Instructor	Teaching Assistants		
Ms. Taylor Ruth	Ms. Brie Bird	Ms. Kara Harders	Ms. Heather Keown
310 Rolfs Hall	408 Rolfs Hall	408 Rolfs Hall	408 Rolfs Hall
352-273-2614	352-273-2095	352-273-2095	352-273-2095
t.ruth@ufl.edu	jbbird@ufl.edu	kharders@ufl.edu	hrkeown@ufl.edu
Office Hours -	Office Hours -	Office Hours -	Office Hours:
M: 12:30 pm - 2:00 pm	M: 12:30 pm -2:00 pm	W: 12:00 pm - 3:00 pm	W & F: 9:15 am -10:45 am
W: 1:00 pm - 2:30 pm	W: 9:00 am - 10:30 am		
Or by appointment			

*Students should contact the instructor and TAs through their ufl email account and not through Canvas.

Course Time and Location

M, W, & F - 11:00 am to 12:05 pm
Fine Arts Building B (FAB) - Room 103

Course Description & Objectives

AEC 3033 Research & Business Writing focuses on strategic written communication for agricultural and life science industries. Students can hone their writing skills and gain experience in effective professional and scholarly writing. Emphasis is placed on ethics, responsibility, accuracy, clarity and style, as well as English grammar and spelling.

Student Learning Objectives:

- Write effectively in both business and academic contexts
- Use clear, concise, and effective prose as well as accurate grammar, spelling, and punctuation
- Communicate information tailored to the needs and expectations of target audiences

Course Materials

Suggested Textbooks:

Technical Communication Today (5th ed.); ISBN: 0321907981; Author: Richard Johnson-Sheehan

The Elements of an Effective Dissertation & Thesis; ISBN: 1578863511; Author: Raymond L. Calabrese

Canvas Account:

All students will be automatically enrolled for Canvas on e-Learning for this course once they have paid registration. Assignments, resources, grades, and other materials will be posted on the course page throughout the semester. Students are expected to check Canvas frequently and are responsible for monitoring their grades on the system.

Remind 101:

This course uses Remind 101 for notifications for upcoming assignments, materials needed, and any other class reminders. All students are required to register for the semester. Send a text to **81010** and enter the code **@aec3033** in the body of the text.

Course Expectations

As the instructor, I am committed to helping you improve your writing and critical thinking skills. To that end, you can expect constructive feedback on your writing assignments and an opportunity to apply that feedback on future assignments.

We expect punctual attendance, collegial class participation, on-time submission of assignments, and honest effort. Class starts at 11:00 am, be in your seat ready for lecture or you will not receive credit for that day. This is a large class setting and while side conversations may appear tempting, refrain or you will be asked to leave class. Students unable to attend class are responsible for obtaining class notes and handouts.

Electronic Devices:

I recognize the benefits of technology in the classroom. However, if your use of electronic devices becomes distracting, you will be asked to put your device away (Facebook, surfing the web, Snapchat, texting, etc.).

Teaching Assistants

Your graduate teaching assistant will grade all out-of-class assignments. They will also handle the majority of communication via e-mail and office hours; utilize your teaching assistant to your benefit. **All grade discrepancies are to be addressed with your grader within one week of the assignment being posted to Canvas.**

Class Format

This class uses a combination of class lecturing and in-class assignments. It is important to attend each class as the information received will provide guidance on out-of-class assignments and points will be accumulated for in-class assignments.

Readings:

Readings are identified on the syllabus that correlate with the current topics for the week. The readings and resources placed on Canvas will be your best source for additional information.

In-Class Assignments:

During the course of this class, there will be several in-class assignments— one to two assignments each week. The purpose of these in-class assignments is to allow you to reflect on class concepts, explore relevant resources, and practice expressing your thoughts through writing. These activities cannot be made up without a documented university excused absence.

If an in-class assignment is completed at the beginning of class and you are late, you will receive 50% credit if you made it in time to complete the assignment. If you do not make it in time to complete the assignment you will receive 0%. Some of the in-class assignments will be group activities. You are expected to split the work equally among group members. If the instructor becomes aware of unequal workloads within group activities, the instructor reserves the right to assign the earned grades to group members based on contributions.

