

GREENSHEET FOR CHEM100W
Writing Workshop Chemistry (Sec. 01, code no. 21298)
San Jose State University

Location: DH 503 T,R 0830-0945

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Website info: <http://www.sjsu.edu/at/ec/D2L/>

More D2L and other website information will be announced later

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, English 1A and either Chem 55 OR Chem 112A 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 MATERIALS: Handouts provided, including detailed assignment sheets. 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. *The ACS Style Guide. A Manual for Authors and Editors*; Dodd, J. S., Ed.; American Chemical Society: Washington, DC, 1997 (or 1986).

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. Subjective evaluation	15%

Please note the subjective 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. This also includes the various consultations, specifically those involving Oral and Poster Presentation feedback. 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). 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 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 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. And it **must be complete** to be acceptable even to grade.

GRADING INFORMATION: Though this class is listed as A, B, C and NC, + and - grades are assigned when appropriate, noting an exception that 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. There are no extra assignments after the semester is over.

Anyone earning 90% or better gets an A+, A, or A-

Anyone earning 80% or better gets a B+, B, or B-

Anyone earning 70% or better gets a C+ or C

Sometimes cutoff points are lowered to produce more natural breakpoints and a reasonable distribution of grades, but please do not count on it.

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.

Also note link below and the relevant Program Learning Outcomes (PLOs).

http://www.sjsu.edu/chemistry/Academic_Programs/course_learning_objectives.html

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.

OUTSIDE MAJORS: Typically, other Departments in the College of Science (Biological Sciences, Physics, Meteorology, 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 in the College of Engineering). Students from other Departments should get prior approval from their relevant Department advisors before enrolling in Chem 100W. Students from other College of Science Departments will be allowed to choose appropriate topics of interest to them and relating to their particular major for their review

article and related assignments. They and will not be expected to have an extensive chemistry background, but are expected to choose a topic with some sort of molecular or atomic basis. Technical communication skills are rather universal amongst all of the sciences.

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 policies and procedures about add/drops, academic renewal. Note the following associated links.

Instructions for adding or dropping a class are available at:
http://my.sjsu.edu/students/student_tutorials/index.html

The deadlines for adding or dropping a class are available at
<http://www.sjsu.edu/registrar/calendar/2132/index.html>

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

MORE ON ACADEMIC INTEGRITY-Note the Academic Integrity policy (<http://info.sjsu.edu/web-dbgen/narr/static/catalog/integrity.html>), which includes the following preamble: “The University emphasizes responsible citizenship and an awareness of ethical choices inherent in human development. Academic honesty and fairness foster ethical standards for all those who depend upon the integrity of the university, its courses, and its degrees. University degrees are compromised and the public is defrauded if faculty members or students knowingly or unwittingly allow dishonest acts to be rewarded academically. This policy sets the standards for such integrity and shall be used to inform students, faculty and staff of the university's Academic Integrity Policy.”

Your own commitment to learning, as evidenced by 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 infractions to the Office of Student Conduct and Ethical Development (also see <http://www.sjsu.edu/senate/S07-2.pdf>). Please also note the Chemistry Dept. link: http://www.sjsu.edu/chemistry/Academic_Programs/academic_integrity.html

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.” Please also note the Chemistry Dept. link.

http://www.sjsu.edu/chemistry/Academic_Programs/campus_policy_ada.html

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 (1/24/) 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(s) and Handouts.

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

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

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