

BME185 TECHNICAL WRITING FOR BIOMOLECULAR ENGINEERS

TTH 1-4:45 PM
Nat Sci Annex 103

Dr. Joy Hagen
Office: College 8 Rm 333
Hours: TBA, also by
appointment

TEXTS AND OTHER COURSE MATERIALS

- ✓ \$ For Printing
- ✓ Google Classroom AND eCommons sites
- ✓ Optional/Recommended:
 - Writing handbook equivalent to Lunsford, A. (2009). Everyday Writer, 4e. Bedford, St. Martin.
 - Huckin, T. N. & Olsen, L. A. (1991). Technical writing and professional communication: For nonnative speakers of English. New York: McGraw-Hill.

TECHNICAL WRITING FOR BIOMOLECULAR ENGINEERS

Writing by biomolecular engineers, not to general audiences, but to engineers, engineering managers, and technical writers. Exercises include job application and resume, library puzzle, graphics, lab protocols, document specification, progress report, survey article or research proposal, poster, and oral presentation.

PREREQUISITES: Satisfaction of Entry Level Writing and Composition requirements; previous or concurrent enrollment in BIOL 101L, BIOL 100K, or BME 150L; enrollment restricted to junior or senior bioengineering or bioinformatics majors.

CLASSROOM STANDARDS TO SUPPORT INTELLECTUAL HABITS OF MIND:

CURIOSITY, OPENNESS, PERSISTENCE

1. Our classroom is a safe space for the interchange of ideas.
2. Take risks in your writing, research, and class participation.
3. Be a fantastic collaborator and contribute fully in group work.
4. Respond to peer writing critically and helpfully, but not judgmentally.

ENGAGEMENT, RESPONSIBILITY, FLEXIBILITY

5. Take full ownership of your writing, revising deeply until you are truly happy.
6. Challenge yourself. Choose challenging topics, try new approaches.
7. Use your resources to attain new competencies, including course materials, instructor office hours, peer and instructor feedback, and campus resources.
8. Always bring your writing (drafts, copies) with you to class.
9. Come prepared. Be on time.
10. **Answer procedural questions outside of class time:** read all assignment instructions; check the course schedule each week; check course website and email.
11. Keep your deadlines and do not fall behind.
12. Plagiarism and self-plagiarism (or resubmission/ recycling of an assignment) fall under "cheating" within the UCSC Student Code of Conduct. This includes (but is not limited to):
 - a. *Copying from the writings or works of others into one's academic assignment without attribution, or submitting such works as if it were one's own;*
 - b. *Using the views, opinions, or insights of another without acknowledgment; or*
 - c. *Paraphrasing the characteristic or original phraseology, metaphor, or other literary device of another without proper attribution (102.012 Plagiarism, Code of Student Conduct 2015).*
 - d. *Representing, explicitly or implicitly, that work obtained from another source was produced by oneself (102.013 Furnishing false..., Code of Student Conduct 2015).*
 - e. *Submitting the same piece of work as partial fulfillment of the requirements in more than one course without permission of the instructor (102.013 Furnishing false..., Code... 2015).*

CREATIVITY, PERSISTENCE, METACOGNITION

13. Write to learn, to define and hone your own thinking, and to communicate.
14. Develop your writing process recursively
15. Pursue a variety of goals for your writing
16. Use multiple strategies to accomplish your writing and research goals
17. Reflect after each class, exercise, writing session, or revision to identify the skills or learning outcomes involved in your work.

COURSE COMPONENTS

ASSIGNMENTS:

1. Job resume, cover letter, and letter of recommendation
2. Library skills
3. Final Project Proposal
4. Scientific Graphics
5. Lab Protocol
6. Oral Presentation
7. Progress Report
8. Poster
9. Final Project

REVISIONS AND GRADING:

Your goal is personal development as a writer and a scholar, with the instructor coaching your progress toward as much as possible during the meager ten-week quarter. If you choose a graded option for the course, your ten weeks of effort and progress receive a comprehensive letter grade. Grades are not given to individual pieces of writing; instead, a complete portfolio of your work is graded holistically. The final project accounts for about 25% of your grade; participation accounts for about 25% of the final grade; other papers account for the remaining 50% of the final grade.

