AEE 3033: Writing for Agricultural and Natural Resources
Fall - 2005
Monday • Wednesday • Friday
2nd Period, 8:30-9:15
CSE E121

INSTRUCTOR:
Emily Rhoades
Ag. Education & Communication Department
310 Rolfs Hall
Phone: 352-392-0502, ext. 223
E-mail: ebbisdorf@ifas.ufl.edu
Office Hours: M W 9:30-12
or by appointment

COURSE DESCRIPTION:
This course will focus on the essentials of writing for scientific and business applications. The goal of this course is to broaden the students' experience and ability level to prepare them for work on a professional level. The course will focus on practical situations like the writing process, business correspondence, audience analysis, persuasive writing, peer review process, drafting and revising, primary and secondary research, and composing effective visuals.

TEACHING ASSISTANTS:
Ann DeLay
310 Rolfs Hall
Phone: 352-392-0502, ext. 223
E-mail: delaya@ufl.edu
Office Hours: M W 9:30-11:30
Or by appointment

Marshall Baker
408 Rolfs Hall
Phone: 352-392-0502, ext. 244
E-mail: Mabaker@ifas.ufl.edu
Office Hours: M F 9:30-11:30
Or by appointment

Courtney Meyers
310 Rolfs Hall
Phone: 352-392-0502, ext. 223
E-mail: cameyers@ifas.ufl.edu
Office Hours: T 10:30-noon, 1:30-2:30
R 10:30-noon
Or by Appointment

COURSE OBJECTIVES:
This course will concentrate on using basic knowledge gained previously as a foundation for expanding experience, strengthening and refining skills, raising the level of professional performance, and instilling greater confidence in technical writing skills. After this course, students should be able to:

• Have a greater confidence in their writing skills and ability.
• Evaluate technical, business, and scientific writing materials.
• Apply appropriate principles and methods of writing in their particular field of study.
• Develop technical, business, and scientific writing materials.
• Appreciate the need for technical writing skills in their everyday responsibilities.

WEBCT ACCESS:
WebCT will be used extensively in this class to post announcements, course materials, assignment descriptions, grades, and other resources. You are required and expected to check WebCT regularly (at least once per week). The web address is http://www.webct.ufl.edu. Logon with your gatorlink username and password. All course ppt slides will be posted; however, they will only be outlines that can be filled in during class.

**REQUIRED MATERIALS:** (available at UF bookstore)


Course Pack- Can be found at *University Copy & More on West University Ave.* (372-7436)

**Course Readings:** Posted on the course calendar on WebCT, readings are assigned which correspond with what we are doing in class. Questions from these readings will be on the midterm and final exam. Additionally, there may be occasional pop quizzes on the readings given in class. The points earned on the pop quizzes will be counted as participation points. These pop quizzes will usually be given at the beginning of class. Any students who are late will not be able to take the quiz.

**ASSIGNMENTS:**

- In-class Participation 50 points
- Workdays 200 points
- Resume/Application Packet 100 points
- Mock Job Interview 25 points
- Research Guide 75 points
- Research Questionnaire 50 points
- Research Proposal 150 points
- Research Report 150 points
- Midterm Exam 100 points
- Final Exam 100 points
- TOTAL 1000 points

**CLASS FORMAT:**

This class will follow a normal lecture/workday format. There will be days selected for class lecture and days selected for workdays (see course calendar for specific dates). The scheduled workdays will be professional job days in which students will participate in exercises that apply the concepts presented in lecture. These days are mandatory and will account for 20% of the students’ grade. Students will be allowed to drop the lowest workday grade at the end of the semester. Workdays can not be made up.

**EXAMS:**

The midterm exam will be based on material covered up until the exam. This will test your knowledge of concepts covered in class as well in assigned readings. The final exam will not be cumulative. If for some reason you must miss an exam you must meet with me no later than 2
weeks before the test to work out an alternative date. Only family emergencies and doctor’s excuses will be accepted for missing a test date.

