

BIOL 4010—Research and Technical Writing in Biology—Spring 2017

Times/Room: Wednesday 6:00-7:45 p.m. (lecture) N201 (or N206)
Friday 1:00-3:50 p.m. (lab.) N201
Instructor: Dr. Patrick Kelly, Professor of Zoology and ESRP Coordinator
Office Hrs: Friday 8:00-10:00 in N277, or by appointment.
Phone: 209-667-3446
Email: pkelly@csustan.edu

Email is the best way to reach me. I usually respond quickly to simple requests and questions, but please write Biol 4010 in the subject line, and include your full.

Communication: Please check your email and Blackboard every day. You can set up your Stan State email to forward emails to an address you check more frequently

Initial Class Meeting: Wednesday, February 1, 2017, 6:00 p.m.

Course Description—This course provides an introduction to bibliographic research, design/interpretation of experiments, statistical testing of results, and preparation of technical communications in biology. It is designed to enhance the skills of biology majors by focusing on those elements of research, interpretation, and written presentation that typically require considerable practice. It satisfies the upper-division writing proficiency (WP) requirement.

Prerequisites—Completion of the Writing Proficiency Screening Test (WPST) with a passing score, BIOL 3310/3350, ENGL 1001, ENGL 1002, or ENGL 1005, and junior standing or consent of instructor, or already have taken and passed with a C or better a writing proficiency course, or be classified as a graduate student. It also helps to have taken UD biology classes that require writing and statistics (e.g., Ecology), and to know how to use Microsoft Office applications and Google Docs.

Course Questions & Learning Objectives:

- a. What makes scientific information reliable?
- b. How do you find scientific information?
- c. How are scientific ideas conveyed to fellow scientists and to the public?
- d. How do you effectively and efficiently read scientific publications?
- e. What aspects of style and composition are unique to science writing?
- f. How can we write in a way that convinces readers of the validity of our ideas?
- g. What forms of criticism are most helpful for improving writing?
- h. How can we effectively be our own best editor?

After completing this course, you should be able to:

1. Critically analyze and understand written scientific communications.
2. Identify aspects of writing style, composition, and data presentations that effectively communicate scientific ideas and information.
3. Use bibliographic databases to find published scientific information.
4. Synthesize scientific information from multiple sources and develop novel research questions.
5. Distill a (conventional) scientific paper into an abstract.
6. Write a short scientific review paper.
7. Work effectively with other students (small team) to develop a grant proposal.
8. Formally present that proposal to the class (usually with PowerPoint).
9. Prepare an application for a job or graduate/professional school.

Assignments & Grades

Various assignments total 400 points:

- Each student will write an original review paper (100 pts);
- Student teams will write and present a research proposal (150 pts);
- Practice using bibliographic tools in the library (20 pts);
- Paraphrasing and abstracting (40 pts);
- Starting with raw data, statistically summarize and test the data, and display summaries in tables and figures (50 pts);
- Exams on fundamentals of scientific writing (40 pts).

The original review paper (*Feature Article*) will be in the form of a journal review article on a specific topic in the general areas of ecology (plant or animal), behavioral ecology, animal behavior, or conservation biology. Topics have to be approved in advance and no more than one student can write about any particular topic. It must be completely original. It cannot be submitted to any other class, and no paper from any other class can be used for Biol 4010. The body of the paper will be 8 pages (double-spaced), not including title page, abstract, table of contents, reference list, or any figures and tables you might choose to use. I expect the paper to include 20 citations (references) from the research literature (i.e., peer-reviewed). More information on this assignment will be provided in Week 2.

Instructions on the *Research Proposal* will be provided in the coming weeks. Writing teams will be randomly selected. Each team will submit a short list of topics for approval. On the last day of class (Wed., May. 17), each team will formally present its proposal before the class. The presentations (worth 50/150 pts) will be judged by other students in the class, as well as by your instructor.

There will be two lab exams on the fundamentals of scientific writing, and some of the other assignments will also be completed in lab. Neatness, grammar, spelling, clarity, organization, conciseness of writing, and how well results are tested, interpreted, presented, and discussed all count in grading. Attendance will be taken and unexcused absences during lab assignments/exams will receive zero points.

Grading Scale (%)	
90-100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

Final grades will be based on overall performance in all assignments and overall class participation. Note that a grade of C or better is required to pass a WP class.

Except for designated collaborative activities, all writing and other work you present for credit must be entirely your own.

