



COMM 193/ALES 204

INTRODUCTION TO SCIENTIFIC AND TECHNICAL COMMUNICATION

In Winter 2018, COMM 193, *Introduction to Scientific and Technical Communication*, is being offered at Yukon College concurrent with the University of Alberta's ALES 204, *Communication Theory and Practice*, as part of the B.Sc. in Northern Environmental and Conservation Sciences Program. All students registered in COMM 193 or ALES 204 must adhere to the requirements outlined in this course syllabus. Yukon College students must be aware of, and adhere to, Yukon College's Academic Regulations, referenced in the outline; University of Alberta students must also be aware of, and adhere to, the University's Code of Student Behaviour, also referenced in the outline.

INSTRUCTOR:	DR. KATHRYN AITKEN Instructor, School of Science, Yukon College Adjunct Professor, Dept. of Renewable Resources, University of Alberta
OFFICE HOURS:	Mondays and Wednesdays, 10:30 am - 12:00 pm (or by appointment)
OFFICE LOCATION:	A2509
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CLASS DAYS & TIMES:

Lecture	Both sections	Mondays, 9:00-10:30 am	A2402
Computer Lab	Section 001	Tuesdays 2:30-4:00 pm	A2702
	Section 002	Thursdays, 2:30-4:00pm	A2408

COURSE DESCRIPTION

This course covers the principles of scientific and technical communication. Students will learn how to read and write a scientific paper; how to conduct literature searches; how to prepare a scientific talk; how to prepare a research poster; and other applications of various styles of professional reporting in natural resource conservation and management. In addition, the ethical issues related to scientific communication and scientific integrity will be discussed.

STUDENT LEARNING OUTCOMES AND COMPETENCIES:

Upon successful completion of this course, students will be able to:

1. Use appropriate scientific style to write papers, technical reports, research posters, briefing notes, proposals, and other forms of professional communication in natural resource conservation and management;
2. Communicate scientific research and concepts to audiences ranging from experts to the general public;
3. Understand the concept of peer-reviewed scientific literature, obtain journal articles using electronic databases, and compile a literature review.

COURSE FORMAT (3-0-0):

Depending on the material to be covered, the course consists of either one 1.5-hour lecture and one 1.5-hour

computer lab per week, or two 1.5-hour lectures per week.

Audio or video recording of lectures, labs, seminars or any other teaching environment by students is allowed only with the prior written consent of the instructor or as part of an approved accommodation plan. Recorded material is to be used solely for personal study, and is not to be used or distributed for any other purpose without prior written consent from the instructor.

COURSE PREREQUISITES:

For students taking the course as COMM 193: Successful completion of YC ENGL 100 or equivalent is strongly recommended.

For students taking the course as ALES 204: Registration in Yukon College/University of Alberta B.Sc. in Environmental and Conservation Sciences degree program, and permission of an ENCS Program Advisor. Successful completion of YC ENGL 100 or equivalent is strongly recommended.

REQUIRED TEXTBOOKS/MATERIALS:

No textbooks required. Material will be distributed via the COMM 193/ALES 201 class site on Yukon College's Moodle system.

All students should have a valid Yukon College library account and/or University of Alberta library account. Yukon College library accounts are provided free to full-time and part-time students; YC students should present their YC student ID at the library to register for YC library privileges. U of Alberta library accounts are provided free to full-time and part-time students in the B.Sc. ENCS program. For more information on obtaining a U of Alberta library account and accessing resources off-campus, please visit <http://www.library.ualberta.ca/>.

All students must have a valid Yukon College student computing account. Students should ensure that they have activated their computer lab account AND Moodle account prior to the start of classes. For more information, visit: http://www.yukoncollege.yk.ca/student_info/pages/computing_services.

Optional books (these are great resources but are not required):

McMillan VE. 2017. Writing papers in the biological sciences, 6th ed. MacMillan Learning. ISBN-13: 978-1-319-04713-9. Available for download as an e-book from:

<https://www.vitalsource.com/products/writing-papers-in-the-biological-sciences-victoria-e-mcmillan-v9781319047146>

Pechenik JA. 2016. A short guide to writing about biology, 9th ed. Pearson Higher Education. ISBN-13: 9780321984258. Available for download as an e-book from:

<https://www.vitalsource.com/products/a-short-guide-to-writing-about-biology-jan-a-pechenik-v9780133970159>

COURSE WEBSITE:

PowerPoint presentations, computer lab exercises, homework assignments, and other resources will be available on the COMM 193/ALES 204 class site on Moodle (via yukoncollege.me on the YC home page).

YUKON COLLEGE ACADEMIC STANDARDS AND REGULATIONS

Yukon College students are expected to be familiar with academic standards and regulations as outlined in Yukon College's Academic Regulations, at https://www.yukoncollege.yk.ca/sites/default/files/inline-files/Acad_Regs_FINAL_March_2017_0_1.pdf

Plagiarism

Plagiarism is a serious academic offence. Plagiarism occurs when students present the words of someone else as their own. Plagiarism can be the deliberate use of a whole piece of another person's writing, but more frequently it

occurs when students fail to acknowledge and document sources from which they have taken material. Whenever the words, research or ideas of others are directly quoted or paraphrased, they must be documented according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Resubmitting a paper which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

FOR STUDENTS TAKING THE COURSE AS ALES 204: UNIVERSITY OF ALBERTA ACADEMIC INTEGRITY AND CODE OF STUDENT BEHAVIOUR

Academic Integrity

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and to uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour (online at www.governance.ualberta.ca) and avoid any behaviour which could potentially result in suspicions of cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the University.

