

# ENG 333 Syllabus

*Communication for Science and Research*

*Fall 2019*

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## COURSE OVERVIEW

ENG 333 aims to improve your writing communication skills so that you will be able to successfully navigate your careers in scientific and research environments. We will focus primarily on writing and speaking activities whose success depends on persuasively meeting the scientific needs, audience expectations, and communication standards of professional organizations. You are encouraged to draw upon your own work experience, professional goals, and major fields of study as you complete course material and assignments. This will further contextualize your skills as you develop clear, concise communication practices applicable to a wide variety of fields.

## COURSE DELIVERY & STRUCTURE

This is an internet course. All course work is done online. No campus visits are required and there are no tests or exams. Moodle will be our major tool and function as our virtual classroom. All students registered for the course will automatically have access to the course at the beginning of class. You will find it at <http://wolfware.ncsu.edu>. Please log in with your Unity ID and password. We cover 15 learning modules in this course. Each module equals one week of course work of a regular semester.

## COURSE LEARNING OUTCOMES

This course fulfills the Advanced Communication option under the **Writing and Speaking General Education Requirements** for many programs and students.

*Students completing the requirement for ENG 333 will be able to:*

- write documents that **address purposes, audiences, and conventions** of the scientific community and its constituencies
- recognize and construct **effective arguments for a variety of audiences** and to adapt these to the formats and conventions of professional documents and genres
- **apply principles of document design and incorporate visual elements** in order to meet the needs of different professional audiences
- **construct presentations** appropriate for professional audiences and to apply the principles of effective oral communication
- communicate effectively using **electronic media** appropriate to their professional

fields

- participate effectively in the writing process by **planning, drafting, reviewing, revising, and critiquing** professional documents
- **collaborate effectively in teams** to create, review, and revise documents
- analyze and justify the persuasive strategies and professional conventions they use in their own writing
- **describe ethical implications** of communication situations in professional contexts
- **locate, analyze, and use information appropriate** for selected professional documents and communication tasks

## INSTRUCTOR INFORMATION

- Instructor: Yeqing Kong
- Email: [ykong2@ncsu.edu](mailto:ykong2@ncsu.edu)
- Affiliation: NCSU Department of English
- Office: Ricks Hall Annex
- Office Hours: by appointment

*You can read more about [my background and interests](#), and I hope to learn about you and your future goals as we work together this semester.*

## COMMUNICATION

- The best way to contact me is via email ([ykong2@ncsu.edu](mailto:ykong2@ncsu.edu)). I will make every effort to get back to you within 24 hours during the week. Read [How to Email Your Professor](#) to see what you should consider when communicating for the first time, or expressing concerns, with an instructor.
- **Announcements:**
  - Class announcements, such as changes or additions to the schedule, will be communicated to students via email (Moodle) and will be posted in the Announcements module in Moodle. Please turn that feature on if you haven't done that already.
  - A weekly forecast will be sent *each Monday*.
- Feedback on the major assignment is generally sent within two weeks.
- Please reach out to NC State University HELP Desk ([help@ncsu.edu](mailto:help@ncsu.edu)) if you need any technical support.

## MATERIALS NEEDED

You do **not** need to purchase a textbook for this course, as all readings are posted on our Moodle site. You are required to have a computer with a recording device (microphone and webcam) and reliable Internet access. If you are unable to access any of these materials or meet these requirements, please notify me as soon as possible.

