



UNIVERSITY OF CALGARY
FACULTY OF SCIENCE
NATURAL SCIENCES PROGRAM
COURSE OUTLINE

1. **Course:** SCIE 311, Write & Review Scientific Reports -- Fall 2018

Instructor Name	Email	Phone	Office	Hours
<i>L01:</i> (TR 09:30 - 10:45 in ES 920)				
Éowyn Campbell	eowyn.campbell@ucalgary.ca	4038700392	ES 530	TBA
Coordinator(s):				
Nicole Sandblom	nicole.sandblom@ucalgary.ca	403-210-9816	SA144J	TBA

Course Site:

D2L: SCIE 311 -ALL-(Fall 2018)-Write & Review Scientific Reports

Natural Sciences Program:

Office: EEEL 445
Phone: 403 220-8600
Email: usc@ucalgary.ca

Note:

Students must use their U of C account for all course correspondence.

2. **Requisites:**

See section [3.5.C](#) in the Faculty of Science section of the online Calendar.

Prerequisite(s): Any 200-level course offered by the Faculty of Science.

Notes: Only declared majors in Chemistry, Applied Chemistry, Geology, Applied and Environmental Geology, Petroleum Geology or the Geosciences program will be admitted prior to the date registration restrictions are lifted. Consult the Enrolment Services website (<http://www.ucalgary.ca/registrar/>) for registration details.

3. **Grading:**

The University policy on grading and related matters is described in [F.1](#) and [F.2](#) of the online University Calendar. In determining the overall grade in the course the following weights will be used:

Reflection Writing Assignments (total = 12%)	Parts 1-4 (2% each)	8%
	Part 5: End of term	4%
Plan Writing Assignments (total = 14%)	Plan Assignment	10%
	Plan Peer Review	4%
Draft 1 Writing Assignments (total = 16%)	Draft 1 Paragraph	10%
	Draft 1 TA Review	2%
	Draft 1 Peer Review	4%
Draft 2 Writing Assignments (total = 20%)	Draft 2 Introduction	12%
	Draft 2 Cover Letter	2%
	Draft 2 TA Review	2%
	Draft 2 Peer Review	4%
Final Paper Writing Assignments (total = 18%)	Final Paper including Abstract	16%
	Final Paper Cover Letter	2%
Team-scored Writing Activities (total = 8%)	Team Quizzes (tRATs)	4%
	Team Class Activities	4%
Individual Writing Activities (total = 12%)	Tutorial Activities	4%
	Individual Quizzes (iRATs)	4%
	Individual Class Activities	4%

Each piece of work (reports, assignments, quizzes, midterm exam(s) or final examination) submitted by the student will be assigned a grade. The student's grade for each component listed above will be combined with the indicated weights to produce an overall percentage for the course, which will be used to determine the course letter grade.

The conversion between a percentage grade and letter grade is as follows.

	A+	A	A-	B+	B	B-	C+	C	C-	D+	D
Minimum % Required	96 %	90 %	86 %	82%	78%	74 %	70 %	66%	62%	56 %	50 %

This course has a non-registrar scheduled final component.

The student's grade is determined by marks for both individual work and team-scored components (i.e. team quizzes and in-class activities). At the end of the term, each student will evaluate the contributions of the other members of the team. All team members will get a "peer score" that is the sum of the points that they are granted from each teammate. The instructor will also assess each student based on the quality of feedback that the student provides to other students. These two values determine an individual's Peer Evaluation Score (PES). Each student's total **Team-scored Writing Activities** score will be multiplied by the PES to determine the final mark for the teamwork component of the course.

Communicating, both orally and in written form, is the cornerstone of this course, and the quality of the student's writing will factor into the evaluation of all assignments. Constructive critical analysis of peer work is also an essential course component. Attendance and active participation in all classes and tutorials is key to your success in this class. You are encouraged to meet with instructors periodically during the semester to discuss your progress. The detailed syllabus for Science 311 is available on Desire2Learn.

Students are required to have a University of Calgary email address in order to communicate with instructors and to access Desire2Learn. Many assignments will be submitted electronically. Further details about these requirements will be provided on D2L.

4. Missed Components of Term Work:

The regulations of the Faculty of Science pertaining to this matter are found in the Faculty of Science area of the Calendar in [Section 3.6](#). It is the student's responsibility to familiarize himself/herself/themself with these regulations. See also [Section E.3](#) of the University Calendar.

