

ENGLISH 303-01
Science and Technical Writing
Fall 2017

Course Overview

Course Information

Instructor: Rick Wysocki
Course Term: Fall 2017
Office: Bingham Humanities LL4H, Carrel 59
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Office Phone: 852-0987 or 852-7068
Class Meeting Times: 2:30pm-3:45pm T/Th
Office Hours: 11am-1:pm M/W

Course Description

This course is designed to improve your communication and composition skills in scientific and technical fields. We will study the conventions of some common genres—research reports, reviews, usability reports, and grant proposals—and you will create and present information to meet the needs of different audiences. Our course will allow ample class time for writing processes, from pre-writing and data gathering through revision and presentation. As is the norm in scientific and technical fields, much of your work in this course will be carried out in teams.

Students are encouraged to adapt assignments to their specific area(s) of subject interest and to share and discuss that work with their peers. We will engage issues across scientific fields and also may engage issues of race, gender, class, disability, and politics. Because these issues may combine in controversial ways, I expect each of us to be open-minded and respectful to opposing views.

Accessibility

The official UofL statement on accessibility is contained under “Institutional Policies and Procedures” below. However, I want to state here that I am resolved to making our class as accessible as possible, and I am deeply committed to cultivating an accessible space across a range of potential concerns, including but not limited to: accommodating students with disabilities; attempting to engage a variety of learning styles and processes; and creating a safe and open space for all identities, including those intersecting race, class, sexual orientations, and genders. I am always available to discuss any difficulties you may have or start having, and am willing to work with you, to the best of my ability, to help you navigate those difficulties in this course.

Major Due Dates

Major Assignment #1: September 14
Major Assignment #2: October 12
Major Assignment #3: November 7
Major Assignment #4: November 30

Turning in Assignments

All work will be turned in via Blackboard unless otherwise noted. Readings not included in the required text will be posted to Blackboard.

Day to Day Policies and Procedures

Course prerequisites

English 102 or English 105.

Written Communication Statement

This course is approved for the Arts and Sciences upper-level requirement in written communication (WR).

Required Texts

Penrose, A. M. & Katz, S. B. (2010) *Writing in the Sciences: Exploring Conventions of Scientific Discourse*. New York, NY: Pearson.

Attendance

You may have three absences, no questions asked; after that, 30 points will be taken off of your final grade per additional absence. If you miss more than 6 days of class (which equals three weeks for a T/Th course), you WILL fail the course. Coming to class late counts as one-third of an absence. Contact me as soon as possible if you are in a situation where you will miss more than the allotted four absences.

Communication

If you have any questions about materials or assignments, contacting me via email is usually the best option. If you don't get a response from me within 48 hours, please re-send your email. I

also ask that you check your university email and Blackboard at least once a day for any announcements about the course. Furthermore, I encourage you to come see me during office hours so that we may discuss any questions you have in person. If my office hours do not work with your schedule, you can always email me or see me after class to find a time to meet that works for both of us.

Late Work and Extensions

I will not accept late work. Because I do not accept late work, however, you do have the option of requesting an extension on an assignment if extenuating circumstances will prevent you from turning it in on time. You must contact me at least 48 hours prior to the date and time the assignment is due to ask for an extension, and extensions will be considered on a case-by-case basis.

Electronic Devices

All devices should only be used for class-related activities. If work/family/other conditions will lead to you needing to be on your phone in class, please let me know in advance. If you are repeatedly on your phone or using your computer to surf the Web or work on another class's material, you will receive an absence for the day.

Grading

This course will be graded on a point system, so each category/assignment will be worth a certain number of points out of 1000. The points are distributed as follows:

Participation – 100 pts.
Major Assignment #1 – 150 pts.
Major Assignment #2 – 200 pts.
Major Assignment #3: – 250 pts.
Major Assignment #4: – 300 pts.