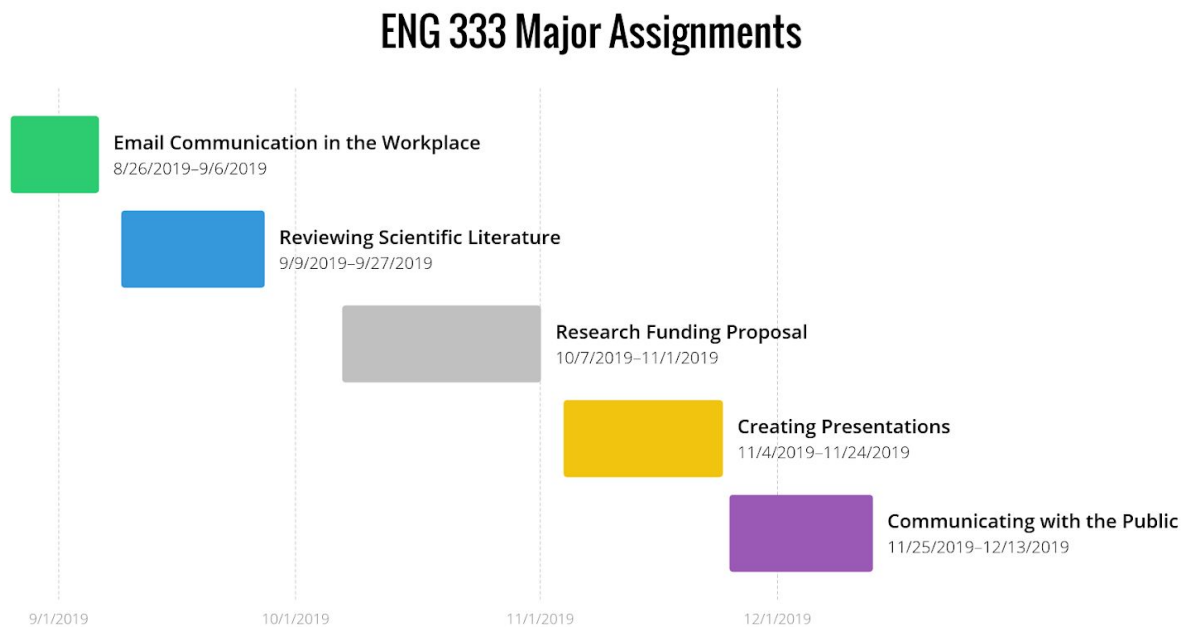
## ASSIGNMENTS & ACTIVITIES

You will have a total of **5 Major Assignments** in this course, all of which you must complete in order to pass the class.

Assignment	Description	Weights	Due
<a href="#">Communication in the Workplace Email</a>	Using some readings on the guidelines of professional email writing, compose an email to Dr. Wolf about a research topic you are interested in studying.	10%	Friday 9/6 by 11 pm
<a href="#">Micro-Literature Review</a>	Using the topic discussed with Dr. Wolf, narrow this topic, find and read research reports from peer-reviewed journals about this topic, and write a short literature review article to inform the reader of the current research on this topic.	20%	Friday 9/27 by 11 pm
<a href="#">Research Funding Proposal</a>	Using literature reviews from the previous assignment, propose a research design in response to a call for proposals.	20%	Friday 11/1 by 11 pm
<a href="#">Conference Presentation</a>	Present a conference presentation that distills the RFP into a visual and auditory format.	20%	Friday 11/22 by 11 pm
<a href="#">General Audience Blog</a>	Develop a personal WordPress Blog and publish 2 blogs to translate your research to the general audience. The article should be exciting, something you want to go viral.	15%	Friday 12/13 by 11 pm
Activities	Complete assigned activities (e.g., quizzes, forum discussions, peer review activities) during the semester.	15%	Cumulative

**Note:** You can access the details about expectations for each assignment by clicking on the related topic for each major assignment. You can also see a comprehensive list of what is due by clicking on the [List of All Due Dates in the Course](#).

*Please see the milestones in the following Gantt Chart.*



## COURSE EXPECTATIONS

- I expect you to dedicate the same amount of time and attention to this course as you would to an in-person course. This includes the following:
  - **reading** all required material (on our Moodle site)
  - **watching** all required videos (links from our Moodle site)
  - **logging** in to Moodle regularly (at least twice a week)
  - **checking** your NC State email and forums regularly
  - **working** on assignments steadily throughout the semester
  - **asking** questions when you have them
  - **respecting** your classmates
  - **being open to** the sometimes unexpected challenges of an online course
  - **learning by doing** (e.g., instead of listening to a lecture about concise writing, you will practice concise writing)

- **Time required for ENG 333:** During a full semester, students typically spend **six to 10 hours** a week for a three-credit class. Much of this time will be devoted to completing the 5 major assignments for the course. Whether it is a forum discussion, an assignment component, or a final assignment, you will have something due every week.

## GRADING METHODS & COURSE POLICIES

### GRADING SCALE

Low	Letter	High	Low	Letter	High	Low	Letter	High	Low	Letter	High
97 ≤	<b>A+</b>	≤ 100	87 ≤	<b>B+</b>	< 90	77 ≤	<b>C+</b>	< 80	67 ≤	<b>D+</b>	< 70
93 ≤	<b>A</b>	< 97	83 ≤	<b>B</b>	< 87	73 ≤	<b>C</b>	< 77	63 ≤	<b>D</b>	< 67
90 ≤	<b>A-</b>	< 93	80 ≤	<b>B-</b>	< 83	70 ≤	<b>C-</b>	< 73	60 ≤	<b>D-</b>	< 63

### GRADING POLICY

- I use the Moodle gradebook. Please review the Moodle gradebook throughout the semester and contact me as soon as possible if you feel that a score in the Moodle gradebook may be incorrect.
- Final averages will not be rounded or curved.
- I do not give incomplete grades unless the student has completed at least 60% of the coursework before the incomplete becomes necessary.