**GRADING:**

- A = 900 to 1000 points
- B+ = 870 to 899 points
- B = 800 to 869 points
- C+ = 770 to 799 points
- C = 700 to 769 points
- D+ = 670 to 699 points
- D = 600 to 669 points
- E = Below 600 points

**TA grading discretion** = teaching assistants for AEE 3033 grade all of the out-of-class assignments. Grading rubrics are used for consistency; however, each TA has final discretion over the grade given for each assignment.

**Assignment re-grade policy** = students will be allowed to re-do assignments if they have received a 75% or lower on an assignment and the original assignment was not turned in late. Students must meet with their TA within **two weeks** of receiving the graded assignment in order to receive any additional points. The points awarded after the re-grade are under the discretion of the TA; however, you can only make up half of the original points missed.

**I** (incomplete) = I’s will only be granted in the case of documented, long-term, serious illness. Students requesting an I must bring their situation to the instructor’s attention as soon as possible. I’s must be completed within one semester. If you are making up an I, you must schedule a meeting with the instructor during the first two weeks of class.

**SUBMITTING ASSIGNMENTS:**

During the 2nd week of class, you will be assigned a number. This number will be posted in WebCT and must appear on the cover sheet for all assignments. Assignments will be returned to your folder in 215 Rolfs Hall by this identification number. If you have any questions about your grade on assignments, you must speak with your TA in person. Any grade discrepancies must be addressed within two weeks of an assignment being returned.

**LATE ASSIGNMENT POLICY:**

If an assignment is turned in late, after the specified time, a 10% deduction will be assessed per day, up to four days. After four days from the assigned due date, the assignment will not be accepted.

**ATTENDANCE:**

Students are required to attend class and to be in class on time. Please do not enter the classroom if you are more than 15 minutes late. Only documented doctor’s excuses or UF-approved activities will be excused. These attendance guidelines are extremely important for scheduled workdays. Students who are late for in-class assignments will have points deducted from the assignment. **Workday assignments and in-class participation cannot be made up.**
CELL PHONES, PAGERS, LAPTOPS AND PDAs:
Students are asked to turn off their cellular phones and other electronic devices before entering the classroom. Laptops may be used in note taking, but TAs will be making sure that you are only using it for that purpose.

ACADEMIC DISHONESTY:
As a result of completing the registration form at the University of Florida, every student has signed the following statement: “I understand that the University of Florida expects its students to be honest in all of their academic endeavors and understand that my failure to comply with this commitment may result in disciplinary action to and including expulsion from the University.”

UF COUNSELING SERVICES:
Resources are available on campus for students having personal problems or lacking clear career and academic goals that interfere with their academic performance. These resources include:
1. University Counseling Center, 301 Peabody Hall, 392-1575, personal and career counseling;
2. Student Mental Health, Student Health Care Center, 392-1171, personal counseling;
3. Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161, sexual assault counseling; and
4. Career Resource Center, Reitz Union, 392-1601, career development assistance and counseling.

SOFTWARE USE:
All faculty, staff, and students of the University of Florida 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 rules and policies, disciplinary action will be taken as appropriate.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES:
Students requesting classroom accommodation must first register with the dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.
* This is a tentative syllabus; modifications may be made by the instructor and will be announced in class.
# AEE 3033 Schedule – Fall 2005

