



Chaminade University

OF HONOLULU

Course Syllabus

[Chaminade University Honolulu](http://www.chaminade.edu)

3140 Waiālae Avenue - Honolulu, HI 96816

www.chaminade.edu

Course Number: BI-300

Course Title: Science Writing

Department Name: Biology

College/School/Division Name: Natural Sciences and Mathematics

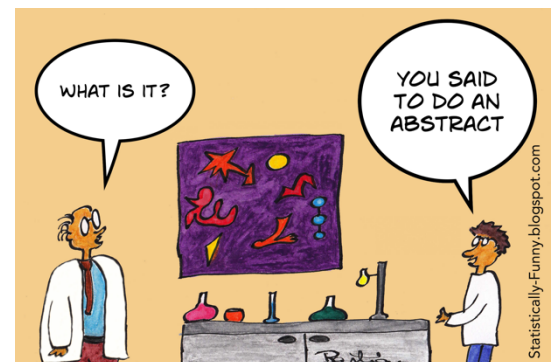
Term: Fall 2023

Course Credits: 1

Class Meeting Days: Wednesday

Class Meeting Hours: 11:30-12:20

Class Location: TBD – I will notify you before Week 2



Instructor Name: Dr. Helen Turner

Email: hturner@chaminade.edu

Phone: 808-778 8920 (text only, mention your name and BI300 when you text me please)

Office Location: CTCC 255

Office Hours: by appointment

1. University Course Catalog Description

Intensive introduction to science writing. Overview of the purpose of scientific and medical publications, peer review, and criteria for inclusion in the literature. Students will focus upon the development of written arguments, discussion of data, and interpretation/analysis. Course will culminate in production and review of a grant proposal, clinical care plan, clinical trial proposal, environmental impact plan, resource management proposal, etc., in an area aligned with the student's career aspirations.

Prerequisites: EN 102, COM 101, BI 307, BI 307L or ENV 201 and ENV 201L or permission of instructor

2. Course Overview

This is a writing intensive class, where students are expected to participate in discussion about their writing projects, learn to write to a 'purpose' and learn to critique scientific writing.

Through this practice students will:

- Understand the difference(s) in approach to scientific writing compared to creative writing
- Appreciate the need for clarity and technical specificity of written work to meet standards in the field for peer review.
- Evaluate the basics of a peer-reviewed primary research articles, including conceptual framework and critical analysis of data.
- Be able to demonstrate that they know what is needed to summarize a group of scientific studies into an abstract.
- To complete and present the foundation for a new scientific study/hypothesis based on current published literature

3. Marianist Values

This class represents one component of your education at Chaminade University of Honolulu. An education in the Marianist Tradition is marked by five principles and you should take every opportunity possible to reflect upon the role of these characteristics in your education and development:

1. Education for formation in faith
2. Provide an integral, quality education
3. Educate in family spirit
4. Educate for service, justice and peace
5. Educate for adaptation and change

3. Native Hawaiian Values

Education is an integral value in both Marianist and Native Hawaiian culture. Both recognize the transformative effect of a well-rounded, value-centered education on society, particularly in seeking justice for the marginalized, the forgotten, and the oppressed, always with an eye toward God (Ke Akua). This is reflected in the 'Olelo No'eau (Hawaiian proverbs) and Marianist core beliefs:

1. Educate for Formation in Faith (Mana) E ola au i ke akua ('Ōlelo No'eau 364) May I live by God
2. Provide an Integral, Quality Education (Na'auao) Lawe i ka ma'alea a kū'ono'ono ('Ōlelo No'eau 1957) Acquire skill and make it deep
3. Educate in Family Spirit ('Ohana) 'Ike aku, 'ike mai, kōkua aku kōkua mai; pela iho la ka nohana 'ohana ('Ōlelo No'eau 1200) Recognize others, be recognized, help others, be helped; such is a family relationship
4. Educate for Service, Justice and Peace (Aloha) Ka lama kū o ka no'eau ('Ōlelo No'eau 1430) Education is the standing torch of wisdom
5. Educate for Adaptation and Change (Aina) 'A'ohe pau ka 'ike i ka hālau ho'okahi ('Ōlelo No'eau 203) All knowledge is not taught in the same school

