



Instructor: Dr. Mark Abbott
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Office Hours: *Fri 10-12 pm and by appt.*

1. Objective: The Scientific Writing and Communication course is required for all new MS and PhD students in Geology and Environmental Science. It is designed improve communication skills, grant writing, and to introduce students to the professors and science carried out in the department. Each student will develop a research proposal based on their interests that will be graded by both their advisor and myself.

2. Text: Read papers assigned weekly.

3. Lecture Times: Wed and Fri 9:00-9:50 pm in Thaw B-9. Attendance is expected at all scheduled class meetings. All absences must be cleared with the instructor.

4. Grading: Weekly homework and/or in class assignments (20%), research proposal and presentation (75%), and class participation and attendance (5%).

5. Web Site: The course web site is located at:
<http://www.pitt.edu/~mabbott1/climate/mark/Teaching/teaching.html>

6. Disability Resources: If you have a disability for which you are or may be requesting an accommodation, you are encouraged to contact both your instructor and the Office of Disability Resources and Services, 216 William Pitt Union, 412-648-7890/412-383-7355 (TTY), as early as possible in the term. Disability Resources and Services will verify your disability and determine reasonable accommodations for this course.

7. Academic Integrity: Academic Integrity Policy on cheating/plagiarism must be in the syllabus. [Academic Integrity Policy: Cheating/plagiarism will not be tolerated. Students suspected of violating the University of Pittsburgh Policy on Academic Integrity, noted below, will be required to participate in the outlined procedural process as initiated by the instructor. A minimum sanction of a zero score for the quiz, exam or paper will be imposed.]

8. E-mail Communication Policy: Each student is issued a University e-mail address (username@pitt.edu) upon admittance. This e-mail address may be used by the University for official communication with students. Students are expected to read e-mail sent to this account on a regular basis. Failure to read and react to University communications in a timely manner does not absolve the student from knowing and complying with the content of the communications. The University provides an e-mail forwarding service that allows students to read their e-mail via other service providers (e.g., Hotmail, AOL, Yahoo). Students that choose to forward their e-mail from their pitt.edu address to another address do so at their own risk. If e-

mail is lost as a result of forwarding, it does not absolve the student from responding to official communications sent to their University e-mail address. To forward e-mail sent to your University account, go to <http://accounts.pitt.edu>, log into your account, click on **Edit Forwarding Addresses**, and follow the instructions on the page. Be sure to log out of your account when you have finished. (For the full E-mail Communication Policy, go to www.bc.pitt.edu/policies/policy/09/09-10-01.html.)

Schedule of Assignments for Research Proposal

1. **Friday Sept 23 working title and one paragraph summary due.**
2. **Friday Sept 30 References due (5%).**
3. **Friday Sept 7 Hypotheses due (5%).**
4. **Friday Oct 14 Outline due (5%).**
5. **Friday Oct 28 peer-review draft due (20%).**
6. **Friday Nov 4 reviews of peer-review drafts due (5%).**
7. **Friday Nov 18 final draft due (25%).**
8. **Wed Dec 7 and Fri Dec 9 oral presentations (10%).**

9. **Course Schedule:** Subject to change.

<u>Wed</u>	<u>Fri</u>	<u>Instructor</u>	<u>Weekly Topic/Theme</u>
7-Sep	9-Sep	Abbott	Introduction and proposal assignment.
14-Sep	16-Sep	Jones	Designing research questions.
21-Sep	23-Sep	McQuarrie	Hypothesis writing. Friday working title and one paragraph summary due.
28-Sep	30-Sep	Werne	How to write an outline. Friday references due
5-Oct	7-Oct	Bain	Elevator Talk. Friday hypotheses due.
12-Oct	14-Oct	Collins	Friday outline due.
19-Oct	21-Oct	Elliott	How to provide constructive criticism.
26-Oct	28-Oct	Abbott	Discussion on research proposal. Friday peer-review draft due.
2-Nov	4-Nov	Capo	How to use figures and tables effectively. Friday reviews of peer-review drafts due
9-Nov	11-Nov	Harbert	Tips for effective web pages.
16-Nov	18-Nov	Stewart	Tips for effective oral presentations. Friday final draft due.
23-Nov	25-Nov	No Class this week	Thanksgiving
30-Nov	2-Dec	Ramsey	Tips for effective oral presentations.
7-Dec	9-Dec	Abbott	Wed and Friday Presentation of Research Proposals.