

English 225 Spring 2013

Professor April Komenaka Scazzola: komenaka@hawaii.edu

Overview

English 225, Spring 2013, is in **blended format**: a combination of face-to-face meetings and online postings and interaction.

Every Tuesday from 5:00-6:15 pm (Section 1) or Wednesdays 5:00-6:15 pm (Section 2), we will meet in UCB 103 for lectures and for small-group and whole-class discussions.

The rest of the week we'll interact on our course Laulima website—<http://laulima.hawaii.edu>. The course syllabus, readings, supplementary materials, and descriptions of assignments will be posted there, as well as short follow-up lectures with important information. All formal assignments will be submitted and returned there. In addition, we'll use Laulima for asynchronous discussions and course email.

Course Learning Outcomes

1. Complete a large project divided into smaller units that solicit feedback and build toward the final product in scheduled steps; envision this process for other projects	The research project, which is divided into a proposal, review of literature, PowerPoint presentation, and research report, each submitted for review on schedule.
2. Adhere to specifications for projects and respond to feedback on preliminary drafts.	The two-step submissions of resumé, summary, process report, proposal, review of literature, presentation, and research report.
3. Identify the features of different genres, and compose, and deliver texts for different purposes and audiences	All written assignments
4. Analyze and evaluate your own writing/oral presentation(s) and those of your classmates	Composition and editing of your own assignments; in-class review of classmates' assignments
5. Edit for conciseness, clarity, focus, and coherence, using the Upfront Principle.	Composition and editing of your own assignments
6. Describe the impact of and use competently a variety of rhetorical devices involving sentence structure, word choice, order of information, and graphics	In-class review of classmates' assignments and in-class discussions of professionally written documents
7. Locate and present information appropriate to purpose and audience, selecting sources and information for reliability, accuracy, and bias; and using the intent and reference conventions of the Council of Science Editors.	Proposal, literature review, and research report
8. Join classmates to become a community of mutually supportive learners.	Class meetings/discussions, student presentations

Communicating with Instructor

Students can communicate with the instructor in several ways:

In individual conferences by appointment. April's office is in UCB 304, the CAS Dean's office suite.

Arrange a face-to-face conference by talking with April before or after class or by Course Email.

By course email; click on the Course Email link in the tools menu on the left side of every Laulima page and select Instructor Role from the TO dropdown menu.

By Skype; arrange a Skype appointment with April by talking with her before or after class or by Course Email. April's Skype name is aprilkomenaka.

We'll also meet one-on-one/face-to-face at least three times this semester. See the next section.

Required Individual Conferences

In addition to individual conferences initiated by students, all Eng 225 students must meet with April four times during the semester at scheduled times. April will circulate a sign-up sheet with specific times listed; if none of these times will work for you, a manageable time will be found that same week for our meeting. The meetings will be face-to-face, either in April's office in UCB 304 or on Skype/iChat.

1. The first individual conference will be held in the first two weeks of the semester. The purpose is for you and April to discuss your personal academic and career aspirations, plans, and status; how English 225 can help you to move forward; and what concerns and special needs in reading and writing that you feel you'd like to work on through the semester.
2. The second individual conference will be held as you begin to plan your research proposal. The purpose is for us to discuss your progress as a writer and to talk through areas of special interest to you, to identify the most promising area of research for the term project, and to work out a tentative plan for the remainder of the semester.
3. The third individual conference will be held as you prepare aspects of your research report. The purpose is for you to talk through what you're learning, where you see your research leading you, and to plan the organization and select the supporting materia that should actually appear in the report. We'll also address questions that are emerging in your work.

Textbook and Other Readings

Required textbook: Free online textbook on the Scitable website:

<http://www.nature.com/scitable/topic/scientificcommunication-14121566>

Articles and other material from the online Scitable website (sponsored by the publishers of the science journal *Nature*), the New York *Times*, *Scientific American*, and other well-written online resources will be posted online

Recommendations for readings from students are welcome.

Technological Requirements

While we'll do a lot of good stuff in the class meetings in class, much of the course--posting of handouts, online discussion, submission and return of formal written assignments, email and Skype communication between student and instructor--takes place online, via Laulima.

To succeed in the course, students must come with equipment, access to the internet, and basic computer and internet skills.