4. Course Learning Outcomes

1. Intensively introduce students to science writing, its principles and differences from creative writing.
2. Overview of the purpose and process of scientific publications, peer review and criteria for inclusion in the literature
3. Focus upon the development of written arguments, discussion of data and interpretation/analysis.
4. Produce and review a personal statement and a grant proposal.
5. Learn to work in a group to determine strengths and weaknesses to achieve a common goal

5. Alignment of Learning Outcomes

	CLO 1	CLO 2	CLO 3	CLO 4	CLO 5
Marianist Values	2, 4, 5	2, 4, 5	2	2, 4, 5	2, 4, 5
Program Learning Outcomes	1, 2, 3, 7	3, 7	1, 2	1, 2, 3, 7	7

6. Course Prerequisites

EN 102, COM 101, BI 307, BI 307L or ENV 201 and ENV 201L or permission of instructor

Required Learning Materials

There are no required textbooks. Other learning materials will be provided via Canvas and/or Google Drive.

7. Course Website

<https://chaminade.instructure.com/courses/16003>

<https://drive.google.com/drive/folders/1JAFxgyLaFmyRXCqRQEecgVJukExmLEKo?usp=sharing>

We will not be using Canvas in this course. You will be shared on this Google Drive where all the assignments and course materials will be housed.

8. Technical Assistance for Canvas Users:

- Search for help on specific topics or get tips in [Canvas Students](#)
- [Live chat with Canvas Support for students](#)
- Canvas Support Hotline for students: +1-833-209-6111
- Watch this [video to get you started](#) with online guides and tutorials
- Contact the Chaminade IT Helpdesk for technical issues: helpdesk@chaminade.edu, or call (808) 735-4855

9. Tutoring and Writing Services

Chaminade is proud to offer free, one-on-one tutoring and writing assistance to all students. Tutoring and writing help is available on campus at Kōkua 'Ike: Center for Student Learning in a variety of subjects (including, but are not limited to: biology, chemistry, math, nursing, English, etc.) from trained Peer and Professional Tutors. Please check [Kōkua 'Ike's website](#) for the latest times, list of drop-in hours, and information on scheduling an appointment. Free online tutoring is also available via TutorMe. Tutor Me can be accessed 24/7 from your Canvas account. Simply click Account – Notifications – TutorMe. For more information, please contact Kōkua 'Ike at tutoring@chaminade.edu or 808-739-8305.

10. Assessment

Assignment	Points	% of Course Grade
Attendance	260	26%
Homework Assignments (8 assignments)	160 (20 points each)	16% (2% each)
Prompt-Engineered Executive Summary	200	20%
Final Product	400	40%
Total	1000	100%

Grading Scale

Letter grades are given in all courses except those conducted on a credit/no credit basis. Grades are calculated from the student's daily work, class participation, quizzes, tests, term papers, reports and the final examination. They are interpreted as follows:

A	900 points or more	Outstanding scholarship and an unusual degree of intellectual initiative
B	800-899 points	Superior work done in a consistent and intellectual manner
C	700-799 points	Average grade indicating a competent grasp of subject matter
D	600-699 points	Inferior work of the lowest passing grade not satisfactory for fulfillment of prerequisite course work
F	599 points or fewer	Failed to grasp the minimum subject matter; no credit given

