

GR 555 E / GR 555 M Scientific and Technical Communication

Fall 2020 Syllabus

Instructor: Daniel Calvey

Overview:

This course provides students an opportunity to develop professionally through a systematic investigation of manuscript writing for journal publication. The part genres of journal article writing are covered in detail, and students are grounded in systematic approaches to process writing and revising text as well as to the submission process. Touch points for transferring these concepts to other scientific and technical communications such as theses, proposals, and presentations are also highlighted.

Structure:

This class meets 8 times during the semester. Each class is comprised of a combination of lecture (led by the instructor), discussion, and in-class activities, most of which involve either in-class writing or analyzing text. In addition to the 8 meetings, each student must complete several short assignments and 2 consultations. In the consultations (1 with the instructor, 1 with a peer), students receive feedback on their own academic writing, preferably on writing related to their own research. Details about the consultations and other assignments will be posted on SUCourse. The course is 0 credits, pass/fail. A majority of the coursework is to be done during class hours.

Week 1: Introductions/Literature Review

Week 2: Methodology

Week 3: Results

Week 4: Discussion & Conclusion

Week 5: Literature Review revisited: Production, Quality, and Ethics

Week 6: Drafting & Organizing; Revision Skills

Week 7: Revision Skills (continued); Submissions & Resubmissions (including ethical considerations)

Week 8: Titles & Abstracts

Delivery:

The course will be delivered with a combination of synchronous and asynchronous components. Each week will include a lecture component delivered in a synchronous Zoom meeting. All Zoom links will be announced weekly via SUCourse. Most weeks will also have a brief Weekly Activity which is intended to be completed immediately (during class hours) and submitted to SUCourse. However, the Weekly Activities are asynchronous and may be submitted by Fridays at 17:00 if a student prefers. Some weeks will also utilize Zoom breakout rooms for synchronous activities.

Grading:

Student work for this class has five main components: 1) class participation (please refer to the participation policy announced in SUCourse); (2) completing a writing consultation with the instructor; (3) completing a highly structured writing consultation with a peer (which will be considered a take-home exam); 4) helping out with a course or other assignment to the satisfaction of the supervisor; and 5) completing several short homework assignments.

To receive a passing grade, the student must satisfy each of the five components stated above. To help assess how successfully the student is helping out with a course, each student may be observed at least once a semester.

Aims:

As a result of this course, students should be able to better accomplish the following:

- Identify and produce components of effective scientific and technical communication in English.
- Make confident writing decisions within the part genres of a manuscript for publication.
- Utilize collaboration as an effective strategy for improving written output.
- Identify and negotiate issues relevant to ethical standards and practices, including but not limited to avoiding plagiarism and issues in the submissions process.
- Analyze and understand published work in their disciplines and find relevant examples from this work to enlighten their own writing.
- Plan and manage a systematic drafting, organizing, revision, and submissions process.
- Understand their own strengths and weaknesses as communicators of scientific and technical English.

Course Policies:

Participation: As a pass-fail course, participation in GR 555 E – GR 555 M is mandatory. Students cannot pass GR 555 E – GR 555 M without sufficient participation. Students with more than one (1) absence/incomplete participation, regardless of reason, are subject to extensive make-up work at the discretion of the instructor. Please refer to the participation policy as posted in the SUCourse announcements.

Videos: Lecture videos will be posted on SUCourse. However, participation cannot be satisfied by watching a video outside of class. Instead, the videos are posted for the benefit of students who wish to review part of the lecture a second time.

Consultations: The consultations are a chance to review communications (at whatever stage of the drafting or submission process) about work that is personal to you with the instructor or a peer. Examples of appropriate topics include:

1. Manuscripts (completed or in progress)
2. Thesis excerpts (completed or in progress)
3. Abstracts (instructor consultation only)
4. Presentations for a conference or meeting (instructor consultation only; completed or upcoming/ can review slides or practice the presentation)
5. Proposals
6. Research statements/statements of purpose (if you are applying this year only, and only for the instructor consultation - documents must be current).
7. Graduate course papers

The intended outcomes of these consultations are that you are reminded of the value of showing your work to others, perhaps gaining a short-term benefit on a specific piece of writing, that you begin to develop your perspective on writing from a reviewer's point of view, and that you increase your habits of collaboration in your writing. Specific details about your peer consultation, which will be considered a take-home exam and has a due date of Friday, December 24, will be posted on SUCourse.

Assignments: All assignments must be uploaded to SUCourse and are required.

Course Schedule:

Section A (Mondays): 9:40 – 12:30

Section B (Tuesdays): 10:40 – 13:30

Section C (Wednesdays): 10:40 – 13:30

Section D (Thursdays): 12:40 – 15:30

While actual class times may be somewhat shorter, the instructor reserves the right to use the entire time, so plan accordingly.

The exact class dates can be seen below. The dates are not subject to change except for university closure or instructor illness. There will be no make-up classes.

The class dates for the different sections of GR 555 can be found below (8 meetings):

<u>Section A (Mondays)</u>	<u>Section B (Tuesdays)</u>	<u>Section C (Wednesdays)</u>	<u>Section D (Thursdays)</u>
October 19	October 20	October 21	October 22
November 2	November 3	November 4	November 5
November 9	November 10	November 11	November 12
November 16	November 17	November 18	November 19
November 23	November 24	November 25	November 26
December 7	December 8	December 9	December 10
December 14	December 15	December 16	December 17
December 21	December 22	December 23	December 24