

WRITING FOR SCIENCE AND TECHNOLOGY

English 225: Sections 001 & 002, 3 credits

SPRING 2004

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Welcome to English 225. This course will help you develop the skills you need for writing a variety of scientific and technical documents in both academic and professional settings. Your work in this class will focus on your own specific field of inquiry.

Required texts & materials

Houp, Kenneth, et al. *Reporting Technical Information*. 10th ed.

A college-level dictionary and thesaurus.

A three-ring binder with tab dividers.

A paper portfolio (with pockets and three center clasps).

A valid UH computer account.

Floppy disks or CD (with protective case) to back up work.

A library print card.

Other requirements

You will need to back up your work on a floppy disk or CD, and to keep all drafts and handwritten notes of all coursework (graded and ungraded) arranged chronologically in a folder or binder, ready to produce should I ask for it. You also need to keep photocopies of the outside sources you cite in your papers in case questions of authorship arise. ***English 100 is a prerequisite for this course: you must have passed with a C or higher. Please complete separate form, sign and return.***

Course objectives

You will learn to:

- Analyze a writing situation effectively
- Find and organize material appropriate to audience, purpose and situation
- Design a variety of functional documents that answer the needs of both writer and reader
- Write these documents correctly, clearly, persuasively, and to a deadline
- Be a helpful reader of others' work
- Respond comfortably, effectively and promptly to a wide range of writing assignments and situations (including collaboration), and so prepare to write professional documents in a career setting.

Instructional procedure

Think of our class essentially as a workshop: it will be discussion-oriented with brief lectures and an emphasis on group work and in-class writing. You are expected to do the reading, research, data collection, and/or writing for each class session and come prepared to talk about it, to share your findings/work with the class, and to respond to the work of others. You should always be ready for pop quizzes on assigned readings.

Grading criteria

Your grade for the course will be determined by the percentage of your total points earned against the total points possible. A Grading Criteria Sheet is attached, giving a broad description of the different levels of achievement; I follow the standard 90%=A, 80%=B, etc. The points possible for each assignment are as follows:

Style/design	50
Graphics	50
Process description	100
Instructions	100
Exploratory writing	10 (c/nc)
Proposal	100
Detailed outline	10 (c/nc)
Research report	200
Oral presentation	50
Class participation	100

(Other assignments may also contribute points.)

Please note: "Extra credit" does not exist.

Attendance

Attendance is required by English departmental policy. If you anticipate problems with regular attendance or punctuality, I advise you to withdraw from the class and take it again when attendance will not be a problem. **More than 5 absences will lower your grade one full level** (e.g., from a B to a C). Apart from extreme cases of hospitalization or death in the immediate family (which require documentation and are subject to my personal judgment), there are no excused or unexcused absences—either you are in class or you are not. If you do have to be absent, speak to me ahead of time about in-class work and assignments you may miss. If you are absent without notice, you will need to ask a classmate for any notes/handouts/deadline changes you may have missed. **Please note: You are responsible for keeping track of your absences; I do not tally up attendance records until the end of the semester.**

Class participation

Your class participation grade will be based on attendance, punctuality, preparedness, participation and attitude. I expect you to be on time to class, to have done the readings and assignments for that session, to be ready to participate constructively in group activities, class discussion and individual exercises, and to be positive, respectful and alert. A negative attitude or disruptive behavior will lose points.

Classroom etiquette

Everyone needs to be focused on the work for our class session at all times. Be on time (more than 5 minutes late equals absence). Turn off cellular phones and pagers before entering the classroom. Do not leave the room during the class session, except for emergencies. Do not sleep on your desk—this also equals absence. Do not talk or pass notes to other students while I am talking, or while we are participating in an activity or discussion—save personal conversations for before or after class. Do not work on assignments for other classes or use the computer for games, net-surfing, email, etc. during our class session—this also equals absence. Do not bring children to class—we love them, but they disrupt the learning environment. See the UHH Student Conduct Code for further details.

Assignments

All written assignments must be typed and neatly formatted according to the specifications given (on the assignment sheet or orally). In-class work should be neat and legible. You will produce (at least) two drafts of each assignment, the first of which will receive peer and my comments, the second of which will be graded (see “Grading Criteria” above). Each draft of each major assignment must be accompanied by a typed **process log** (see separate instructions), plus any other attachments specified on the assignment sheet. You must always submit your work in hard copy form, except by special arrangement with me.

Note: Late work will not be accepted. Written assignments are due at the beginning of class on the date given: **you must have your document printed before class begins.** The following penalties for missing work will be applied without exception.

Points will be deducted from your final draft grade:

- No first draft (-10)
- Absence on peer review day (-5)
- Failure to return timeously completed peer review comments to partner(s) (-5)
- Missing attachments to final draft, e.g., first draft, peer comments (-5)

Peer review

You will participate in peer review of the first draft of each assignment. You will work with everyone in the class at different times, which will enable you to see a variety of writing styles, respond to others’ writing, and hear how others respond to your writing. You can use this information to improve your own papers before submitting the final draft. I will circulate on peer review days and give brief oral comments on your draft—be ready with specific questions. If you miss a peer review day you not only have points deducted from your final essay grade, but you also face revision without the benefit of my or peer comments on your first draft.

Plagiarism

All work submitted, informal and formal, must be your own. To ensure that questions about authorship do not arise, you must keep all notes, drafts, papers, etc., for each assignment. In addition, all the sources you use, print and non-print, must be available for review, if necessary, to prove authorship. Plagiarism is the use of another’s

thoughts, theories, or language as if they were your own. Much plagiarism is accidental; however, it is a serious offense that can result in a failing grade. Always document your sources, even when you are not using a direct quotation. If you have any questions about one of your assignments, please see me before you submit it for a grade.

UHH Writing Center, HCC Learning Center, & OWL

The Writing Center is located inside the PC Lab on the library's main floor. The Learning Center is located in the library's basement and has a separate entrance. Tutoring is available free of charge in these two locations during the hours posted on their doors—first come, first served. If I identify grammatical or organizational issues in which you need extra work/tutoring, I may require that you work with a tutor. If English is your second language, or you know that you have problems with grammar, etc., I highly recommend that you take advantage of these excellent services.

Online tutoring is also available through the OWL (Online Writing Lab):
<http://webct.hawaii.edu:8900/public/uhh/bailey2/index.html>

Administrative notes

Any student with a **documented disability** who would like to request accommodations should contact the University Disability Services Office at 933-0816 (V), 933-3334 (TTY), Campus Center room 311, as early in the semester as possible.

Advising is a very important resource designed to help students complete the requirements of the University and their individual majors. Students should consult with their advisor at least once a semester to decide on courses, check progress towards graduation, and discuss career options and other educational opportunities provided by UH-Hilo. Advising is a shared responsibility, but students have final responsibility for meeting degree requirements.

GRADING CRITERIA