English 207: Health Science Writing  
University of Wisconsin-Milwaukee  
Summer 2019 Semester (Online)

Contact Information for Instructor  
Sonia Khatchadourian, Senior Lecturer  
Office Location: Curtin Hall, Room 566  
Email: soniak@uwm.edu  
Office Hours: By appointment

Required Texts  

Additional Required Materials  
Additional readings will be available on our Canvas course site.

Course Prerequisites  
The prerequisite is completion of the English Proficiency Requirement. To fulfill the English Proficiency Requirement, you need to have earned a grade of ‘C’ or better in English 102 (or equivalent second-semester college Composition course) or a score of ‘4’ or higher on the English Placement Test. This course may not be taken credit/no credit.

Administrative Drop for Lack of Prerequisites  
English Department policies state that: “If you lack a course prerequisite, you may be dropped from-or be required to drop-a class. Drop the class as soon as you know you can’t remain in the class. It is your responsibility to drop classes for which you don’t meet published prerequisites or which you do not plan to attend.” The Department of Enrollment Services provides a handout on “Registration Policies” at: [http://www4.uwm.edu/DES/registration/policies/cfm](http://www4.uwm.edu/DES/registration/policies/cfm) (UWM Department of Enrollment Services).

This course is particularly appropriate for students in the College of Health Sciences, the College of Nursing, and the Professional Writing Program.

Course Goals/Learning Objectives  
The primary learning objectives of this course are the following:

- Address various purposes (to inform, to instruct, to persuade)  
- Adapt to various audiences (cultural considerations, level of technicality, tone)  
- Organize documents based on types of messages  
- Format professional documents  
- Construct sentences that are precise and concise  
- Use medical and other scientific databases effectively to conduct research  
- Analyze and evaluate sources  
- Incorporate research into documents  
- Document sources  
- Convey written data in a presentation
Types of Assignments
The types of assignments that students will be asked to write to achieve the learning objectives include: writing short professional documents, as well as a literature review and annotated bibliography, taking online quizzes based on required course readings, participating in online discussions, researching and writing a report based on a topic related to the Health Sciences, and preparing a recorded video presentation based on the report.

➢ Short Documents
• Adjustment Letter (based on a ‘case’/hypothetical scenario provided in the assignment instructions)
• Report Proposal (work plan for your research report)
• Literature Review and Annotated Bibliography (an overview/synthesis of the main points of the five best articles that you located from the Library’s Databases as they pertain to your research report topic and concise summaries of each source)
• Fact Sheet (based on library research and supplemental readings provided on D2L)

➢ Quizzes
The quizzes are multiple-choice and based on chapters from the Bonk text. You are permitted one attempt for each quiz and must take quizzes immediately after unlocking them on Canvas.

➢ Oral Presentations
This course “satisfies the General Education Requirement (GER) for Oral and Written Communication Part B” (UWM Schedule of Classes). You will be required to prepare a recorded video presentation to accompany a PowerPoint presentation based on your research report. You have the option of recording with a computer camera or phone and then uploading your presentation file and sharing your presentation file with me in OneDrive (a feature of our Office 365 software) for me to view your presentation; or, you can schedule an in-person recorded presentation on campus in Lubar S250 prior to the due date of your presentation if you are in the vicinity. If you are interested in recording your presentation in person, please contact me at soniak@uwm.edu so that I can reserve the room, based on its availability.

➢ Research Report
The research report will need to include front matter, use of articles from databases available through our Library Course Guide, correct in-text documentation ((both attributive tags and parenthetical citations), a correctly formatted bibliography in the APA, AMA, or MLA Style, at least two visuals (figures), such as charts, graphs, tables, or other illustrations, and correct pagination for both the front matter and the report itself.

Research Help Desk
You can receive research assistance from a librarian through the online “Ask a Librarian” feature in our Library Course Guide and the UWM Libraries website, in person at the Research Help Desk (first floor, west wing of the Library), or by telephone at: 414-229-4659.

Materials on Canvas Course Site
Assignment instructions and other important documents are located in our Canvas course site. Please familiarize yourself with the site and all documents at the beginning of the semester. You will be informed in the Announcements section if new material is added.
Help Desk
If you have any difficulties with accessing or using Canvas, or if you have any other technical difficulties related to work for this course, please contact the Help Desk by telephone at 414-229-4040, send an email message to: help@uwm.edu or meet in person with the Help Desk personnel at the Bolton Hall computer lab (second floor south).

Due Dates and Submission Requirements
Read all assigned material and complete all assignments prior to due dates. Submit completed assignments by their deadlines to the correct assignment area as Word documents. Submit your documents with file names that include your last name, first name, and the name of the assignment. Use an underscore to separate your own name and the name of the assignment.

Grades for late assignments will be lowered by one half of a letter grade for each day that they are submitted past the deadline. You are strongly encouraged to submit all assignments on time. Please do not send assignments via email. You are expected to promptly notify your instructor of missing assignments and explain when you will submit them. If a late submission is related to an emergency, written documentation should be provided. You must submit all assignments to pass the course.

Font Styles and Font Sizes
Assignments must be typed in an appropriate font style and size, such as Calibri in the 11-point font size, which is the default for Word. Your work should have a professional appearance.