## Module 1 - Business Writing

<table>
<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>1</td>
<td>August 22</td>
<td>August 24</td>
<td>August 26</td>
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<tr>
<td></td>
<td>Welcome to AEE 3033 Course Introduction</td>
<td>Technical Communication Read Chapter 1 in Lannon</td>
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<td>2</td>
<td>August 29</td>
<td>August 31</td>
<td>September 2</td>
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<td>Audience Analysis Audience Analysis Workday Turn in your Bio Sheet Read Chapter 3 in Lannon</td>
<td>Resume and Cover Letter Design Read Chapter 18 in Lannon</td>
<td>Job Search and Interview Techniques</td>
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<td>3</td>
<td>September 5</td>
<td>September 7</td>
<td>September 9</td>
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<tr>
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<td>No Class Labor Day</td>
<td>No class SCHEDULE YOUR MOCK INTERVIEW DAY</td>
<td>Job Search Q&amp;A Session</td>
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<td>4</td>
<td>September 12</td>
<td>September 14</td>
<td>September 16</td>
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<td></td>
<td>Business Correspondence: Writing Letters Read Chapter 17 in Lannon</td>
<td>Business Correspondence: Memos &amp; Emails Read Chapter 17 in Lannon</td>
<td>Business Correspondence Workday</td>
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<tr>
<td>5</td>
<td>September 19</td>
<td>September 21</td>
<td>September 23</td>
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<tr>
<td></td>
<td>Resume Peer Review Workday</td>
<td>Business Ethics Application Packets Due Read Chapter 5 in Lannon</td>
<td>Web Communication Out of Class Workday Read Chapter 19 in Lannon</td>
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<tr>
<td>6</td>
<td>September 26</td>
<td>September 28</td>
<td>September 30</td>
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<tr>
<td></td>
<td>Communication Styles Read Chapter 5 in Lannon</td>
<td>Communication Theory</td>
<td>Grammar 101 Workday All Interviews must be completed Skim Appendix C in Lannon</td>
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<td>7</td>
<td>October 3</td>
<td>October 5</td>
<td>October 7</td>
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<td></td>
<td>Module 1 Exam Review</td>
<td>Module 1 Exam</td>
<td>No Class Homecoming</td>
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## Module 2 - Research

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<thead>
<tr>
<th>Week</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>8</td>
<td>October 10</td>
<td>October 12</td>
<td>October 14</td>
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<tr>
<td></td>
<td>Introduction to Secondary Research Read Chapters 7-8 in Lannon</td>
<td>Choosing Topics/Research Plan</td>
<td>APA Style Workday</td>
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<td>9</td>
<td>October 17</td>
<td>October 19</td>
<td>October 21</td>
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<tr>
<td></td>
<td>Evaluating and Interpreting Information Read Chapter 10 and Appendix A in Lannon</td>
<td>How do I find Sources online?</td>
<td>Summarizing Information Research Guides Due</td>
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<tr>
<td>10</td>
<td>October 24</td>
<td>October 26</td>
<td>October 28</td>
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<tr>
<td></td>
<td>Introduction to Primary Research Read Chapter 9 in Lannon</td>
<td>Writing Proposals Read Chapter 23 in Lannon</td>
<td>Questionnaire Design</td>
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<td>11</td>
<td>October 31</td>
<td>November 2</td>
<td>November 4</td>
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<td></td>
<td>Questionnaire Peer Review</td>
<td>Informative Interviews Questionnaires Due</td>
<td>In-Depth Interview Workday</td>
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<td>Date</td>
<td>Event</td>
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<td>November 7</td>
<td>Proposal Peer Review Workday</td>
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<td>November 9</td>
<td>Types of Reports&lt;br&gt;<strong>Proposals Due</strong>&lt;br&gt;Read Chapter 24 in Lannon</td>
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<tr>
<td>November 11</td>
<td>No Class&lt;br&gt;Veterans Day</td>
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<tr>
<td>November 14</td>
<td>Questionnaire Workday (Mandatory attendance)</td>
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<td>November 16</td>
<td>Usability and Readability&lt;br&gt;Read Chapter 15-16 in Lannon</td>
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<tr>
<td>November 18</td>
<td>Progress Report Workday (All Questionnaires filed by 4pm)</td>
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<td>November 21</td>
<td>Analyzing Data</td>
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<td>November 23</td>
<td>Drafting Visual Elements&lt;br&gt;&lt;proposal back&gt;</td>
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<tr>
<td>November 25</td>
<td>No Class&lt;br&gt;Thanksgiving Holiday</td>
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<td>November 28</td>
<td>Collaborative Writing&lt;br&gt;Read Chapter 6 in Lannon</td>
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<tr>
<td>November 30</td>
<td>Collaboration/Teamwork Workday</td>
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<tr>
<td>December 2</td>
<td>Research Report Peer Review Workday&lt;br&gt;Course Evaluations</td>
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<tr>
<td>December 5</td>
<td>Module 2 Exam Review&lt;br&gt;<strong>Research Reports Due</strong></td>
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<tr>
<td>December 7</td>
<td>Module 2 Exam</td>
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<td>December 9</td>
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17 Have a safe and fun Christmas break.