SYLLABUS

OPTI 497B/597B: Technical Writing and Communication

Meinel 305, MW 12:30-1:45 pm

Description of Course

This class will review principles and procedures of technical communication, including written reports, journal articles, theses/dissertations, poster presentations, oral presentations, resumes/CVs, abstracts, funding proposals, and elevator pitches. Elements of basic grammar, style, and organization will be emphasized.

Course Prerequisites or Co-requisites

For 400 level, departmental approval or permission of the instructor is required. For 500 level, graduate standing or permission of instructor is required.

Number of Units: 3

Instructor and Contact Information

Judith Su, BSRL 178, 520-621-4240, judy@optics.arizona.edu

Office hours: After class or by appointment

Homepage - OPTI 497B 597B FA26 001 201

Course Format and Teaching Methods

Lecture and discussion combination, student presentations, in-class discussion, and web-delivered content.

Course Objectives and Expected Learning Outcomes

Course Objectives:

- To recognize and utilize correct rhetorical and stylistic elements necessary for successful scientific and technical communication
- To recognize the intended audience and present information in an appropriate manner for said audience
- To understand the genre and manipulate the structure of selected technical documents
- To effectively and correctly convey (through written and oral media) technical content to both specialist and non-specialist audiences
- To appreciate your professional and ethical obligations in your communications as prospective practitioners in your chosen field

Expected Learning Outcomes:

1. Students will be able to think through, organize, write, and revise assignments for courses that requires scientific or technical reports (3)
2. Students will be able to apply strategies and tools to assist the writing process (3)
3. Students will be able to lead effective individual and team presentations through practice in

lecture and observation of other individuals and teams (3, 7)

For graduate students, in particular, additionally

4. Students will be able to professionally provide and address reviewer comments (3)

Absence and Class Participation Policy

The UA's policy concerning Class Attendance, Participation, and Administrative Drops is available at: http://catalog.arizona.edu/policy/class-attendance-participation-and-administrative-drop

The UA policy regarding absences for any sincerely held religious belief, observance or practice will be accommodated where reasonable, http://policy.arizona.edu/human-resources/religious-accommodation-policy.

Absences pre-approved by the UA Dean of Students (or Dean Designee) will be honored. See: https://deanofstudents.arizona.edu/absences

Participating in the course and attending lectures and other course events are vital to the learning process. As such, attendance is required at all lectures and discussion section meetings. Students who miss class due to illness or emergency are required to bring documentation from their health-care provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences.

Makeup Policy for Students Who Register Late

Students who register after the first class meeting may make up missed assignments/quizzes within the first two weeks of the class.

Course Communications

Homepage - OPTI 497B 597B FA26 001 201

Required Texts or Readings

This book is recommended but not required: Anne Eisenberg, A Beginner's Guide to Technical Communication, WCB/McGraw-Hill, 1998, ISBN 0-07-092045-1. T10.5.E358 1998.

Required or Special Materials

Instructor will provide access to the collaborative learning software SKIES (https://skieslearn.com/)

Assignments and Examinations: Schedule/Due Dates

See scheduled topics/activities section.

Final Examination or Project

The date and time of the final exam or project, along with links to the Final Exam Regulations, https://www.registrar.arizona.edu/courses/final-examination-regulations-and-information, and Final Exam Schedule, http://www.registrar.arizona.edu/schedules/finals.htm

Grading Scale and Policies

Regular attendance and participation in class discussions is required, and a superior execution of all assignments is expected in order to earn an A for this course. At the graduate level, the grade

of B indicates substantive weaknesses in performance, and a grade of C is unacceptable. Class attendance and class participation is evaluated based on the number and quality of your contributions to class discussions; written assignments are evaluated based on the expectation of clear, thorough, and concise prose and the absence of excessive jargon. The only discussion that will be considered class participation are those that offer a scholarly perspective (i.e. "Great idea!" does NOT count as a class participation, unless followed by a scholarly reason for why the idea is great). The assignment categories itemized below indicate relative weight of each as a percent of the course grade:

A=90%-100%, B=80%-90%, C=70%-80%, D = 60%-70%, and E=60% and less (fail)

There are no exams. Weekly discussion/Class participation/Attendance: 20% for graduate students and 30% for undergraduates. Assignments and due dates:

Assignment	**Earliest Possible Due Date (Some dates may get pushed back)**	**Percent of Grade**	
		Undergraduate	Graduate
Weekly participation/attendance	NA	30%	20%
1-2 page resume	9/2	10%	10%
Poster presentation	9/16	10%	10%
Conference presentation	10/21	10%	5%
Written abstract	10/28	10%	10%
Revised conference presentation	11/18	30%	20%
Six-page proposal	12/9	N/A	25%

Requests for incomplete (I) or withdrawal (W) must be made in accordance with University policies, which are available at http://catalog.arizona.edu/policy/grades-and-grading-system#incomplete and http://catalog.arizona.edu/policy/grades-and-grading-system#Withdrawal respectively.

Scheduled Topics/Activities

Topics (subject to change):

- Weeks 1-2: Creating a CV and a website
- Weeks 3-4: LaTeX for manuscrips and theses
- Weeks 5: Reference management software
- Weeks 6: Literature searches
- Weeks 7: Poster presentations
- Weeks 8: Adobe Illustrator
- Week 9: Effective figure and figure caption creation
- Week 10: Professional ethics
- Week 11-12: Writing journal papers, technical reports, proposals, e-mails, memos
- Weeks 13-14: Giving technical presentations
- Week 15: Elevator pitches

Bibliography

http://intra.ece.ucr.edu/~rlake/Whitesides_writing_res_paper.pdf

Use of Generative AI

Permitted uses of generative AI may vary by assignment. Specific requirements and restrictions will be provided with each assignment. Students are responsible for the accuracy, originality, appropriate attribution, and technical content of all work they submit, regardless of whether AI tools were used in its preparation.

Classroom Behavior Policy

To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

Threatening Behavior Policy

The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See

http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.

Accessibility and Accommodations

At the University of Arizona we strive to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability or pregnancy, you are welcome to let me know so that we can discuss options. You are also encouraged to contact Disability Resources (520-621-3268) to explore reasonable accommodation.

If our class meets at a campus location: Please be aware that the accessible table and chairs in this room should remain available for students who find that standard classroom seating is not usable.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity.

The University Libraries have some excellent tips for avoiding plagiarism, available at http://new.library.arizona.edu/research/citing/plagiarism.

Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

UA Nondiscrimination and Anti-harassment Policy

The University is committed to creating and maintaining an environment free of discrimination; see http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Additional Resources for Students

UA Academic policies and procedures are available at http://catalog.arizona.edu/policies

Student Assistance and Advocacy information is available at http://deanofstudents.arizona.edu/student-assistance/students/student-assistance

Confidentiality of Student Records

http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy- act-1974-ferpa?topic=ferpa

Subject to Change Statement

Information contained in the course syllabus, other than the grade and absence policy, may be subject to change with advance notice, as deemed appropriate by the instructor.