Syllabus Disclaimer

Serious effort and consideration were used in formulating the syllabi. While viewed as an educational contract between the instructor and student, unforeseen events may cause changes to the scheduling of assignments, lectures, etc. I reserve the right to make any changes deemed necessary to best fulfill the course objectives. You will be made aware of any changes in a timely fashion using reasonable means.

Submission of Assignments

All assignments will be submitted electronically as a Word document through Canvas. Assignments will be graded and resubmitted by your TA as a Word document with comments through Canvas. If you do not have *Word* on your home computer, the University of Florida provides free downloads of the Office Suite for all UF students at the following link http://helpdesk.ufl.edu/software-services/.

When submitting assignments on Canvas, ensure you do the following:

- Your document is in Microsoft Word (No other formats will be accepted)
- **Your assignment is submitted on the due date by 11:59 p.m.**
- Submit your document with your last name, first initial, and assignment name as the file name (Ruth, T._IntroductionLetter)
- If you have technical issues submitting your assignment through Canvas, then you are to immediately e-mail your assignment to your TA before the deadline or it will be considered late (See late policy below).

Late Assignment Policy:

- Technical difficulties will **NOT** be an excuse, so plan to submit before the deadline
- Assignments are considered late at 12:00 am the night they are due. From then on, all assignments will be deducted **10% for each day late**. Assignments will not be accepted after **three days** from the day the assignment was due. This applies to all major assignments; it does not apply to in-class assignments.

Attendance Policy:

Any University excused absences must be presented to your TA one week prior to the event. If you miss class due to a medical situation, please provide documentation from the doctor with the specific dates you are to be excused for (you have one week to provide documentation or you will not recieve those class points). Please speak with the myself or your TA about any other excuses at least one week prior to missing class. You will have one week upon returning to class to make-up missed in-class assignments.

Software Use

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Plagiarism: Prevention and Follow Through

In the past, the instructors and teaching assistants in this course have encountered problems with plagiarism, especially in connection with the research writing portion of the class. Submitting work by others, whether in parts or in whole, is plagiarism. All UF parties involved will be reprimanded if evidence of plagiarism surfaces through the guidelines established by the university conduct board. The student may receive a zero on the assignment or in some cases may receive an E in the course.

- All major assignments will be submitted to turnitin.com to compare against other student work across the United States.
- All suspicions of plagiarism will be taken seriously and infractions that have been proven as violations of the honor code will be reported to your college and the university.
- Be aware of self-plagiarism. This includes re-using any written work or data that you have previously completed.

Academic Honesty

In 1995, the UF student body enacted a new honor code and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

In adopting this honor code, the students of the University of Florida recognize that academic honesty and integrity are fundamental values of the university community. Students who enroll at the university commit to holding themselves and their peers to the high standard of honor required by the honor code. Any individual who becomes aware of a violation of the honor code is bound by honor to take corrective action (notify instructor, department chair, college dean or Student honor Court). The quality of a University of Florida education is dependent upon community acceptance and enforcement of the honor code.

The Honor Code: We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

On all work submitted for credit by students at the university, the following pledge is either required or implied: **"On my honor, I have neither given nor received unauthorized aid in doing this assignment."**

The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge is diminished by cheating, plagiarism and other acts of academic dishonesty. In addition, every dishonest act in the academic environment affects other students adversely, from the skewing of the grading curve to giving unfair advantage for honors or for professional or graduate school admission. Therefore, the university will take severe action against dishonest students. Similarly, measures will be taken against faculty, staff and administrators who practice dishonest or demeaning behavior.

It is assumed all work will be completed independently unless the assignment is defined as a group project, in writing by the instructor. This policy will be vigorously upheld at all times in this course.

For more information, please visit: https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/

UF Counseling Services

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. Both the Counseling Center and Student Mental Health Services provide confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance. The Counseling Center is located at 301 Peabody Hall (next to Criser Hall). Student Mental Health Services is located on the second floor of the Student Health Care Center in the Infirmary
- University Counseling Center, 301 Peabody Hall, 392-1575, www.counsel.ufl.edu
- Student Mental Health Services, Rm. 245 Student Health Care Center, 392-1171

Services for Students with Disabilities:

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. 0001 Reid Hall, 392-8565 www.dso.ufl.edu/drc/

For more information regarding your rights as a student, please visit: http://www.dso.ufl.edu/studentguide/studentrights.php

Grade Breakdown:

A	1023 - 1100	C	803 - 846
A-	990 - 1022	C-	770 - 802
B+	957 - 989	D+	737 - 769
B	913 - 956	D	693 - 736
B-	880 - 912	D-	660 - 692
C+	847 - 870	E	Below 660

Gordon Rule:

In order to receive credit for the Gordon Rule Writing Requirement, you must make a C or better. Thus, a C- does NOT meet the Gordon Rule Writing Requirement.