### ASSIGNMENT SUBMISSIONS

- Submit each Assignment using Moodle with the following document extensions: **.doc, .docx, .ppt or .pptx.**

### LATE ASSIGNMENTS

- All work must be completed by its respective due date. No Late Work will be accepted in this course unless there is an **excused absence** (For the university's definition of excused absences, see [REG 02.20.3 - Attendance Regulations](#)).
- If you must submit an assignment late for an unexpected reason (for example, because of an illness or emergency), please contact me as soon as possible.
- Unexcused late work is subject to a **10% grade penalty**.
- I will not contact you about late/missing work or late/missing forum posts. It is

your responsibility to keep up with your own work and to communicate with me when you are falling behind or struggling.

## PUBLIC WRITING

- Your work in this class is public. Don't write things for the class that you wish to be private.

## NETIQUETTE

Netiquette is the term used to describe the special set of rules for online communication. More than anything, netiquette requires the awareness that your behavior impacts other people, even online.

Because this is a professional writing course, every discussion forum is designed to provide you with the opportunity to practice professional communication. In light of this, all posts must be professional and respectful. No disrespectful language or behavior will be tolerated in this course. In fact, I would go so far as to ask you to be kind to your classmates and to work together to create a positive and welcoming culture.

If any student attacks another student, intentionally ignores or bullies another student, or uses any profanity, slurs, or other insulting languages in any post, that student will receive a zero for the forum. That student will also be locked out for the following discussion forum and will receive a zero for that forum as well. If this happens more than once, I will not hesitate to involve the university administration and report you to the [Office of Student Conduct](#).

Due to the nature of the online environment, there are some things to remember (these tips have been provided by [DELTA](#)):

### ***Sample Breaches of Netiquette:***

- Using slang, poor grammar, and other informal languages in Discussion Forums or email messages to professors or classmates.
- Sending inappropriate links or photos.
- Typing in all caps.
- Not responding to Forums by the due date, which leaves no time for peers to comment on your response.
- Going long periods of time without checking your NC State email.
- "Flaming" others in Discussion Forums. Flaming is the act of responding in a

highly critical, sarcastic, or ridiculing manner – especially if done on a personal level. Remember that these discussions are meant for constructive exchanges and learning.

## INSTITUTIONAL POLICIES & RESOURCES

### ACADEMIC INTEGRITY

- The University's policy on academic integrity is available in the [Code of Conduct](#).
- No plagiarism of any type will be tolerated in this course.
- Please note that I expect you to adhere to the **Pack Pledge** at all times: *"I will neither give nor receive **unauthorized aid** on any assignment in this course."*
  - **Authorized Aid**
    - Using a spell checker on the word processor
    - Using a grammar checker on the word processor
    - Getting feedback from peers in-class workshops on content, the arrangement of materials, and clarity
    - Getting feedback about content from an intended audience, a writing center tutor, or the instructor
  - **Unauthorized Aid**
    - Submitting an assignment which someone else has written
    - Using portions of someone's work without adequate citation and documentation
    - Copying or using an assignment or any work created and submitted for a past or current course or any academic activity of yours
    - Documents submitted for this course must have been substantively researched and written by you and by no one else.
    - Having someone else edit your work
    - Proofreading a paper for word choice, spelling, and punctuation errors is your responsibility.

### STUDENT ACCOMMODATIONS

- Reasonable accommodations will be made for students with documented disabilities. For more information on NC State's policy on working with students with disabilities, please see the [Academic Accommodations for Students with Disabilities Regulation](#) (REG02.20.1). Also, if you have any other special needs, please let me know and I will make every effort to accommodate you.



- **Trans-inclusive classroom:** In an effort to affirm and respect the identities of transgender students in the classroom and beyond, please contact me if you wish to be referred to using a name and/or pronouns other than what is listed in the student directory.

## PRIVACY AND ONLINE COURSES

Please read the following required statement from the university about privacy and online courses:

“Students may be required to disclose personally identifiable information to other students in the course, via electronic tools like email or web-postings, where relevant to the course. Examples include online discussions of class topics and posting of student coursework. All students are expected to respect the privacy of each other by not sharing or using such information outside the course.”

You must comply with this statement throughout the course and respect the privacy of your classmates at all times.

## FREE ACCESS TO OFFICE 365

As an NC State student, faculty or staff member, you can download and install a free copy of the full MS Office suite (including *Word*, *Excel*, and *PowerPoint*), and you also have access to the cloud versions of these products ([Office 365](#)). Your free copy of Office 365 can be installed on multiple devices and comes with online file storage space in OneDrive.