11. Class Schedule

Class Dates	Class Session	Homework/Assignment		Points		Due Date
				Attendance	Assignment	
Aug 23	Class cancelled due to Spiritual Convocation	Homework 1	Passion, Problems and Products Worksheet	0	20	Aug 28
Aug 30	Introductions, Goals of the Course, Strategic Writing Framework	Homework 2	Choose Your Own Adventure Worksheet	20	20	Sep 4
Sep 6	Strategic Writing: The Big Why and the Little Why/Piece of the Pie	Homework 3	Hourglass Worksheet Sections 1 and 2	20	20	Sep 11
Sep 13	Strategic Writing: Devil's in the Details (Approach and SMART Objectives)	Homework 4	Hourglass Worksheet Section 3	20	20	Sep 18
Sep 20	Strategic Writing: Moving the Needle (Outcomes and Impact)	Homework 5	Hourglass Worksheet Section 4	20	20	Sep 25
Sep 27	Review Session: Hourglass Worksheet	Homework 6	Create Your Major Assignment Template	20	20	Oct 2
Oct 4	Chat GPT and Me	Homework 7	Chat GPT Product	20	20	Oct 9
Oct 11	Writer's Room: The Big Why and the Little Why/Piece of the Pie	Homework 8	Evidence and Supporting Data	20	20	Oct 16
Oct 18	Writer's Room: Approach and SMART Objectives			20	0	
Oct 25	Writer's Room: Moving the Needle (Outcomes and Impact)			20	0	
Nov 1	Review Session: Gallery walk of our work so far			20	0	
Nov 8	Writer's Room: Executive Summary	Major Assignment 1	Prompt-Engineered Executive Summary	20	200	Nov 13
Nov 15	Writer's Room: Working on the product			20	0	
Nov 22	Cancelled			0	0	
Nov 29	Party and Showcase	Major Assignment 2	Final Product due	20	400	Nov 29
			TOTALS	260	740	
			TOTAL POINTS AVAILABLE	1000		

12. Course Policies

Late Work Policy

Requests for extensions due to extenuating circumstances (documented computer or medical problems, for example) will be considered but in general work received after the deadline will not be graded (i.e., will receive a score of zero).

Grades of "Incomplete"

Should you encounter a significant medical or personal event that prohibits you from completing the course requirements within the time that is allocated for this course, an incomplete grade can be given. Issuance is not automatic, and is at the discretion of the faculty member. An incomplete grade may be assigned to a student who has successfully completed with at least a passing grade the majority of the work of the course, and who has an unavoidable and compelling reason why the remainder of the work cannot be completed on schedule.

Writing Policy

Guidance on written assignment formatting and citation style will be provided in class.

Instructor and Student Communication

Questions for this course can be emailed to the instructor at hturner@chaminade.edu. Online, in-person and phone conferences can be arranged. Response time will take place up to 24 hours.

Cell phones, tablets, and laptops

Out of consideration for your classmates, please set your cell phone to silent mode during class. Students are encouraged to bring laptops or tablets to class as the instructor will assign online activities and readings that will require the use of a laptop or tablet. Laptops and tablets should not be misused, such as checking distracting websites. Use your best judgment and respect your classmates and instructor.

Disability Access

If you need individual accommodations to meet course outcomes because of a documented disability, please speak with me to discuss your needs as soon as possible so that we can ensure your full participation in class and fair assessment of your work. Students with special needs who meet criteria for the Americans with Disabilities Act (ADA) provisions must provide written documentation of the need for accommodations from Kōkua 'Ike: Center for Student Learning by the end of week three of the class, in order for instructors to plan accordingly. If a student would like to determine if they meet the criteria for accommodations, they should contact the Kōkua 'Ike Coordinator at (808) 739-8305 for further information (ada@chaminade.edu).

Title IX Compliance

Chaminade University of Honolulu recognizes the inherent dignity of all individuals and promotes respect for all people. Sexual misconduct, physical and/or psychological abuse will NOT be tolerated at CUH. If you have been the victim of sexual misconduct, physical and/or psychological abuse, we encourage you to report this matter promptly. As a faculty member, I am interested in promoting a safe and healthy environment, and should I learn of any sexual misconduct, physical and/or psychological abuse, I must report the matter to the Title IX Coordinator. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting Campus Ministry, the Dean of Students Office, the Counseling Center, or the Office for Compliance and Personnel Services.