You will need to have access to the following several times a week, including weekends:

A PC with Windows XP or more recent version, or a Mac with OSX 10.5 or higher

iPhones, iPads, and other mobile devices have only limited functions in Lualaba; you can read course materials on them, but you will need to do writing and submit assignments on a laptop or desktop computer

A reliable, preferably broadband, connection to the internet to download course materials, submit assignments and get them back, read PDFed lectures, email instructor.

Microsoft Office or Office for Mac or Open Office.

If you have a PC, make sure that it has Adobe Reader 9 or higher : free download/installation at <http://www.adobe.com>. MacOSX has a built-in PDF reader (and converter).

If you do not own a qualifying computer or do not have a fast connection to the internet, you will need to find a qualifying campus student computer with such a connection. A list of such computers is at <http://www.uhh.hawaii.edu//uhh/otdl/acs/>

You must have on your computer and be able to use:

The Internet [to send and receive emails, to access webpages and to download files (documents, presentations) and to send and download email attachments]

Firefox works best with Lualaba; Lualaba is less compatible with other browsers, including Explorer or Safari. You can download Firefox for free from www.mozilla.org/en-US/firefox/new/

(Microsoft) Word, Excel, and PowerPoint (for PC or Mac) or the Open Office equivalents. Download OpenOffice for free at <http://www.openoffice.org>

Lualaba: all course materials except for the textbook are posted on Lualaba, and all assignments and exams will be submitted and returned to you on Lualaba. The textbook is free and online.

Adobe Reader or MacOSX Preview to view posted documents, including readings, outstanding student papers, and the lectures-with-note. You can download Reader free from <http://www.adobe.com>; Preview comes with your Mac.

Make sure that your internet browser allows popups and that Java is enabled. [See below for instructions for checking on this options.]

To view YouTube movies, screencasts, and other course materials posted on our course website and movies that are posted on the internet but linked to from our course website, you will need either QuickTime or Flashplayer, preferably both. You can download Quicktime from <http://www.apple.com/quicktime/download/> and Flashplayer from <http://get.adobe.com/flashplayer/>

To view/listen to any videos that might be posted, you will need to make sure that your internet browser is set up properly: with Java enabled and the Block pop-up windows option turned off.

In Firefox on the Mac, click on the Firefox name, click Preferences, Content, and unclick Pop-up windows and click (select) Enable JavaScript and Java.

In Firefox on Windows, click on TOOLS, click OPTIONS, Content, unclick Pop-up windows and click (select) Enable JavaScript and Java.

A cute trick: You go to this website to test if your browser is Java-enabled; if not, the website will give your instructions as to how to enable Java:

<http://www.java.com/en/download/help/testvm.xml>

Grading

The distribution of points for the various assignments is shown below.

Revisions can increase the final grade for assignments, if they show that students have rethought the assignment and made substantive improvements. Exceptions: The syllabus quiz and the final research report can not be revised. Revisions are due within one week after the assignment has been returned to the class; they are submitted on the same Assignments page where the original assignment was submitted.

Syllabus quiz = 5

Resume = 10 (5 draft + 5 final)

Instructions = 10 (5 draft + 5 final)

Event/Process Report = 10 (5 draft + 5 final)

Other tasks/quizzes as specified = 5 each, up to 20 points total

Research project:

Proposal for research project = 10 (5 draft + 5 final)

Literature review = 10 (5 draft + 5 final)

Draft research report = 10

Final research report = 25

Oral presentation = 5 + 5 for being a good audience

The final grade for the course is calculated by adding points earned by a student in all completed assignments and dividing this sum by the maximum number of points for all assignments. A student's final grade is assigned on the basis of percentage of maximum earned by the student:

95-100% = A

90-94% = A-

87-89% = B+

83-86% = B

80-82% = B-

77-79% = C+

73-76% = C

70-72% = C-

60-69% = D

59% and below = F

Preparing and Revising Writing Assignments

In class we prepare for formal writing assignments by discussing readings, reviewing samples, exploring topics, sharing drafts and outlines.

Most assignments come in pairs: the draft is due on a Sunday, papers are returned with comments before the next class, and the final (revised) draft is due the following Sunday.

