

**302:03 Scientific and Technical Writing**  
**M/TH3 ARC324**

**Instructor:**

Barclay Barrios:	Office:	BSC Food Court
	Office Hours:	Thursday, 1:00-2:00 and by appointment
	Office Phone:	
	Home Phone:	418-7033 (10 AM - 10 PM <b>ONLY</b> )
	Mailbox located in Murray Hall 101, CAC	

**Course Objectives:**

This course will give you practice in the purposes, skills, and styles of scientific and technical communication through work on an independent project throughout the term.

**Required Texts:**

Markel, *Technical Communication*  
Goeller, *Scientific and Technical Writing Coursepack*

**All texts for the course are available exclusively through New Jersey Books**

**Course Requirements:**

- Final drafts must be typed or printed with a clean dot matrix or laser printer. Rough drafts should be typed or written legibly in ink. All work must be stapled and free of formal, grammatical, and typographical errors. Unusual emphasis is placed on appearance and proofreading.
- One half of a letter grade will be deducted for late rough drafts, one full letter grade for late final drafts. Grades are deducted *per class* that work is late.
- After four (4) unexcused absences you risk failing the course.
- Your final grade for the course will be based on the following requirements:

Daily work and participation	15ish%
Resume and cover letter	10ish%
Midterm paper	15ish%
Presentation	10ish%
Final paper	50ish%

**YOU MUST SUBMIT TWO (2) COPIES OF ALL TYPED WORK**  
**ALL FINAL GRADES ARE SUBJECT TO DEPARTMENTAL REVIEW**

Preliminary Schedule of Classes

September 3	Introductions Forms Introduction to the Project Proposal
September 10	<i>demi-class</i> Bring in a newspaper article that illustrates a problem <b>OR</b> , bring in a description of the project you want to work on
September 14	Bring in an ad for a job Discuss problems Discuss resume/cover letter Goeller: Resumes and Cover Letters Markel: Chapter 18
September 17	Library Tour (tentative) Goeller: Library Research Markel: Chapter 7
September 21	<i>Independent Work Day</i> CLASS WILL NOT MEET
September 24	ROUGH DRAFT RESUME, COVER LETTER, TOPIC DUE Peer revision Goeller: Kuhn (in Reading) and Two Playgrounds
September 28	<b>RESUME, COVER LETTER, TOPIC DUE</b> Goeller: Literature Review
October 1	<b>BIBLIOGRAPHY DUE</b> Workshop on Literature Review
October 5	ROUGH DRAFT LITERATURE REVIEW DUE Peer Revision
October 8	Markel: Chapters 8, 11, 12
October 12	<b>LITERATURE REVIEW DUE</b> Oral Presentation Prep I
October 15	Oral Presentation Prep II Markel: Chapter 21
October 19	Introduction to the Project Proposal Goeller: Project Proposal Markel: Chapter 15 and 17

October 22	<i>Independent Work Day</i> CLASS WILL NOT MEET
October 29	ORAL PRESENTATIONS
November 2	ORAL PRESENTATIONS ROUGH DRAFT TITLE PAGE DUE
November 5	ORAL PRESENTATIONS ROUGH DRAFT ABSTRACT DUE
November 9	ORAL PRESENTATIONS ROUGH DRAFT BUDGET DUE
November 12	ORAL PRESENTATIONS ROUGH DRAFT LETTER OF TRANSMITTAL DUE
November 16	ORAL PRESENTATIONS ROUGH DRAFT TABLE OF CONTENTS/FIGURES DUE
November 19	ORAL PRESENTATIONS ROUGH DRAFT INTRODUCTION DUE
November 23	ROUGH DRAFT PROJECT PROPOSAL DUE Peer revision
November 24	Workshop Day
November 30	SECOND ROUGH DRAFT PROJECT PROPOSAL DUE Peer Revision
December 3	Workshop Day
December 7	Workshop Day
December 10	<b>PROJECT PROPOSAL DUE</b> Class Evaluations