The Writing Requirement (Gordon Rule) ensures students both maintain their fluency in writing, and use writing as a tool to facilitate learning. In addition to requirements listed in the grading rubrics, grammar, punctuation, clarity, coherence, and organization will be assessed by the instructional team for all submissions.

Course Assignments

Assignment	Due Date	Word Count (Min.)	Points Available
Introduction Letter	May 15	600	60
Resume	May 29	250	60
Cover Letter/Personal Statement	May 29	300	70
Letter to the Editor	June 19	650	100
Annotated Bibliography	July 10	900	150
Research Report	July 24	2,000	250
Research Poster Presentation	Aug. 1, 3, & 5	300	100
In-Class Activities	Various	1,000	280
Attendance/Participation	Various	Variable	30
Total Points		*6,000*	*1,100*

In-Class Activities

Activity	Due Date	Word Count (Min.)	Points Available
Resume Letterhead**	May 16	N/A	20
Grammer Group Presentations	May 20	N/A	20
Peer Review Resume & Cover Letter/Personal Statement*	May 23	100	20
Thank you/Follow-up emails**	May 27	50	20
Peer Review Letter to the Editor*	June 17	100	20
Social Media**	June 29	100	20
Writing an Abstract**	July 8	250	20
Formatting Documents**	July 11	N/A	20
Peer Review Research Report*	July 18	100	20
Presenting Research**	July 20	N/A	20
Summarize Research**	July 25	200	20
Peer Review Poster*	July 27	100	20
Poster Presentation Days	Aug. 1, 3 & 5	N/A	40
Total Points		**1,000**	**280**

*   Hard copy of assignment is required for class credit

**   Must bring laptop to receive class credit

Week	Date	Course Schedule	Readings
1	May 9	(Mon) Intro & Syllabi Overview - (Wed) Writing Well & Learning Styles - (Fri) Grammar Review	App. A, B Ch. 19
2	May 16	**Due: Introduction Letter (5/15)** (Mon) Resumes - (Wed) Cover Letters/Personal Statements - (Fri) Grammar Presentations	Ch. 11
3	May 23	**Prepared: Resume & Cover Letter/Personal Statement (5/23)** (Mon) *Resume & Cover Letter/Personal Statement Peer Review* - (Wed) Emails, Memos, & Letters- (Fri) Interviews	Ch. 11 & 5
4	May 30	**Due: Resume & Cover Letter/Personal Statement (5/29)** (Mon) *Memorial Day, No Class* - (Wed) Instructional Writing - (Fri) Public Relations	Ch. 7
5	June 6	(Mon) Writing for the Media - (Wed) Intro to Research Writing- (Fri) Finding Sources & Plagiarism	Ch. 21, 14, & 4
6	June 13	**Prepared: Letter to the Editor (6/17)** (Mon) Audience Analysis - (Wed) APA Style- (Fri) *Letter to the Editor Peer Review*	Ch. 2
7	June 20	**Due: Letter to the Editor (6/19)** **Break Week**	
8	June 27	(Mon) APA Style- (Wed) Social Media- (Fri) Literature Review	Ch. 21 & 15
9	July 4	(Mon) *Independence Day, No Class* - (Wed) Annotated Bibliography Review- (Fri) Abstract	
10	July 11	**Due: Annotated Bibliogrpahy (7/10)** (Mon) Formatting Documents - (Wed) Formatting Documents- (Fri) Visual Design	Ch. 17
11	July 18	**Prepared: Research Report (7/18)** (Mon) *Research Report Peer Review* - (Wed) Presenting Research- (Fri) Research Day	Ch. 20
12	July 25	**Due: Research Report (7/24)** **Prepared: Research Poster (7/27)** (Mon) Summarizing Research - (Wed) *Poster Presentation Peer Review*- (Fri) Workplace Ethics	Ch. 4
13	August 1	(Mon) Poster Presentations - (Wed) Poster Presentations- (Fri) Poster Presentations	