Instructions and helpful materials for the written assignments are posted on the Assignments page on this Laulima website. In addition, basic format expectations are posted in the Basic Materials module of Course Materials.

Attached to most instructions will be rubrics or checklists that will help students to see what is expected for a paper to be considered outstanding, acceptable, or unacceptable. Also attached to some instructions will be examples of well-executed assignments done by previous Eng 225 students.

Prepare your papers on your computer using Office or OpenOffice, and when you have a draft that you are satisfied with, submit it by attaching it to the instructions for that assignment.

Check back before the next class; the graded paper will be posted at the same location with comments and suggestions for improvement.

The final version of an assignment must show that you have reviewed and responded to the instructor's comments on the draft version and that you have rethought the assignment and made substantive improvements. Revisions are due within one week after the assignment has been returned to the class; they are submitted on the same Assignments page where the original assignment was submitted.

Tests can not be revised or taken late or retaken.

Timeliness and Responsible Use of Sources

Hand In Assignments on Time. Each assignment must be handed in by the due date and by the time specified on the course schedule. Assignments handed in late without an acceptable and documented excuse will lose 20% of the assignment grade for each day late, including weekends.

Online quizzes are returned to the class within 24 hours of due date, so they can not be made up.

The syllabus quiz and formal written assignments will be submitted via the Assignments function in Lulima and will be in Microsoft Word format or Open Office format.

If you are a few minutes late, you can submit the assignment on Course Email. Include an explanation of the lateness; it is possible that you will not be penalized.

Lateness can be excused (i.e., no grade penalty) under such conditions as severe illness, mandatory work assignment, family emergency. Adequate documentation includes a dated, signed letter from the physician, therapist, or employer specifying student's name, date(s) of absence/incapacity, and explaining the inability to produce the work on time. These documents should be presented in class or snail-mailed in hardcopy to April Scazzola, VCAA Office, UH Hilo, 200 West Kawili St., Hilo, HI 96720, or faxed to April at 808-974-7690.

Do Your Own Work

All written assignments which you submit for credit must be your own work. When you incorporate information from other sources, you must document these other sources properly and must use appropriate paraphrasing and summarizing methods. Our textbook offers guidance in these matters, and lecture/discussion sessions will be devoted to these skills.

A popular and effective online resource is the Purdue Online Writing Lab:

<http://owl.english.purdue.edu/owl/resource/589/01/> There you will find a discussion of the varieties of plagiarism and of responsible and effective ways of integrating other people's ideas and words into your own writing, as well as additional information on proper documentation and use of other sources.

The [UH Hilo Student Conduct Code](#) includes a description of academic dishonesty: "The term 'cheating' includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the UH faculty, staff or

student; and (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

"The term "plagiarism" includes but is not limited to the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials."

The Code details a series of steps that will be taken by the university when such acts occur.

In our course, a plagiarized assignment will receive zero and the student must undergo grilling and chastisement from the instructor. Getting inappropriate help with the final research report will result in an F for the course and a letter to the Dean of Students.

Cr/NCr and Withdrawal

Deadlines for Registration, Withdrawal, Credit/No Credit

The Fall 2012 academic schedule is posted at

<http://hilo.hawaii.edu/registrar/Fall2012AcademicCalendar.php#Fall2012Calendar>

After last day to withdraw from a course with a W, students may withdraw only under such conditions as severe illness, mandatory work assignment, family emergency.

Adequate documentation includes a dated, signed letter from the physician, therapist, or employer specifying student's name, date(s) of absence/incapacity, and explaining the inability to produce the work on time. These documents should be presented or snail-mailed in hardcopy to April K. Sazzola, VCAA Office, UH Hilo, 200 West Kawili St., Hilo, HI 96720, or faxed to April at 808-974-7690.

Or they may withdraw completely from the university. The Complete Withdrawal form may be downloaded from <http://hilo.hawaii.edu/registrar/forms>

Fair Use and Copyrighted Materials

Some of the materials posted on this Laulima website are copyright-protected and are used here in accordance with Fair Use principles, which permit use of such materials for educational purposes and for limited periods of time. You will need to read these for the purposes of this course, and will read them online, but you must not print them or keep them after the course ends.

