SYLLABUS

Professor: Dr. Rainer Glaser
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First Lecture: Wednesday, Jan. 17, 2018, 11 am, Strickland 114
Prerequisite: CHEM 1330 or 1500H; CHEM 2100 or 2160H
Office Hours: Tu & Th, 11 am - noon, and by appointment
Course Web Site: http://faculty.missouri.edu/~glaserr/RG_T_SP18.html

Course Objectives: Methods for reading, locating and presenting chemical information; data management, presentation and analysis; scientific writing; scientific peer review; professional ethics.

THE NEUROBIOLOGY OF WRITING

Word Processing & IT Access: Writing assignments must be completed with MS Office Software and require other software available on Department of Chemistry computers and/or access to online resources available via Ellis Library. One of the DoCh Computer Rooms (Schlundt Hall 101, South-East) is reserved for CHEM 3700W on Fridays, 11 am - 1 pm throughout SP18. Most Friday meetings will take place in the Computer Room (see Schedule).
Course Materials


Assignments & Grading: There are no tests and no final. Assignments will be made weekly, usually on Wednesday, and the assignments need to be submitted in electronic form (for record keeping) and in printed form (for peer review) at the beginning of lecture, usually on the following Wednesday. One assignment involves an electronic submission of presentation slides together with an oral presentation. With the sequence of the last four assignments, you will experience the entire process of scientific publication and peer review: paper preparation & submission, peer review, revision & resubmission, and second peer review.

All activities usually will be pursued by pairs of students. A few triples are allowed, but too many triples are not desirable for several reasons. The biggest issue in collaborative group work always concerns the scheduling of group meetings, and that aspect is harder for triples. Another important issue concerns the balancing of contributions to the project, and pairs are much preferable in that regard as well. If you want to work in a triple, you should ask yourself whether you and your group members can manage group meetings on a regular basis and you need to be highly proactive to ensure that everybody contributes a fair share. We aim to have groups in place by the time A01a will be assigned.

The group formation process affects the presentation schedule for A06. At present, we are planning for 15 presentations for 32 students (i.e., 13 pairs & 2 triples). We can add slots on the third day of the A06 presentations (we have CCL reserved in the 12-1 hour) and, hence, we
could manage to have more pairs and no triples at all. We might also be able to add extra slots on the first two presentation days (if room schedules allow).

The collaboration applies to working the assignments as well as the peer review of assignments (except for the peer review of the oral presentations). There will be one joint submission by each group and all group members receive the same score for the assignment. All assignments will be evaluated by anonymous peer review in various forms.

Guided by the instructor, the peer review process in CHEM 3700W will be implemented by a small team of about 2-3 peer learning assistants. PLAs will be recruited from the enrolled students and can earn honors credit (learning-by-contract).

The peer review of an assignment results in a peer review score of up to a maximum of 20 points. Various modes of revision will be required depending on the peer review score of your original submission (PRS).

If \( PRS \geq 19 \): Your submission of assignment \( A\% \) is accepted as is; no revision needed. :)

If \( 19 > PRS \geq 15 \): This will happen most usually. Read the peer review comments carefully, revise considering the reviewer comments, and submit the revision in electronic form by midnight of the day you received the peer review to the instructor and the GTA. Make your changes with TRACKING ON. The instructor and/or the GTA will look over the revision and you will have completed the assignment once we have a satisfactory revision on file (and no more peer review will be performed).

If \( PRS < 15 \): This should happen rarely. Read the comments carefully, revise considering the reviewer comments, and submit the revision in electronic form before midnight at the end of the day of the next class meeting (i.e., usually Monday of the following week). Make your changes with TRACKING ON and, in addition, write in your email to the instructor what changes were made and explain how these changes address the comments by the peer reviewers. The instructor will look over the revision carefully and you will have completed the assignment once we have a satisfactory revision on file.

You will be provided periodically with class performance measures (i.e., average, standard deviation, minimum and maximum scores) to assess your relative performance. Letter grades will be assigned at the end of the course as follows. If you complete all assignments (that is, all assignments have been accepted), depending on the average original peer review score \( PRS \), you will earn a grade of “A” if \( PRS \geq 19 \), “A-” if \( PRS \geq 18 \), “B+” if \( PRS \geq 17 \), “B” if \( PRS \geq 16 \), “B-” if \( PRS \geq 15 \), and so on. You can improve your assignments in the revision process, but the preparation of high quality original submissions matters for your scores.

CHEM 3700W students can improve their grades by provision of exemplary work (which will be posted as sample with your approval, nine opportunities: A01a, A01b, A02, A03, A04, A05, A08, A09, A10) and by delivery of an outstanding oral presentation (A06, top three presentations) and/or submission of an outstanding final paper (A11, top three papers). Each special recognition improves the grade by one notch (15 opportunities for about as many groups). For example, a student with an average original peer review score of 17.5 and one submission selected as sample will receive an “A-.”

**Attendance:** Attendance is required. If you miss a class for a legitimate reason (sickness, conference, interview, sports, etc.), please provide some form of acceptable written proof (in electronic form if possible). Only one unexcused absence is tolerated, and every additional unexcused absence will reduce your grade by one notch. Since all assignments are produced by groups of students, it hardly ever happens that an assignment is missed. However, if you know in advance that your group will not be able to complete an assignment on time for a valid reason, talk to the instructor at the time the assignment is made.
Academic Integrity: Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person’s work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor. For more info, see https://oai.missouri.edu.

Students with Disabilities: If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible.

If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the Disability Center, S5 Memorial Union (573-882-4696, http://disabilitycenter.missouri.edu), and then notify me of your eligibility for reasonable accommodations. For other MU resources for persons with disabilities, click on “Disability Resources” on the MU homepage.

Intellectual Pluralism: The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the Departmental Chair or Divisional Director, the Director of the Office of Students Rights and Responsibilities (http://osrr.missouri.edu/) or the MU Equity Office (equity@missouri.edu; http://equity.missouri.edu/).

All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

Academic Inquiry, Course Discussion and Privacy - Faculty not allowing recording: University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may not make audio or video recordings of course activity, except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

Those students who are permitted to record are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

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