Expectations

1. You are expected to treat everyone in class with respect and kindness. In order to create a thriving learning community, it is important that we encourage one another to do our best and to not put anyone down. To avoid distracting yourself and others, please do not phone, text, email, social network, surf the web, or do work for other classes when we are working on in-class activities.
2. Come to class properly prepared by doing any assigned readings prior to class.
3. Engage the material deeply and critically. Treat your education as if it is helping to prepare you to change the world (which hopefully it is).
4. Attend every class session, be on time, and participate fully. Absences will be documented.
5. It is important to take good notes on what we cover. There is no substitute.
6. You are required to work independently during in-class assignments and on take-home assignments, unless instructed otherwise.
7. Complete and turn in assignments on time.
8. Maintain the highest standards of academic integrity. All work that you submit must be your own. Plagiarism—taking direct quotes or ideas from other sources without attribution—is cheating, and will not be tolerated. Reports and other assignments with plagiarized material will receive a zero. A second incident of plagiarism by a student will result in an F for the course grade. I am very good at detecting plagiarism and you should note that *Turnitin* is used for major assignments in this class. Do not take the risk. If you have questions about what is acceptable, please ask me.
9. All electronic devices (phones, tablets, music players, etc.) must be turned off and kept in your bag during class. You will be required to use the computers in N201 for most labs, but in certain instances personal laptops may be used for designated in-class activities. Class time is not to be used for checking email, texts, Facebook, etc. If you really need to respond to a voice mail or text (e.g., re. a family matter), please step out of the room, preferably after I am done presenting new material so that you do not distract others.
10. Take the initiative to use course and campus resources (my office hours, web sites, readings, the Writing Center, Library) to get the most out of the course.
11. Lecture time slots will be used also for labs, especially during the 2nd half of the semester. For the last few weeks of the semester, some lab time may be done on your own or in small groups (e.g., grant-writing teams) in the library or elsewhere (for library research and writing).
12. Please be neat and clean up after yourself.

You can expect that your instructor will:

- Do his best to provide you with a stimulating, useful, and fun course.
- Treat you with respect.
- Assign grades impartially.
- Be available to help during office hours and via email.
- Do his best to return assignments and post grades in a timely manner.

Assignments are due on the day stated

Points will be deducted for assigned materials that are turned in late: 10% for each day a paper is late (e.g., if due on Wed. and turned in on Fri., 20% will be deducted). For larger assignments, this can significantly affect your final grade.

Format and length of writing assignments

Written assignments are evaluated as objectively as possible. The following components and their maximum points (%) make up the evaluation:

Length	15
Spelling & Grammar	10
Style & Format (adherence to instructions)	10
Organization	10
Clarity of Expression	25
Completeness of Topic Coverage (not length)	10
Originality	20

Length of all papers is based on the following format:

1. 1-inch top and bottom margins (headers and footers, if any at 0.5 inches)
2. 1.25-inch left and 1-inch right margins
3. Use 12-point Arial for body text (some headings can be 14- or 16-pt).
4. Double spacing (except for your name and date, top left corner of the front page)

Points will be deducted for papers that do not meet the minimum specified length, and the greater the deficit, the greater the deduction. It is prudent therefore to aim for a draft that is 25% longer than the required minimum; e.g., shoot for a 10-page feature article draft. This will allow you to refine your writing, and in so doing, shorten the paper to the minimum required length.

Written materials and electronic submission

Always keep copies of assignments before turning them in. Damage, failure, or theft of your computer files or equipment is not an acceptable excuse. Hard copies (single-sided) and electronic copies (usually submitted via Blackboard) must be turned in on the due date. Students are required to follow very specific file-naming instructions.

In emails to me, please use your official CSUS email address and identify yourself clearly in the body of the email and provide identifying keywords or the required file name in the subject line. Again, so that your communication gets the timely attention it deserves, it is important to start all email subject lines with “Biol 4010 -.”

Remember, careful and courteous email correspondence is increasingly important in today’s job market and workplace.

I may keep originals of some submitted hard copy materials. If so, you will have an opportunity to examine and copy such material, and electronic feedback will be provided (using MS Word’s track changes and comment features; get to know them).

Reference materials and sources

The assigned text for the course is Angelika H. Hofmann's *Writing in the Biological Sciences: A Comprehensive Resource for Scientific Communication* (2nd edition, 2016, Oxford University Press, New York).

Other useful texts are Jan Pechenik's *A Short Guide to Writing About Biology* (8th edition, 2012/13; Longman/Pearson, New York), Victoria McMillan's *Writing Papers in the Biological Sciences* (5th edition, 2012; Bedford/St. Martin's, Boston/New York), Karin Knisely's *A Student Handbook for Writing in Biology* (3rd edition, 2009; Sinauer, Sunderland, MA), *Chicago Manual of Style* (16th Edition), and an old favorite, Strunk & White's *The Elements of Style*.

The authoritative reference for scientific writing however is *Scientific Style and Format* (CSE Manual for Authors, Editors, and Publishers, 8th Edition; \$75).