Getting Help with Laulima

Getting Help with Laulima. <http://laulima.hawaii.edu> For technical problems, email Laulima techies: at the bottom of every Laulima page, including this one, is a Request Assistance link that you can click to send an email to the Laulima techies. They tend to respond very quickly to whatever email address you specify in your message.

If you can't even get into Laulima, on the Laulima portal page, before you log in, there is a Request Assistance link in the left frame. Email techies from there.

If you can't find something on our course website or something doesn't download, email your instructor by going to the Course Email (link in the left menu bar) and select "Instructor Role" in the TO box. I check my Lualima email at least twice a day, once in the morning and once in the evening.

Or you can email me from your regular email account at komenaka@hawaii.edu.

Links to Lualima Resources. If you want to get very good with Lualima, here are some good Lualima resources developed by the UH system's Information Technology folks for students:

[Lualima Orientation for Students.](#)
[Tutorials for Students](#)

Helpful Campus Resources

The Mookini Library. The library is at the heart of the learning enterprise, and UH Hilo's library is at the heart of the campus. Check out the library's richly informative and useful webpages: <http://library.uhh.hawaii.edu/> Online as well as face-to-face, you can find books, conduct research using published sources, borrow books, and receive training on research skills.

The Writing Center: Part of Kilohana Academic Success Center, the Writing Center provides peer tutors to assist students in all writing projects, large and small. Tutors aim to teach you how to approach writing; they do not do your assignments for you! Kilohana is on the ground floor of the Mookini Library; enter through the main entrance on the main floor and walk downstairs. Call 974-7545 for an appointment, or check out the Writing Center's services and hours at:

<http://www.uhh.hawaii.edu/kilohana/writingcenter.php>

Counseling Services: Life or academics or personal issues can become uncomfortable, and there are caring, competent professionals to help you move forward. Counseling Services offices are located on the second floor of the Student Services building. Call 933-3116 for an appointment.

Disability Services: If you have a documented disability, please consult with the campus Office of Disability Services. You can receive support that will help you complete your studies successfully. Call 933-0816 or 833-3334 (TTY) for an appointment.

Schedule of Assignments

The current schedule of assignments is posted in the Announcements space on the course home page. The schedule will be updated and revised as the semester proceeds. Any change to the schedule or assignments will be discussed in class and highlighted on the Announcements board.

Detailed descriptions and due dates for each writing/oral/forums assignments are posted on the Assignments section of the course website, along with helpful attachments, such as sample student work and grading rubrics. You will submit assignments on the Assignments page and April will post graded assignments on that page. Revisions will also be submitted on the Assignments page.

In-Class Meetings	Lecture Topics	Quizzes, Papers, Readings	Assignment Due Dates
01/09/13	<p>Introduction to the course, syllabus, textbook. Laulima website.</p> <p>Learning goals/outcomes for the course and assignments and principles that will enable us to meet those goals.</p>	<p>1.Syllabus Quiz (5 pts)— Quizzes page</p> <p>2. Read Scitable Textbook: Unit 1.Communicating as a Scientist: Effective Communication; Unit 2: Correspondence/Resumes</p> <p>http://www.nature.com/scitable/topic/scientific-communication-14121566</p> <p>3. Course Materials/Readings: To Be Assigned (TBA)</p>	<p>1. Jan 13 Sun, 12 midnight</p> <p>2. Jan 15 Tues</p>
Week of Jan 14	<p>Getting acquainted: mandatory individual conferences: in person or via Skype</p>		

01/16/13	(1) Taking stock of your achievements and envisioning your future: your resumé (2) Writing for science and principles of formatting: resumé, letters and other official documents	1. Assignments page: Submit draft one-page resumé and cover letter(5 pts) 2. Read Scitable Textbook: Unit 1: Audience and Purpose; Unit 2: Formal Letters	1. Jan 20 Sun, 12 midnight
		http://www.nature.com/scitable/topic/scientific-communication-14121566	
		3. Course Materials/Readings: TBA	
01/23/13	In class: The Up Front Principle: organization, focus, and coherence Discussion of draft resumes.	1. Assignments page: submit final resumé and cover letter(5 pts) 2. Read ScitableTextbook, Unit 3: Effective Writing, Revision	1. Jan 27, Sun, 12 midnight
	Small group analyses and close reading	http://www.nature.com/scitable/topic/scientific-communication-14121566	