Quality of Writing
Carefully edit and proofread assignments. As this is a challenging 200-level course that requires learning some advanced writing techniques, it is expected that students already know the basic elements of writing. You should be aware of the substantial time and effort required to complete this course successfully.

Writing Center
You are encouraged to use the services of the Writing Center to ensure that you submit work that is developed, organized, clear, and correct. You can have a tutoring session at any stage of your writing process, either online or in person if you are in the vicinity. You can visit the Writing Center’s website at: www.writingcenter.uwm.edu, call at: (414) 229-4339 or visit in person at: Curtin Hall, Room 127. Additional information is in our Canvas course site.

Protection of Work
Prepare back-up copies, including electronic and printed copies, for all assignments to protect yourself against the loss of work due to computer accidents and malfunctions. Avoid saving your work only on your personal computer’s hard drive.

Academic Honesty
When using the work of others, regardless of whether it is quoted or paraphrased, and regardless of the type of source (print, electronic, etc.), documentation must be provided within one’s own writing, as with the formal research report and other research-related assignments, by using in-text documentation (attributive tags and parenthetical citations) and a bibliography (References for APA Style, Works Cited for MLA Style).
Plagiarism is the use of someone else’s work as if it were one’s own. It may occur when students use sources without adequate documentation or if students put their names on another’s work as if it were their own. Plagiarism is not tolerated at this university. Students who engage in plagiarism are subject to UW System Chapter 14 and UWM Faculty Document 1686. Those sanctions include a failing grade for that assignment, a failing grade for the course, suspension, and expulsion from the university. English Department policies on Academic Dishonesty are on its website (www.uwm.edu/dept/English).

Grading Criteria
Grades for writing assignments are based on their fulfillment of assignment instructions and on their quality regarding content, organization, format and language (style, tone, grammar, and punctuation). Read all assignment instructions carefully, take notes when assignments are explained, and ask questions about assignments if needed. Grades for Participation and Discussion Activities are based on the quality of writing, as well as demonstration of thoughtfulness and substance.

Grading Scale for Assignments

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>A-</td>
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<tr>
<td>B+</td>
<td>B</td>
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<tr>
<td>B</td>
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<tr>
<td>C+</td>
<td>C</td>
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<td>C</td>
<td>C-</td>
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<tr>
<td>D+</td>
<td>D</td>
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<tr>
<td>D</td>
<td>D-</td>
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<tr>
<td>F</td>
<td>below 100%</td>
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Final Grade

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Report Proposal (Work Plan for Report)</td>
<td>10%</td>
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<tr>
<td>Literature Review and Annotated Bibliography</td>
<td>10%</td>
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<tr>
<td>Professional Letter</td>
<td>10%</td>
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<tr>
<td>Fact Sheet</td>
<td>10%</td>
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<tr>
<td>Participation and Discussion Activities</td>
<td>15%</td>
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<tr>
<td>Quizzes</td>
<td>10%</td>
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<tr>
<td>Research Report</td>
<td>25%</td>
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<tr>
<td>Presentation Based on Report</td>
<td>10%</td>
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Important Note: Please also read the Syllabus Addendum: Credit Hours and Syllabus Links, both of which are important documents provided by the university that are required to be part of the Course Syllabus. These documents are posted in our Canvas course site immediately below this document.

Abiding by Course Policies
Remaining in this course after you have received and read the course policies means that you understand the course policies and agree to abide by them for the duration of the course.

If you need assistance while enrolled at UWM, there are many services offered to help you. Previous sections in this Syllabus focused on assistance for researching, writing, and technology use. This section focuses on assistance for your psychological and physical well-being. The following offices have websites that you can explore to learn further about their resources.
Norris Health Center
The Norris Health Center provides medical services, mental health services, and health promotion. More information about the center’s services can be found on the center’s website at:

http://uwm.edu/norris/

You can also contact the Norris Health Center by email, telephone, or visit the center in person in the following ways:

In-Person, Telephone, and Email Contact
Location: 2025 E. Newport Avenue
Telephone (Appointments): (414) 229-4716
Telephone (Pharmacy): (414) 229-6643
Email: nhc-help@uwm.edu

Emergencies
For medical or mental health emergencies while the Norris Health Closed, the center advises that you should either call 911 or the UWM Police: (414) 229-9911 (9-911 campus phone). More information for 24-hour emergency services can be found at: http://uwm.edu/norris/health-services/emergencies/

Lesbian Gay Bisexual Transgender Resource Center
The Lesbian Gay Bisexual Transgender Resource Center has a variety of programs, services, resources, support, and ways of getting involved. More information about the center’s services can be found on the center’s website at:

http://uwm.edu/lgbtrc/

Website Contact
You can contact the LGBQT Resource Center directly through the “Contact Us” tab within the “About the Center” section of the website. You can also contact the center by email, telephone, or visit the center in person in the following ways:

In-Person, Telephone and Email Contact
Location: UWM Student Union, WG89
Telephone: (414) 229-4116
Email: peerout@uwm.edu

A UWM Main Resources document with additional contact information for services is also provided in Canvas.