Code of Student Behaviour

All students at the University of Alberta are subject to the Code of Student Behaviour, as outlined at:

<http://www.governance.ualberta.ca/en/CodesofConductandResidenceCommunityStandards/CodeofStudentBehaviour.r.aspx>. Please familiarize yourself with it and ensure that you do not participate in any inappropriate behavior as defined by the Code. Key components of the code include the following statements.

30.3.2(1) No Student shall submit the words, ideas, images or data of another person as the Student's own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course or program of study.

30.3.2(2) c. No Student shall represent another's substantial editorial or compositional assistance on an assignment as the Student's own work.

PROFESSIONALISM AND CLASSROOM RULES OF ENGAGEMENT

Students are expected to attend all lectures and labs, be engaged and courteous in all course activities, and to be on time for class. Please do not use cellular phones during class. Laptops are permitted for note taking and in-class work; however, please do not use laptops in class for non-class-related activities. While in computer labs, students are expected to refrain from using the computers to engage in non-class-related activities (e.g. Facebook, etc.).

COURSE REQUIREMENTS/EVALUATION:

Assignments

Students will complete a variety of in-class exercises and out-of-class assignments designed to synthesize key course concepts. The assignments and writing exercises will focus on practicing and refining skills discussed during lectures. Examples of some assignments include:

- 1) An annotated bibliography on a topic in ecology, geology, environmental sciences, natural resources conservation and management, or mineral resources;
- 2) An introduction to a review paper on the topic selected for the bibliography;
- 3) A 12-minute conference-style PowerPoint presentation (PowerPoint files will be submitted for evaluation, rather than presented orally); and
- 4) A research poster.

Most exercises may be completed during computer lab time; however, the annotated bibliography, introduction to a review paper, and research poster will be completed outside of class time.

Students must adhere to the citation style used by the Council of Science Editors in all written assignments (http://www.yukoncollege.yk.ca/library/pages/cite_your_sources).

Assignments and exercises must be submitted (unless otherwise specified) electronically via the class site on Moodle.

Exams

There will be one exam worth 30% of the total course grade. The exam will be held during the Yukon College exam period in April. Details of exam content will be discussed in class prior to the exam date.

Students taking the course as ALES 204 must ensure that they are familiar with the University of Alberta's Academic Regulations governing missed and deferred final exams (<http://www.registrar.ualberta.ca/calendar/Regulations-and-Information/Academic-Regulation/23.5.html#23.5>).

Evaluation

The course grade will be determined as follows:

Assignment	Percent
In-class assignments/exercises	40%
Annotated bibliography	10%
Review paper introduction	10%
Research poster	10%
Final exam (date TBD; during YC exam period)	30%
Total	100%

Due dates

In-class exercises are due at the end of the computer lab period. Late in-class exercises will lose 5% of their mark per day that they are late, and WILL NOT be accepted after the next lab period (i.e., one week after they were due).

Out-of-class assignments are due (unless otherwise specified) by 11:59 pm PST on the date that they are due. Late assignments will lose 5% of their mark per day that they are late.

Please refer to the course schedule (to be distributed at the start of term) for specific due dates.

Assignment of grades

The total numerical score will be converted to a grade on Yukon College's letter grading system (for students enrolled in COMM 193), or on University of Alberta's letter grading system (for students enrolled in ALES 204).

YUKON FIRST NATIONS CORE COMPETENCY:

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see <https://www.yukoncollege.yk.ca/yukon-first-nations-core-competency>.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, she/he should contact the Learning Assistance Centre (LAC) at (867) 668-8785 or

lassist@yukoncollege.yk.ca.

YUKON COLLEGE LORENE ROBERTSON WRITING CENTRE

All students are encouraged to make the Writing Centre a regular part of the writing process for coursework. The Writing Centre offers half-hour writing coaching sessions to students of all writing abilities. Coaching sessions are available in person and through distance technologies (e.g., email plus Skype or phone). For further information or to book an appointment, visit the Centre's website: <https://www.yukoncollege.yk.ca/student-life/learning-matters/academic-support-centre> or email writingcentre@yukoncollege.yk.ca.

EQUIVALENCY/TRANSFERABILITY:

Yukon College COMM 193 (3) transfers as:

UNBC NRES 100(3)

For current information on course transferability see <http://www.bctransferguide.ca>

Successful completion of COMM 193 fills the requirement for ALES 204 in the B.Sc. ENCS Program, Northern Systems Major.

TOPIC OUTLINE:

- What is scientific literature?
- Citing your sources
- Components of a scientific paper
- Style of scientific writing
- Paragraphs and sentences
- Word choice, punctuation, etc.
- Graphs and tables
- Writing the introduction, methods, results, and discussion of a scientific paper
- Research presentations
- Research posters