		3. Course Materials/Readings: TBA	
01/30/13	In class: Feedback on resumes and letters. How to write instructions: audience, purpose, format, graphics. Up Front principle: sentence style Reporting on real events: historical: based on other sources; close reading and group work	1. Submit on Assignments: Draft instructions 2. Quiz on all Scitable textbook reading assignments to date 3. Course Materials/Readings: TBA	1. Feb 3 Sun, 12 midnight 2. Quiz open between 2/1/13 noon and 2/3/13 midnight
02/06/13	In class: Discussion of instruction drafts. Instructions vs. event/process reporting. Up Front principle: sentence style. Close reading and group work	1. Submit on Assignments: Final instructions 2. Read ScitableTextbook, Unit 3: Scientific Papers http://www.nature.com/scitable/topic/scientific-communication-14121566	1. Feb 10, Sun, 12 midnight
		3. Course Materials/Readings: TBA	

02/13/13	In class: Punctuation and style. Event/process writing: structure, style, audience, purpose. Starting on the research project: overview	<ol style="list-style-type: none"> 1. Submit on Assignments: Draft event/process report 2. Read Scitable textbook: Unit 1: Addressing Specific Audiences 	1. Feb 17 Sun, 12 midnight
		http://www.nature.com/scitable/topic/scientific-communication-14121566	
		<ol style="list-style-type: none"> 3. Course Materials/Readings: TBA 	
02/20/13	In class: Librarian: The search for timely and relevant sources in the sciences; evaluating the authority and soundness of sources	<ol style="list-style-type: none"> 1. Online mini-lecture: Transitioning from draft to final event/process report. 2. Submit on Assignments: final event/process report 	<ol style="list-style-type: none"> 1. Posted Feb 19 2. Feb 24 Sun, 12 midnight

02/27/13	In class: 1. Planning and proposing a research project. Acceptable audiences and formats for the final report/presentation. Close reading of professional papers on science/tech topics.bibliographic format	1.Submit on Assignments: draft proposal for the research project 2. Course Materials/Readings: TBA	1. Mar 3, Sun, 12 midnight
03/06/13	In class: Coherence and clarity through the Up Front Principle; recording/notes on research;collaborative work: draft to final proposal	1. Submit on Assignments: final draft of proposal 2.Course Materials/Readings: TBA	1. Mar 10, Sun, 12 midnight
Week of March 11	Individual conferences on research project and writing issues: face to face, by phone or by Skype		
03/13/13	In class: more on recording research; abstracts: compressed summaries;Bibliographic format and intext citations; Preparing a literature review	1. Submit on Assignments: draft literature review 2. Course Materials/Readings: TBA	1. Mar 17 Sun, 12 midnight

03/20/13	In class: draft lit review to final Sentence clarity and sentence vigor	1. Submit on Assignments: final literature review 2. Course Materials/Readings: TBA	1. Mar 24, Sun, 12 midnight
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Mar 25-Mar 31 --Spring Break

04/03/13	Preparing the written presentation. Abstracts, graphics, other adaptations. Dr. Scazzola is available for Skype/phone one-on-ones	1. Submit on Assignments: preview of final written presentation 2. Course Materials/Readings: TBA	1. Apr 7, Sun, 12 midnight
04/10/13	In class: Sharing emerging reports	1. Complete draft of research presentation 2. Read Scitable Textbook, Unit 4: Presentations http://www.nature.com/scitable/topic/scientific-communication-14121566	1. Apr 14, Sun, 12 midnight

3.Course Materials/Readings:
TBA

Week of 04/08/13

Individual conferences on project, writing skills

04/17/13

In class: Preparing a concise, coherent and engaging PowerPoint presentation; small group feedback

1.Submit on Assignments:
Draft five-slide PowerPoint presentation

1. Apr 21 Sun, 12 midnight

2.Course Materials/Readings:
TBA

04/24/13

In class: PowerPoint presentations on research projects

1. In-class: half of class presents their five-slide PowerPoints

1. Apr 23 in class

2. Final draft of written research presentation on Assignments

2. Apr 28, Sun, 12 midnight

05/01/13

In class: PowerPoint presentations on research projects.

1. Rest of class presents their five-slide PowerPoints

04/30 in class

Last day of class.