

FACULTY OF SCIENCE — NATURAL SCIENCES PROGRAM
 COURSE INFORMATION SHEET — WINTER 2013
 Science 311: Writing & Reviewing Scientific Reports
 T/R Section L01 9:30, L02 11:00, L03 15:30

Lec	Instructors	Office	Phone	email
L01	Nicole Sandblom (Course Coordinator)	SB 149	403-210-9816	nicole.sandblom@ucalgary.ca
L02	Audrey Habke			alhabke@ucalgary.ca
L03	Éowyn Campbell			eowyn.campbell@ucalgary.ca

Prerequisite Requirements: Completion of any 200-level course offered by the Faculty of Science. Note: The Faculty of Science policy on pre- and co-requisite checking is outlined in the Calendar at: www.ucalgary.ca/pubs/calendar/current/sc-3-5.html. Students are responsible to ensure that they meet all pre- and co-requisite requirements, as listed in the Calendar, for each course in which they are registered. **Students who do not meet these requirements will be deleted from the course.** The last day to withdraw and get a refund of fees is January 18, 2013; Final day to add the course is January 21, 2013 and the fee payment deadline is January 25, 2013.

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

Course Component	Weight	Grading Scale	
Formal Writing Assignments (total = 85%)		A+	*
Summary Assignment	5%	A	>88
Analysis Paper developed draft	3%	A-	84-87.5
Analysis Paper in-class peer interview	2%	B+	80-83.5
Analysis Paper electronic peer review	3%	B	76-79.5
Analysis Paper cover letter	2%	B-	72-75.5
Analysis Paper final	22%	C+	68-71.5
Review Paper Outline Assignment	4%	C	64-67.5
Review Paper developed draft	4%	C-	60-63.5
Review Paper in-class peer interview	2%	D+	55-59.5
Review Paper electronic peer review	3%	D	50-54.5
Review Paper cover letter	2%	F	<50
Review Paper final	33%		
Informal Writing Activities (total = 15%)			
Tutorial Activities	5%		
Portfolio	10%		

*Grade of A+ reserved for exceptional cases of outstanding performance.

**There will NOT be a final examination in this class.

Course Requirements: Communicating, both orally and in written form, is the cornerstone of this course and constructive critical analysis of peer work is an essential component. In this course, the quality of the student's writing will factor into the evaluation of all assignments. See also: www.ucalgary.ca/pubs/calendar/current/e-2.html. 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 Blackboard.

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 on-line Calendar in section 3.6: www.ucalgary.ca/pubs/calendar/current/sc-3-6.html. It is the student's responsibility to familiarize himself/herself with these regulations. 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.** Given the importance of the reviewing process, the deadlines of the papers for review are very strict. Valid reasons for missing these deadlines are the same as those outlined in the calendar under Deferral of Final Examinations at www.ucalgary.ca/pubs/calendar/current/sc-3-6.html.

Communication: Students are required to have a University of Calgary email address in order to communicate with instructors and to access Blackboard. Many assignments will be submitted electronically. Further details about these requirements will be provided online and during the first class.

Academic Misconduct: Academic misconduct (cheating, plagiarism, or any other form) is a very serious offence that will be dealt with rigorously in all cases. All work submitted for this class (whether as a draft or for final grading) is held to the strictest standards for intellectual honesty. 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 "Student Misconduct" section of the Calendar at: www.ucalgary.ca/pubs/calendar/current/k.html to familiarize yourself with the definitions, processes and penalties. Also visit www.ucalgary.ca/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.**

Assembly Points: In case of emergency during class time. Be sure to familiarize yourself with the information at www.ucalgary.ca/emergencyplan/assemblypoints

Academic Accommodation Policy: Students with documentable disabilities are referred to the following links:
Calendar entry on students with disabilities: www.ucalgary.ca/pubs/calendar/current/b-1.html
Disability Resource Centre: www.ucalgary.ca/drc/

Safewalk: Campus Security will escort individuals day or night (www.ucalgary.ca/security/safewalk/). Call **220-5333** for assistance. Use any campus phone, emergency phone or the yellow phones located at most parking lot pay booths.

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 ONLY by name as student papers will be distributed to other class members as part of the peer review process. **Do NOT include your student ID number on any submission for this class.**

Ethics Statement: If you agree, your papers 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.

Student Union Information: VP Academic Phone: 220-3911, Email: suvpaca@ucalgary.ca.
SU Faculty Rep. Phone: 220-3913, Email: sciencerep@su.ucalgary.ca Website: www.su.ucalgary.ca/home/contact.html.
Student Ombudsman: SU Link: www.su.ucalgary.ca/page/quality-education/academic-services/student-rights
Ombudsmans Website: www.ucalgary.ca/provost/students/ombuds

Internet and Electronic Communication Device Information:

You can assume that in all classes that you attend, **your cell phone should be turned off**. Also, communication with other individuals, via laptop computers, Blackberries or other devices connectable to the Internet is not allowed in class time unless specifically permitted by the instructor. If you violate this policy you may be asked to leave the classroom. Repeated abuse may result in a charge of misconduct.

Program Director Approval: Original approved by Program Director (C. Graham) Date: January 2013

Associate Dean's Approval for alternate final exam arrangements: Original Approved by Associate Dean (B. Hicks) Date: January 2013

FACULTY OF SCIENCE — NATURAL SCIENCES PROGRAM
SCIENCE 311: WRITING & REVIEWING SCIENTIFIC REPORTS
COURSE SYLLABUS

I. Rationale:

Writing and Reviewing Scientific Reports is the writing course offered by Faculty of Science and the Natural Sciences Program. The overarching goal of this class is to help you develop writing strategies that will be useful throughout your degree and career in science.