Attendance Policy

Students are expected to attend regularly all courses for which they are registered. Student should notify their instructors when illness or other extenuating circumstances prevents them from attending class and make arrangements to complete missed assignments. Notification may be done by emailing the instructor's Chaminade email address, calling the instructor's campus extension, or by leaving a message with the instructor's division office. It is the instructor's prerogative to modify deadlines of course requirements accordingly. Any student who stops attending a course without officially withdrawing may receive a failing grade.

Unexcused absences equivalent to more than a week of classes may lead to a grade reduction for the course. Any unexcused absence of two consecutive weeks or more may result in being withdrawn from the course by

the instructor, although the instructor is not required to withdraw students in that scenario. Repeated absences put students at risk of failing grades.

Students with disabilities who have obtained accommodations from the Chaminade University of Honolulu ADA Coordinator may be considered for an exception when the accommodation does not materially alter the attainment of the learning outcomes.

Federal regulations require continued attendance for continuing payment of financial aid. When illness or personal reasons necessitate continued absence, the student should communicate first with the instructor to review the options. Anyone who stops attending a course without official withdrawal may receive a failing grade or be withdrawn by the instructor at the instructor's discretion.

Student Conduct Policy

Campus life is a unique situation requiring the full cooperation of each individual. For many, Chaminade is not only a school, but a home and a place of work as well. That makes it a community environment in which the actions of one students may directly affect other students. Therefore, each person must exercise a high degree of responsibility. Any community must have standards of conduct and rules by which it operates. At Chaminade, these standards are outlined so as to reflect both the Catholic, Marianist values of the institution and to honor and respect students as responsible adults. All alleged violations of the community standards are handled through an established student conduct process, outlined in the Student Handbook, and operated within the guidelines set to honor both students' rights and campus values.

Students should conduct themselves in a manner that reflects the ideals of the University. This includes knowing and respecting the intent of rules, regulations, and/or policies presented in the Student Handbook, and realizing that students are subject to the University's jurisdiction from the time of their admission until their enrollment has been formally terminated. Please refer to the Student Handbook for more details. A copy of the Student Handbook is available on the Chaminade website under Student Life.

For further information, [please refer to the Chaminade Catalogue](#).

Credit Hour Policy

The unit of semester credit is defined as university-level credit that is awarded for the completion of coursework. One credit hour reflects the amount of work represented in the intended learning outcomes and verified by evidence of student achievement for those learning outcomes. Each credit hour earned at Chaminade University should result in a minimum of 45 hours of engagement, regardless of varying credits, duration, modality, or degree level. This equates to one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester. Terms that have alternative lengths, such as 10 week terms, should have an equivalent amount of faculty instruction and out-of-class student work to meet each credit hour. Direct instructor engagement and out-of-class work result in total student engagement time of 45 hours for one credit. The number of engagement hours may be higher, as needed to meet specific learning outcomes.

Specific Credit Situations

The minimum 45 hours of engagement per credit hour can be satisfied in fully online, internship, or other specialized courses through several means, including (a) regular online instruction or interaction with the faculty member and fellow students and (b) academic engagement through extensive reading, research, online discussion, online quizzes or exams; instruction, collaborative group work, internships, laboratory work, practica, studio work, and preparation of papers, presentations, or other forms of assessment. This policy is in accordance with federal regulations and regional accrediting agencies.

This is a one-credit hour course requiring 45 clock hours of student engagement, per the official CUH Credit Hour Policy. Students enrolled in this course are anticipated to spend 10.83 hours in class, 1 hour each for 8

homework assignments (8 hours total), 6 hours on the Executive Summary Major Assignment, and 20.17 hours researching and writing the Final Product Major Assignment.

The instructor may modify elements of this syllabus according to the operational needs of the class.

13. Easter Egg.

if you read this far text me on 808 778 8920 with the message 'LASTNAME BI300 excited to start!' And I'll send you a Starbucks gift!