Any student who is absent from classes or tutorials or fails to complete an assignment or similar set piece of work for legitimate reasons (illness, religious conviction or domestic affliction) must discuss an alternative course of action with the instructor. **Please note that the coordinator needs to be informed of any missed components within 48 hours. Contacting your instructor, TA, and/or coordinator as soon as possible makes it possible for us to make alternative plans.**

In order for the peer review process to be successful, your work must be completed on time (and sometimes brought to class). Depending on the type of peer review (in-class or electronic), you will not be able to participate if you do not bring a copy of your work to class or if your work is not submitted on time. Therefore, if your paper is late/not brought to class, you may not be able to participate in the review process and may forfeit the grades associated with this assignment.

Valid reasons for missing a deadline are the same criteria as those for deferred finals: documented cases of serious family afflictions or illness (a medical note is required). In these cases only you will not be penalized **provided that you contact the Course Coordinator within 48 hours** and your overall mark for the course will be prorated to account for this excused deadline. More details are provided on D2L.

5. Scheduled out-of-class activities:

There are no scheduled out of class activities for this course.

6. Course Materials:

The required handouts and readings for this course are available through postings on Desire2Learn. Students will be responsible to bring paper or electronic handouts to class and to keep current with the reading material posted on Desire2Learn.

Online Course Components: Some teamwork resources are provided by ITP Metrics, a system of secure web-based tools for forming teams and doing peer evaluations. These tools are free to all students and are not dependent on prior access.

7. Examination Policy:

iRAT and tRAT quizzes are closed book and in-class.

All D2L quizzes are open-book.

Students should also read the Calendar, [Section G](#), on Examinations.

8. Approved Mandatory and Optional Course Supplemental Fees:

There are no fees associated with this course.

9. Writing across the Curriculum Statement:

For all components of the course, in any written work, the quality of the student's writing (language, spelling, grammar, presentation etc.) can be a factor in the evaluation of the work. See also Section [E.2](#) of the University Calendar.

10. Human studies statement:

If you agree, your course work may be used for research purposes. Your responses will remain anonymous and confidential. Grouped data (no individual responses) may be used in academic presentations and publications. Participation in such research is voluntary and will not influence grades in this course. Students' signed consent forms will be withheld from instructors until after final grades are submitted. More information will be provided at the time student participation is requested.

See also [Section E.5](#) of the University Calendar.

11. Reappraisal of Grades:

A student wishing a reappraisal, should first attempt to review the graded work with the Course coordinator/instructor or department offering the course. Students with sufficient academic grounds may request a reappraisal. Non-academic grounds are not relevant for grade reappraisals. Students should be aware that the grade being reappraised may be raised, lowered or remain the same. See [Section I.3](#) of the University Calendar.

1. **Term Work:** The student should present their rationale as effectively and as fully as possible to the Course coordinator/instructor within **15 days** of either being notified about the mark, or of the item's return to the class. If the student is not satisfied with the outcome, the student shall immediately submit the Reappraisal of Graded Term work form to the department in which the course is offered. The department will arrange for a re-assessment of the work if, and only if, the student has sufficient academic grounds. See sections [I.1](#) and [I.2](#) of the University Calendar
2. **Final Exam:** The student shall submit the request to Enrolment Services. See [Section I.3](#) of the University Calendar.

Note that if you are concerned about the comments on your assignment or have questions about the grade you have earned, you should first email the instructor or TA (depending on who marked the assignment).