<http://press.uchicago.edu/ucp/books/book/chicago/S/bo13231737.html>

Ordinarily, handouts will be provided in electronic form only (PDFs for download from Blackboard). Please bring them to class—hard copy or on your laptops.

On Friday, February 3 (at 1:35 p.m.), we will meet at the Library (L240), where you will get an overview of the latest bibliographic and electronic search tools.

In Conclusion

Writing is one of the most essential tools that you will develop in college and use throughout your life. It is the most important and trusted way that scientific information is shared. Without effective scientific writing, even the best scientific research serves no purpose. Additionally, the quality of your writing is often the most important factor that is used by others, including potential employers, to judge the quality of your work, as well as your abilities as a scientist and professional. Without effective writing, your ideas and arguments lack meaning and cannot be critically examined.

Accordingly, you should fully engage with the in-class activities during the course. Many of your activities, especially peer-review and group projects, can only succeed if each and every student contributes fully. It is important that you are fully committed to the class and to staying on-task for in-class assignments, especially for group or collaborative assignments, and there will be a number of those in lab. Showing up late, leaving early, not contributing, or distracting others will be noted.

You are ultimately responsible for all aspects of your reports and articles. It is important to note that I do not mark (or notice) all errors and style faults in your draft papers, especially if they are full of problems. The same errors, repeated throughout a paper are typically marked only once or a few times, then ignored, but you are expected to correct all occurrences. Some errors, faults, or alternate wording to increase clarity or reduce verbiage may be marked in a final draft, but not the review draft. This occurs unintentionally because I may have been distracted by other problems in the same passage. This is neither my fault nor that of someone who reviewed your paper. It is very important to have others evaluate your work prior to submission. You must learn to be your own best critic.

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Wk	D	Date	Time	Schedule, Topics, and Assignments
1	W	1 Feb	6:00-7:45	Course introduction; scientific method; documenting a paper
	F	3 Feb	1:00-3:50	Finding research literature; library tour. Ex. 1 (Bibliographic Tools)
2	W	8 Feb	6:00-7:45	Feature Article (FA) overview; ethics; Sci. Writing Principles—style
	F	10 Feb	1:00-3:50	Style (cont.); reading & note-taking; word proc. Topic short list due
3	W	15 Feb	6:00-7:45	Sci. Writing Principles—composition; paraphrasing & abstracts. Ex. 2
	F	17 Feb	1:00-3:50	Review Articles; writing lab (paraphrasing & abstracts) 3 refs due
4	W	22 Feb	6:00-7:45	Sci. Writing Principles— Exam 1
	F	24 Feb	1:00-3:50	Return to Library to work on bibliographic research (this time for FA)
5	W	1 Mar	6:00-7:45	Data, Figures, Tables, & Statistics—reading & writing about statistics.
	F	3 Mar	1:00-3:50	Figures, Tables, & Statistics Lab Ex. 2 due
6	W	8 Mar	6:00-7:45	Research/Grant Proposals (RP)
	F	10 Mar	1:00-3:50	Drafting a research/grant proposal; Sci. Writing Principles— Exam 2
7	W	15 Mar	6:00-7:45	Extreme Abstracting 1 (lab assignment) FA rough draft due
	F	17 Mar	1:00-3:50	Individual appointments (to review FA rough drafts) Ex. 3 (Figures, Tables, Statistics)
8	W	22 Mar		SPRING BREAK
	F	24 Mar		“ “
9	W	29 Mar	6:00-7:45	Punctuation; revising and editing
	F	31 Mar		NO CLASS —Cesar Chavez Day
10	W	5 Apr	6:00-7:45	Document formatting; students work in lab on final drafts.
	F	7 Apr	1:00-3:50	Students work in lab on formatting final drafts.
11	W	12 Apr	6:00-7:45	Grant teams work together Ex. 3 due
	F	14 Apr	1:00-3:50	Extreme Abstracting 2 (lab assignment); FA final draft due
12	W	19 Apr	6:00-7:45	Presentations (oral and poster).
	F	21 Apr	1:00-3:50	Updates from grant-writing teams on progress (major discussion!)
13	W	25 Apr	6:00-7:45	Job applications and interviews; grant-writing teams work together
	F	28 Apr	1:00-3:50	Research Proposal (RP) rough drafts due and reviewed in lab.
14	W	3 May	6:00-7:45	In-class writing review & assistance; work on proposals & presentations
	F	5 May	1:00-3:50	In-class writing review & assistance; work on proposals & presentations
15	W	10 May	6:00-7:45	In-class writing review & assistance; work on proposals & presentations
	F	12 May	1:00-3:50	In-class writing review & assistance; work on proposals & presentations
16	W	17 May	6:00-7:45	RP—team presentations and turn in proposals; Pizza Time!
FW	R	18 May		Start of Finals Week