

Course Syllabus

Course Information

CHM 6389-001 Chemistry Literature and Communications 2:30-5:15 pm BE3.102

Professor Contact Information

Dr. Donovan C. Haines

Phone: 972-883-4542

Email: haines@utdallas.edu

Office: BE2.518

Office Hours: M 12:30pm-1:30pm (Listen for possible changes announced in class.)

Course Pre-requisites, Co-requisites, and/or Other Restrictions

none

Course Description

CHEM 6389 Scientific Literature and Communication Skills (3 semester hours)

Acquaints students with techniques for searching the scientific literature using hard copy and electronic approaches. Introduces students to important steps in creating and improving technical communications in both written and oral formats.

Student Learning Objectives/Outcomes

Objectives: This course acquaints students with techniques for searching the scientific literature so that they become proficient with the sources needed in their research and in their later careers. Students learn to create and improve technical communications in both written and oral formats. Written formats include both reporting of research projects and the writing of original research proposals. Students will become proficient at reviewing material written by others and learn how to be effective and efficient in group writing activities (like the authoring of most modern scientific manuscripts). Students will become more confident at presenting technical information to an audience of scientific researchers than they were at their entry to the course.

Outcomes: Students will therefore:

1. Be able to search the chemical and biomedical literature for desired information located in research articles, reviews, and patents and be able to critically evaluate that information.
2. Be able to organize written and oral presentation of scientific information in a clear and logical manner with appropriate referencing and formatting and appropriate use of visual media.
3. Be comfortable giving oral presentations in public due to extensive practice.
4. Be able to edit and review others' work to produce high quality final products, as well as be able to take the advice of others to improve the student's own works.

Required Textbooks and Materials

none

Suggested Course Materials

You may find this useful:

The ACS Style Guide: Effective Communication of Scientific Information (An American Chemical Society Publication) by Anne M. Coghill (Editor), Lorrin R. Garson (Editor). ISBN: 0841239991

Assignments & Academic Calendar

The assignment calendar can be found attached to the back of this syllabus. The schedule is subject to change, as the schedule in this course is highly dependent on the number of students enrolled (much of class time is devoted to student talks).

Grading Policy

Impromptu talk #1	50	50
Impromptu talk #1	50	50
10 min talk	50	50
45 min talk	250	250
1 page paper, draft	25	25
1 page paper, final	25	25
5 page group writing	50	50
10 page paper, draft	50	50
10 page paper, final	250	250
Editing 1 page papers (3)		50
Editing 10 page papers (2)	50 x 2	100
Miscellaneous assignments	5 to 50 each	100
TOTAL		1000

Grades

Grades at the end of the semester will be assigned according to this scale:

85-100	A
70-84	B
55-69	C
40-54	D
Below 40	F

Course & Instructor Policies

Classroom participation is very important, and you are expected to ask your classmates questions after their talks. Don't be afraid of sounding dumb – it won't cost you in this class and may save you in a future defense if you learn something from the answer.

Technical Support

If you experience any problems with your UTD account you may send an email to: assist@utdallas.edu or call the UTD Computer Helpdesk at 972-883-2911.

Field Trip Policies

Off-campus Instruction and Course Activities

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at the website address http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean. Below is a description of any travel and/or risk-related activity associated with this course.

Student Conduct & Discipline

The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD printed publication, *A to Z Guide*, which is provided to all registered students each academic year.

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the *Rules and Regulations, Series 50000, Board of Regents, The University of Texas System*, and in Title V, Rules on Student Services and Activities of the university's *Handbook of Operating Procedures*. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391) and online at <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-HOPV.html>

A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Academic Integrity

The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work.

Scholastic Dishonesty, any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes but is not limited to cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

Plagiarism, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials, including music and software. Copying, displaying, reproducing, or distributing copyrighted works may infringe the copyright owner's rights and such infringement is subject to appropriate disciplinary action as well as criminal penalties provided by federal law. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. As a UT Dallas student, you are required to follow the institution's copyright policy (Policy Memorandum 84-I.3-46). For more information about the fair use exemption, see <http://www.utsystem.edu/ogc/intellectualproperty/copypol2.htm>

Email Use

The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account. This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.

Withdrawal from Class

The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the dean will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties.

Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.

Incomplete Grade Policy

As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of **F**.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)
disabilityservice@utdallas.edu

If you anticipate issues related to the format or requirements of this course, please meet with the Coordinator of Disability Services. The Coordinator is available to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Services to notify them of your eligibility for reasonable accommodations. Disability Services can then plan how best to coordinate your accommodations.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.

Religious Holy Days

The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.

The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.

These descriptions and timelines are subject to change at the discretion of the Professor.

Week	Date	Lecture/Discussion Topic	Student Talks	Talk Topic	Written Assignment Due
1 Fri	8/17/2006	Intro, WebCT, Word and Tracking, Research Proposals	(Research Proposal Meeting led by Dr. Haines)		
2 Fri	8/24/2006	SciFinder, Pubmed, Accessing Journals; Searching for Requests for Proposals; Powerpoint; Parts of Research Proposals	(Literature Scavenger Hunt)		2 page Research draft due
3 Fri	8/31/2006	Dissection of research articles; Bibliographies and references; Instructions for Authors; Tables and Figures	Impromptu Talks #1	TBA	2 page Research draft critiques due
4 Fri	9/7/2006	(We will only have class from 3:30 to 5:00 pm on 9/7/06)	10 minute talks (6)	TBA	2 page Research final due
5 Fri	9/14/2006	Group Writing Strategies; In class group writing	10 minute talks (6)	TBA	
6 Fri	9/21/2006	In class group writing	Impromptu Talks #2	TBA	
7 Fri	9/28/2006	(Student Presentations)	45 minute talks (2)	Research - in depth article	5 page group writing due
8 Fri	10/5/2006	(Student Presentations)	45 minute talks (2)	Research - in depth article	
9 Fri	10/12/2006	(Student Presentations)	45 minute talks (2)	Research - in depth article	10 page paper draft due
10 Fri	10/19/2006	(Student Presentations)	45 minute talks (2)	Research - in depth article	10 page paper critiques due
11 Fri	10/26/2006	(Student Presentations)	45 minute talks (2)	Research - in depth article	
12 Fri	11/2/2006	(Student Presentations)	45 minute talks (2)	Research - in depth article	10 page paper final due
13 Fri	11/9/2006	No Class (Dr. Haines out of town)			
14 Fri	11/16/2006	Wrapup and course review			