12. OTHER IMPORTANT INFORMATION FOR STUDENTS:

- a. **Mental Health** The University of Calgary recognizes the pivotal role that student mental health plays in physical health, social connectedness and academic success, and aspires to create a caring and supportive campus community where individuals can freely talk about mental health and receive supports when needed. We encourage you to explore the mental health resources available throughout the university community, such as counselling, self-help resources, peer support or skills-building available through the SU Wellness Centre (Room 370, MacEwan Student Centre, [Mental Health Services Website](#)) and the Campus Mental Health Strategy website ([Mental Health](#)).
- b. **SU Wellness Center:** The Students Union Wellness Centre provides health and wellness support for students including information and counselling on physical health, mental health and nutrition. For more information, see www.ucalgary.ca/wellnesscentre or call [403-210-9355](tel:403-210-9355).
- c. **Sexual Violence:** The University of Calgary is committed to fostering a safe, productive learning environment. The Sexual Violence Policy (<https://www.ucalgary.ca/policies/files/policies/sexual-violence-policy.pdf>) is a fundamental element in creating and sustaining a safer campus environment for all community members. We understand that sexual violence can undermine students' academic success and we encourage students who have experienced some form of sexual misconduct to talk to someone about their experience, so they can get the support they need. The Sexual Violence Support Advocate, Carla Bertsch, can provide confidential support and information regarding sexual violence to all members of the university community. Carla can be reached by email (svsa@ucalgary.ca) or phone at [403-220-2208](tel:403-220-2208).
- d. **Misconduct:** Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. A single offence may lead to disciplinary probation or suspension or expulsion. The Faculty of Science follows a zero tolerance policy regarding dishonesty. Please read the sections of the University Calendar under [Section K](#). Student Misconduct to inform yourself of definitions, processes and penalties. Examples of academic misconduct may include: submitting or presenting work as if it were the student's own work when it is not; submitting or presenting work in one course which has also been submitted

in another course without the instructor's permission; collaborating in whole or in part without prior agreement of the instructor; borrowing experimental values from others without the instructor's approval; falsification/fabrication of experimental values in a report. **These are only examples.**

- e. **Assembly Points:** In case of emergency during class time, be sure to FAMILIARIZE YOURSELF with the information on [assembly points](#).
- f. **Academic Accommodation Policy:** Students needing an accommodation because of a disability or medical condition should contact Student Accessibility Services in accordance with the procedure for accommodations for students with disabilities available at [procedure-for-accommodations-for-students-with-disabilities.pdf](#).
- Students needing an accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a protected ground other than disability, should communicate this need, preferably in writing, to the Program Director of the Natural Sciences Program, Dr. Edwin Cey by email ecey@ucalgary.ca or phone 403 220-8393. Religious accommodation requests relating to class, test or exam scheduling or absences must be submitted no later than **14 days** prior to the date in question. See [Section E.4](#) of the University Calendar.
- g. **Safewalk:** Campus Security will escort individuals day or night (See the [Campus Safewalk](#) website). Call [403-220-5333](tel:403-220-5333) for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.
- h. **Freedom of Information and Privacy:** This course is conducted in accordance with the Freedom of Information and Protection of Privacy Act (FOIPP). Students should identify themselves on all written work by placing their name on the front page and their ID number on each subsequent page. For more information, see [Legal Services](#) website.
- i. **Student Union Information:** [VP Academic](#), Phone: [403-220-3911](tel:403-220-3911) Email: suvpaca@ucalgary.ca. SU Faculty Rep., Phone: [403-220-3913](tel:403-220-3913) Email: sciencerep@su.ucalgary.ca. Student Ombudsman, Email: suvpaca@ucalgary.ca.
- j. **Internet and Electronic Device Information:** Unless instructed otherwise, cell phones should be turned off during class. All communication with other individuals via laptop, tablet, smart phone or other device is prohibited during class unless specifically permitted by the instructor. Students that violate this policy may be asked to leave the classroom. Repeated violations may result in a charge of misconduct.
- k. **Surveys:** At the University of Calgary, feedback through the Universal Student Ratings of Instruction ([USRI](#)) survey and the Faculty of Science Teaching Feedback form provides valuable information to help with evaluating instruction, enhancing learning and teaching, and selecting courses. Your responses make a difference - please participate in these surveys.

Additional Academic Integrity Information: All work submitted for this class (whether as a draft or for final grading) is held to the strictest standards for intellectual honesty. During the second tutorial session, you will complete a tutorial on understanding and avoiding plagiarism. You must successfully complete this tutorial before any other work will be graded. We encourage SCIE311 students to discuss academic integrity issues surrounding assignments with TAs and instructors.

Department Approval:	Electronically Approved	Date: 2018-08-30 08:28
Associate Dean's Approval for out of regular class-time activity:	Electronically Approved	Date: 2018-08-30 12:16

Course Outcomes

- Identify essential formatting and style elements of scientific writing
- Search for scientific information using a wide range of library skills and properly document those sources
- Read scientific papers and identify key conclusions

- Recognize milestones in the writing process and begin to develop a personal approach to any writing assignment
- Give and receive peer feedback throughout the writing process by working effectively as part of a team