**Note:** [G Suite](#) is the university’s primary collaborative application suite. OIT recommends that you use G Suite for collaboration instead of Office 365.

## WRITING AND SPEAKING TUTORING CENTER

The [Writing and Speaking Tutoring Center](#) is an important resource for writers at any point in your writing process. The Service offers free one-on-one consultation with experienced tutors who can help with all levels and stages of writing. Consultants can help you brainstorm, outline, organize ideas, read through drafts, revise, practice, and even work through writer’s block with you. Be sure to check out their [available handouts](#) which can help you before or after your appointment. There are six locations around campus that offer drop-in services. Please take advantage of their services for undergraduate students for feedback on your written or oral communication when needed.

## CAREER DEVELOPMENT CENTER

Considering the scope of this course, I am not able to cover career portfolio documents like personal statements, cover letters, and CVs in my course, but I do encourage you to visit the [Career Development Center](#) located at 2100 Pullen Hall.

Explore career options related to your major, make decisions about your major or minor, build resumes and cover letters, prepare for interviews, develop internship/job search or graduate school search strategies, maximize career fairs, and more. Use [ePACK](#) to make an appointment with your career counselor.

## TIME MANAGEMENT

Employers value time management skills when hiring future employees. Managing an online course requires planning skills that a traditional classroom section does not. Throughout the course, I will be providing tips to facilitate time management, as well as reference resources that can facilitate the writing process.

- Here's a link about how much time to allot for studying for this course: [Time to Allot for an Online Course](#).
- Click and read the notes about [Time Management tips](#) for online students.

## COURSE SCHEDULE

Week	Date	Topic	Assignments / Due Date
Week 0	Aug 21-25	Course Introduction	Discussion Forum #0 DUE Friday 8/23 by 11 pm Syllabus Quiz DUE Sunday 8/25 by 11 pm
Week 1	Aug 26-Sep 1	Email Communication in the Workplace	Discussion Forum #1 DUE Friday 8/30 by 11 pm
Week 2	Sep 2-8	Email Communication in the Workplace	Major Assignment 1: Communication in the Workplace Email DUE Friday 9/6 by 11 pm
Week 3	Sep 9-15	Reviewing Scientific Literature	Discussion Forum #2: Preparation for Assignment 2 DUE Friday 9/13 by 11 pm
Week 4	Sep 16-22	Reviewing Scientific Literature	Peer Review Activity #1 DUE Sunday 9/22 by 11 pm

Week 5	Sep 23-29	Reviewing Scientific Literature	Major Assignment 2: Micro-Literature Review DUE Friday 9/27 by 11 pm
Week 6	Sep 30-Oct 6	Scientific Ethics	Discussion Forum #3 Ethics DUE Friday 10/4 by 11 pm
Week 7	Oct 7-13	Getting Funded	Discussion Forum #4: Brainstorming for the RFP DUE Sunday 10/13 by 11 pm
Week 8	Oct 14-20	Getting Funded	Discussion Forum #5: Analyze Sample RFP DUE Friday 10/18 by 11 pm
Week 9	Oct 21-27	Getting Funded	Peer Review Activity #2 DUE Sunday 10/27 by 11 pm
Week 10	Oct 28-Nov 3	Getting Funded	Major Assignment 3: Research Funding Proposal DUE Friday 11/1 by 11 pm
Week 11	Nov 4-10	Creating Presentations	Discussion Forum #6: Poster Analysis DUE Friday 11/8 by 11 pm
Week 12	Nov 14-17	Creating Presentations	Discussion Forum #7: Top 5 Tips You Learned from the Readings DUE Friday 11/15 by 11 pm
Week 13	Nov 18-24	Creating Presentations	Major Assignment 4A: Conference Presentation DUE Friday 11/22 by 11 pm  Major Assignment 4B: Peer Evaluations DUE Sunday 11/24 by 11 pm
Week 14	Nov 25-Dec 1	Communicating with the Public	Create a WordPress website
Week 15	Dec 2-8	Communicating with the Public	Major Assignment 5A: First Blog Post - Social Media Watch Assignment DUE Friday 12/6 by 11 pm
Exam Week	Dec 9-18	Communicating with the Public	Major Assignment 5B: General Audience Blog Post & Social Media Post DUE Friday 12/13 by 11 pm

\*Please note: course schedule is subject to change. The assignments are typically due on **every Friday at 11 pm**. Pay attention to the alterations to the weekly schedule (e.g., the first week of class, Fall break, and Thanksgiving break).