

**SCHEDULE FOR CHEM 100W**

Bold means mandatory attendance/participation (this means instructor gives prior approval for absence or documentation otherwise provided; 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 it is noted *due at 0830* (or noted *due before 0830*).

|    |      |     |  |             |
|----|------|-----|--|-------------|
| 1  | 1/24 | Thr | <b>Introduction, Greensheet, Discuss Newspaper Critique,</b><br><i>Request To Be Admitted due</i>  |             |
| 2  | 1/29 | Tue | <b>Writing Workshop for Newspaper Critique, WST Documentation</b><br><i>due at 0830 &amp; Newsp. Critiq. due</i>   |             |
| 3  | 1/31 | Thr | <b>Lecture: Research vs. review papers</b>   | Chap1/1/2*  |
| >4 | 2/05 | Tue | <b>Special Lecture: Databases</b>  |             |
| >5 | 2/07 | Thr | <b>Assignment topics: Outline and 2 Review Articles due</b>  |             |
| >6 | 2/12 | Tue | <b>Lecture: Figures and Tables</b>   | Chap3/9/15  |
| >7 | 2/14 | Thr | <b>Writing Workshop, Online Plagiarism Tutorial non-flash option (see page 2), Plagiarism Quiz Documentation due (for current Quiz or Quiz taken within 1 yr.)</b>                     |             |
| >8 | 2/19 | Tue | <b>Special Lecture: Resume &amp; Cover Letter; Resume Tutorial# (see footnote below) due before 0830, Draft Resume due</b>   |             |
| >9 | 2/21 | Thr | Writing Workshop   |             |
| 10 | 2/26 | Tue | <b>Lecture: References</b>   | Chap2/6/14  |
| 11 | 2/28 | Thr | <b>Writing Workshop for Resume/Lett., Resume/Lett. due</b>   |             |
| 12 | 3/05 | Tue | <b>Lecture: Oral presentations</b>   | Chap7/12/na |
| 13 | 3/07 | Thr | <b>Writing Workshop for Abstract, Abstract as well as two copies of Oral Presentation Title Page are due</b>   |             |
| 14 | 3/12 | Tue | <b>Short Oral Presentations</b>  |             |
| 15 | 3/14 | Thr | <b>Short Oral Presentations</b>  |             |
| 16 | 3/19 | Tue | <b>Short Oral Presentations</b>  |             |
| 17 | 3/21 | Thr | <b>Short Oral Presentations</b>  |             |
|    | 3/26 | Tue | Spring Break   |             |
|    | 3/28 | Thr | Spring Break   |             |
| 18 | 4/02 | Tue | Writing Workshop   |             |
| 19 | 4/04 | Thr | <b>Consultation, Oral Presentation Feedback</b>  |             |
| 20 | 4/09 | Tue | <b>Lecture: Poster Presentation</b>  |             |
| 21 | 4/11 | Thr | <b>Writing Workshop: Minor Paper Background due, Poster Figure Legends &amp; Table Annotations (includes title/lead sentence(s)) due at 0830</b>                                       |             |
| 22 | 4/16 | Tue | Writing Workshop: Single Sheet Poster Option approval  |             |
| 23 | 4/18 | Thr | <b>Writing Workshop for Minor Paper, Future Studies due</b>  |             |
| 24 | 4/23 | Tue | <b>Poster Presentation (practice)</b>  |             |
| 25 | 4/25 | Thr | <b>Poster Presentation (open to Department in DH505)</b>   |             |
| 26 | 4/30 | Tue | <b>Writing Workshop, 1st Draft of Review</b>   |             |
| 28 | 5/02 | Thr | <b>Consultation, Poster Feedback</b>   |             |
| 29 | 5/07 | Tue | <b>Consultation, 2 copies 2nd Draft of Review due by first 30 min. to exchange w/ other manuscripts for Peer edit and review</b>   |             |
|    | 5/09 | Thr | <b>Writing Workshop for Peer Reviewer Comments, Peer Editor Corrections due 0830 &amp; Peer Reviewer Comments due</b>  |             |
|    | 5/15 | Wed | <b>Final Exam Equivalent (DH503) Review Paper Electronic (loaded on D2L by 0730 i.e. 7:30AM) &amp; Ref. Listings Hardcopy due 0715 (i.e. printed out before Final Exam Equivalent)</b> |             |
|    | 5/21 | Tue | <b>Last Task: Review Paper Hardcopy due by 4:00PM</b>  |             |

\* For 1986 edition of ACS Style Guide/1997 edition/2006 edition.

# <http://www.careercenter.sjsu.edu/presenter/ResumeWebshop/index.htm>