II. Course Aims and Objectives:

Aims

During this course, you will prepare two major papers reviewing scientific topics. Milestone assignments will lead you through the topic selection process and through the important stages of reviewing and revising. By focusing on excellence in your written communication, you will develop essential skills for your academic and career development.

Specific Learning Objectives:

By the end of this course, students will develop a set of transferable skills by:

- ◆ Identifying essential formatting and style elements of scientific writing
- ◆ Searching for scientific information using a wide range of library skills
- ◆ Learning to properly document sources
- ◆ Reading scientific papers and identifying key conclusions
- ◆ Recognizing milestones in the writing process
- ◆ Developing a personal approach to any writing assignment
- ◆ Giving and receiving peer feedback throughout the writing process

III. Format and Procedures:

This class is likely very different in format from others you encounter. There are no exams or tests on content, but instead all class activities and assignments aim to help you develop your own writing skills and strategies.

Attendance: Class attendance is necessary as the class discussions and activities are important in developing the skills outlined above. Furthermore, it is essential that you bring any assignments or homework with you to class and come prepared to work on this material.

Structure of the course: In the first part of the course, instructors will introduce important concepts and tools that will aid your investigations throughout the term (see Blackboard for more specific details). Throughout the course, class sessions will be a mixture of lectures, activities and group discussions. There will be also be library sessions which are co-taught with librarians. By actively engaging with your writing and the writing of others, you will develop valuable skills that you can apply to new situations you encounter at the university or in the workplace.

There are two major components to the assignments in this class: (1) formal and (2) informal writing assignments.

(1) Formal Writing Assignments: Although you will encounter many different types of scientific writing during your career, all require the discovery, analysis and evaluation of published scientific information. The formal writing assignments and our emphasis on review and revision allow you to focus on developing these skills as you work towards the completion of two scientific literature reviews for this class. All assignment details and grading rubrics are posted on Blackboard.

(2) Informal Writing Portfolio: Throughout this course you will be engaged in a variety of informal writing activities. The purpose of these activities is to give you experience actively communicating your ideas at different stages in the scientific writing process and to help you build a toolbox of skills that you can transfer to your future writing in university or in industry. They are designed to help you focus on key aspects of scientific writing, to practice giving effective feedback to your peers and to provide you with an opportunity to reflect on your progress throughout the semester. There are specific details regarding the informal writing portfolio provided in the Course Pack.

IV. Responsibilities and Expectations

Science 311 is a writing course in the Faculty of Science. Writing papers is both challenging and informative.

As a student in Science 311, you will:

- ◆ Come prepared to participate actively in class activities and tutorials.
- ◆ Read all material on Blackboard.
- ◆ Complete all assignments to the best of your ability. Submit all assignments on time.
- ◆ Provide thoughtful, well-organized, and critical suggestions to your peers during the review process.
- ◆ Reflect on your TA and peer reviews and incorporate their suggestions into your papers. You will learn to critically and substantially revise your paper rather than simply making grammatical and superficial changes.

What can you expect from us?

Most of this syllabus is directed at giving you information about the structure of the course, grading and assignment information and what we (the instructors) expect from you. However, we also recognized that there are certain expectations that we need to meet in order for you to have a positive learning experience in this class.

Specifically, we will:

- ◆ Be respectful of all persons in the class and create an environment where all opinions and comments are heard and valued.
- ◆ Be available outside of class time to discuss course work or other course concerns (or just to chat!).
- ◆ Encourage you to be well-read and well-written
- ◆ Provide you with instructional material that will enable you to excel in this class.
- ◆ Develop activities that allow you to build your writing skills
- ◆ Assess all assignments fairly and provide suggestions and comments for improvement.

We are excited about this class and look forward to helping you improve as a writer. ☺

V. Course Requirements:

1. Class Attendance & Scheduled Tutorial Attendance: It is important that you attend all scheduled Science 311 classes and tutorials. If you think you will need to miss class, email the Course Coordinator ahead of time to find out alternative arrangements. If you are ill, email or phone the Course Coordinator as soon as possible and make-up arrangements can be planned. If your email concerns a tutorial session, you should cc to your TA so that s/he knows your situation.

2. Informal Writing Submissions - Late or Missing: If you miss class or tutorial, you will not be able to participate in the informal writing submission planned for that day. It is important that you contact the Course Coordinator (see 1. above). Some informal writing submissions will be due via email or as homework submitted at the beginning of class. Deductions will be made for late or missing submissions without documentation of illness, etc, as discussed below.

3. Formal Writing Submissions - Late or Missing

A. Peer Reviewing Expectations: Peer review is an important component of this class and research shows that student writing (and grades!) improves when at least one peer review step is included before the submission of a final paper. 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 complete paper is not submitted on time. Therefore, if your paper is late/not brought to class, you will not be able to participate in the review process and will forfeit the grades associated with this assignment. Note that a late or incomplete draft version of your paper could jeopardize several scores: developed draft, electronic peer review, peer interview, and cover letter (totaling at least 10%).

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. We will make every attempt to get a TA or instructor to review your paper before the final paper is due.

B. Late assignments will be subject to point **deductions of 15% of the total possible for each day (up to 24 hours)** dependent on the time the submission is received. It is best to notify the Course Coordinator before 4pm on the deadline date if your work will be submitted late.

4. Re-grading of Assignments If you are concerned about the comments on your assignment or have questions about the grade you have earned, you should email the instructor or TA (depending on who marked the assignment). If you think the mark earned is not appropriate, you should write an email letter to the Course Coordinator to present your argument. You must submit this information to the Course Coordinator within 15 days of the date your mark on this assignment was made available to you. Please note: The assignment may be re-graded by another individual. The mark may go up, it may go down, or it may stay the same. In our experience with Science 311, the mark typically stays the same.