Important Note: I reserve the right to alter the terms of this syllabus. Situations such as cancelled classes or changes in our learning objectives, for example, might warrant such a change.

Institutional Policies and Procedures

Plagiarism

The University of Louisville's plagiarism policy applies in this course: "The University defines plagiarism as 'representing the words or ideas of someone else as one's own in any academic exercise.'" Thus, all writing you do for this course must be your own.... Please pay special attention to the quotes, paraphrases, and documentation practices you use in your papers. If you have any questions about plagiarism, please ask your instructor. If you plagiarize, your instructor reserves the right to grant you a failure for the course and your case may be reported to the College of Arts and Sciences."

Accessibility and Accommodations

The University of Louisville states: "Students who have a disability (temporary or permanent) or condition which may impair their ability to complete assignments or otherwise satisfy course criteria are encouraged to meet with their instructor to identify, discuss, and document any feasible instructional modifications or accommodations. Please inform your instructor about circumstances no later than the second week of the semester or as soon as possible after a disability or condition is diagnosed, whichever occurs earliest. For information and auxiliary assistance, contact the Disabilities Resource Center (852-6938)."

Grievances

If you have questions or concerns about your progress in this course, please do not hesitate to come by during office hours to discuss these issues. If you are not satisfied with our discussion, you may see an Assistant Director of Composition in Humanities 319F (852-5919).

Title IX/Clery Act Notification

Sexual misconduct (including sexual harassment, sexual assault, and any other nonconsensual behavior of a sexual nature) and sex discrimination violate University policies. Students experiencing such behavior may obtain confidential support from the PEACC Program (852-2663), Counseling Center (852-6585), and Campus Health Services (852-6479). To report sexual misconduct or sex discrimination, contact the Dean of Students (852-5787) or University of Louisville Police (852-6111).

Disclosure to University faculty or instructors of sexual misconduct, domestic violence, dating violence, or sex discrimination occurring on campus, in a University-sponsored program, or involving a campus visitor or University student or employee (whether current or former) is not confidential under Title IX. Faculty and instructors must forward such reports, including names and circumstances, to the University's Title IX officer.

University Grading Scale

A+ (97-100%)	A (93-96%)	A- (90-92%)
B+ (87-89%)	B (83-86%)	B- (80-82%)
C+ (77-79%)	C (73-76%)	C- (70-72%)
D+ (67-69%)	D (63-66%)	D- (60-62%)
F (-59%)		

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Student Learning Outcomes

Rhetorical Knowledge (responding appropriately to a variety of rhetorical situations)

By the end of English 303, students should demonstrate the ability to produce writing and use oral communication skills that

- Demonstrate knowledge of audience, which includes the ability to determine appropriate scope, genre, technical vocabulary and detail, and tone when writing for both technical and non-technical audiences
- Demonstrate knowledge of context, which includes analyzing professional cultures, social contexts, and audiences to determine how they shape the various purposes and forms of writing
- Demonstrate an ability to use, explain and integrate quantitative information with verbal prose to achieve particular rhetorical purposes
- Demonstrate knowledge of research methods that produce professional documents, including analyzing professional contexts and assessing and summarizing information resources

Processes

By the end of English 303, students should demonstrate the ability to produce writing that

- Demonstrates knowledge of the writing process, which means engaging various strategies for planning, researching, drafting, revising, and editing documents that respond effectively and ethically to scientific and technical situations and audiences
- Demonstrates knowledge of collaborative strategies, such as writing in a team setting, working and communicating on-line, setting and achieving project goals, and responding constructively to peers' work

Conventions

By the end of English 303, students should demonstrate the ability to produce writing that

- Demonstrates control of the editing process, including the production of documents which exhibit concise language, appropriate technical vocabulary, appropriate format, proper sentence structure, and standardized grammar
- Demonstrates knowledge of document design, including the implementation of various principles of format, layout, and design of professional visual/verbal documents that meet multiple needs and integrate a variety of written, visual, and oral elements of design

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