15</td>
<td>Tue</td>
<td>Short Oral Presentations</td>
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<tr>
<td>15</td>
<td>3/17</td>
<td>Thr</td>
<td>Short Oral Presentations</td>
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<tr>
<td>16</td>
<td>3/22</td>
<td>Tue</td>
<td>Short Oral Presentations</td>
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<tr>
<td>17</td>
<td>3/24</td>
<td>Thr</td>
<td><strong>Short Oral Presentations</strong>&lt;br&gt;Spring Break</td>
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<tr>
<td>18</td>
<td>3/29</td>
<td>Tue</td>
<td>Spring Break/Cesar Chavez Day</td>
</tr>
<tr>
<td>19</td>
<td>3/31</td>
<td>Thr</td>
<td><strong>Consultation, Oral Presentation Feedback</strong></td>
</tr>
<tr>
<td>20</td>
<td>4/02</td>
<td>Tue</td>
<td><strong>Lecture: Poster Presentation</strong></td>
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<tr>
<td>21</td>
<td>4/05</td>
<td>Tue</td>
<td><strong>Writing Workshop</strong>: Minor Paper Background due, Poster Figure Legends &amp; Table Annotations (includes Table title/lead sentence(s)) due at 0830, Poster Presentation (practice)</td>
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<tr>
<td>22</td>
<td>4/10</td>
<td>Tue</td>
<td><strong>Consultation, Poster Feedback</strong></td>
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<tr>
<td>23</td>
<td>4/19</td>
<td>Tue</td>
<td><strong>Writing Workshop for Minor Paper, Future Studies due</strong></td>
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<tr>
<td>24</td>
<td>4/21</td>
<td>Thr</td>
<td><strong>Poster Presentation (open to Department in DH505)</strong></td>
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<tr>
<td>25</td>
<td>4/26</td>
<td>Tue</td>
<td><strong>Writing Workshop, 1st Draft of Review</strong></td>
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<tr>
<td>26</td>
<td>5/03</td>
<td>Tue</td>
<td><strong>Consultation, Peer Reviewer Comments due</strong>&lt;br&gt;Peer Editor Corrections due 0830 &amp; Peer Reviewer Comments due</td>
</tr>
<tr>
<td>27</td>
<td>5/05</td>
<td>Thr</td>
<td><strong>Final Exam Equivalent (DH503)</strong> Session starts 0715 (ends 0930), Ref. Listings hard-copy due before individual assessment of Review Paper Electronic (start uploading on Canvas 24-hrs earlier)</td>
</tr>
<tr>
<td>28</td>
<td>5/10</td>
<td>Tue</td>
<td><strong>Consultation, Two copies 2nd Draft of Review due by first 30 min. to exchange w/ other manuscripts for Peer Edit and Peer Review</strong></td>
</tr>
<tr>
<td>29</td>
<td>5/12</td>
<td>Thr</td>
<td><strong>Writing Workshop for Peer Reviewer Comments, Peer Editor</strong> Corrections due 0830 &amp; Peer Reviewer Comments due</td>
</tr>
<tr>
<td>30</td>
<td>5/19</td>
<td>Thr</td>
<td><strong>Last Task</strong>: Review Paper Hardcopy due by 4:00PM</td>
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^http://libguides.sjsu.edu/plagiarism

# http://www.sjsu.edu/careercenter/students/find-a-job-internship/resumes-cover-letters/