PORTFOLIOS:

Keep all of your drafts, revisions, and (especially) feedback organized in a folder or binder. ***This final portfolio is how your course grade will be determined.***

DRC ACCOMMODATION:

Contact me if you qualify for classroom accommodations because of a disability. The fast pace and heavy workload of this class often requires new approaches; often these include making use of accommodations and DRC resources or cool tools. Accommodation Authorization forms from the Disability Resource Center (DRC) can be submitted to me in-person, outside of class (for example at office hours). Please do this as soon as possible and alert me to any delays. Contact DRC at 459-2089 (voice) or 459-4806 (TTY). For more information, go to their website at <http://drc.ucsc.edu>.

COURSE SCHEDULE: (DRAFT V2.1) SUBJECT TO CHANGE AFTER WEEK 4

| Week & Date | In Class: Topics & Assignments | Write (in class) | Reading* Due | Assignments DUE |
|---------------------------------|---|-------------------------|---|--|
| 1 | <i>Audience Assessment</i> | | <i>eCommons</i> | |
| M | Course Intro, Survey 1.1 Job application letter 1.2 Resume | | | |
| W | Audience assessment, rhetorical situation; Research report (assign 3.1) | Peer Review | <i>Huckin & Olsen Ch3 & Ch10</i> | 1.1 Job application letter; 1.2 Resume |
| 2 | <i>Library Research</i> | | | |
| M | 1.3 Letter of Recommendation; 2.1 Library Assessment, 2.2 Library tools presentations | Write Letters | | 1.3 Letter of Recommendation (in Class) |
| W Bring Laptop | Library Day!!! 2.3 Library Worksheet and 4.1 graphics search worksheet | Worksheet | http://guides.library.ucsc.edu/c.php?g=119673&p=781286 | Survey 2.3 Library Worksheet |
| 3 | <i>Scientific Graphics, Report Proposals, Project Proposals</i> | | | |
| M | 4. Graphics—Sign up 3/7/9 Research Reports!!! | inkshedding | <i>Zeigler: Graphics</i> | 3.1.1 Final Project Proposal Draft 4.1 Graphics for presentation Start Library tool and resource presentations (2.2) |
| W | Finish Library tools 3/7/9—Proposals, peer review Graphic critiques | | | 3.1.2 Self-revised project proposal 2.2 Library tools 4.1 Graphic critiques (in class) |
| 4 | <i>Graphics, Progress report</i> | | | |
| M | Understanding graphics Graphic critiques | | | |
| W | Catch up day | | | 7.1 Progress Report draft |
| 5 | <i>Lab Protocol</i> | | | |
| M | Review of conventions 5. Lab Protocol | | http://guides.library.ucsc.edu/c.php?g=119673&p=781524 | 4.2 Present your own graphic |
| W | Protocols | | | 7.2 Progress report Revision |
| 6 | | | | |
| M | Collaboration | Peer Review | <i>Haring-Smith</i> | 5. Lab Protocol |
| W | Visual & oral presentations | | http://guides.library.ucsc.edu/c.php?g=119673&p=781514 | |
| 7 | <i>Oral Presentation</i> | | | |
| M | Posters | | <i>Huckin & Olsen Ch 12</i> | 6. Presentations |
| W | Presentations | | <i>Huckin & Olsen Ch 15</i> | |
| 8 | <i>Report Draft</i> | | | |
| M | Posters | | | 9. Draft Final Project |
| W | Revision Day | | | 8. Poster |
| 9 | <i>Poster Presentation</i> | | | |
| M | Presentation Prep | | | |
| W | Revision Day | | | 9. Revised Final Project |
| 10 | <i>Final Project Report</i> | | | |
| M | Final Presentations | | | |
| W | Final Presentations | | | Final portfolios |