

ANSC 311

Writing Across The Curriculum: Fall 2012

73 points + 10 points for extra annotations + 11 potential bonus points

The Writing Across the Curriculum (WAC) component of ANSC 311 is a semester-long process of guided writing and revision designed to enhance your lifelong communications skills. To help you develop your writing, you will compose and revise three genres of business writing (letters, memos, and annotations) and a report on the Beef Simulation project. To help you with this endeavor, two WAC coordinators from the English department will help you to develop strategies for writing, revising, and proofreading.

For six Wednesdays during the semester (see the schedule below); you will turn in a letter, a memo, or an annotation. In addition, a technical report on the beef simulation is due the 12th week. Each letter, memo, or annotation should be 1 page in length, single-spaced, and formatted appropriately for the genre. You will submit a printed copy to me by the due date. * Additionally, your letters, memorandums, annotations, and beef simulation report will all be submitted via email to the WAC Coordinators. Because it is important to use proper email etiquette in professional communication, a portion of your grade for each project will be based on the email itself. A correctly formatted email will include a subject line that clearly identifies the email's purpose, a properly titled attachment that is formatted as a Microsoft Word document (.doc or .docx), a greeting, an opening line that establishes goodwill, a body message with necessary information, a closing, and a signature. We will spend time in lab discussing the conventions of email and more detailed information will be provided on assignment rubrics.*

Information and samples for our course assignments will be included on the ANSC311 Blackboard site. You can find information on formal business letters and memoranda on the Online Writing Lab (OWL) web pages <http://owl.english.purdue.edu/owl/section/4/16/>, while information on annotations can be found at <http://owl.english.purdue.edu/owl/resource/614/01/>.

The Letter: For this assignment, you will be writing to Dr. T. C. Cartwright, a retired professor of animal genetics and owner of a consulting company that provides world-wide support to a wide range of animal breeders. As an expert in animal genetics, Dr. Cartwright is an excellent resource for your own work on the subject. Therefore, use each letter you write to Dr. Cartwright as an opportunity to ask a question about something from lecture. Remember that Dr. Cartwright wasn't in lecture with you, so you need to *start by summarizing* the lecture content. Next, *focus on the topic* that your question is related to. Finally, ask Dr. Cartwright your question. Remember to address Dr. Cartwright in a professional yet familiar way to establish a professional communication relationship with him. Therefore, you should follow the format and tone of business rather than friendly, casual correspondence. Each letter is worth 5 points if turned in on time.

Fictional Address: Dr. T. C. Cartwright
Superior Animal Improvement Designs (SAID), LLC.
321 Go Avenue
Armadillo, TX 12345-6789

NOTE: First Letter Because I would like to get to know each of you, the subject of this letter is a bit different. In the first letter, include a paragraph that explains your interest and/or experience in animal breeding and a bit about your campus life in addition to a brief review of the 1st week of class and your question about the course material for Dr. Cartwright (remember that he can help you with your questions). Use the approach that you are applying for and internship and letting us know a bit about you as a person.

The Memorandum: For the memo, imagine that you are an intern with SAID. As part of your duties, you are required to choose one topic covered in ANSC 311 during the preceding week and write a memorandum addressed to Barb Dyson, your immediate supervisor. Your memo should describe the concept from class and explain why it's important for a breeder like Barb to know about it. You should also include a question you have for clarification of additional information on the topic. Each memo is worth 5 points if turned in on time.

The Annotation (2 evaluated by WAC coordinators & 2 not): In addition to writing memos, your hypothetical internship also requires you to conduct research on animal breeding. First, choose an article from either scientific literature (article found in academic journals, library databases, etc.) or the popular press (magazines, newspapers, online articles, etc.) that is directly related to animal breeding or genetics. See the schedule below for when each type of literature should be reviewed. Second, write a complete APA-style citation for the article so that other researchers will be able to find it. (See the APA style manual or the Purdue OWL for guidelines regarding APA citations.) Next, write a one or two sentence description of the content of the article so that other researchers can get the "gist" of it very quickly. Finally, write a detailed summary of the article that concludes with your appraisal of the article's quality and applicability. Be prepared to discuss your annotation in class for 1 to 2 minutes. I will select several annotations that I feel are either of general interest to the class or demonstrate an application of

lecture topics and ask the submitters to discuss their annotation briefly. Each annotation is worth 5 points if turned in on time. You do not need to submit the 1st and 4th Annotation to the WAC coordinators, just a paper copy to me.

The Beef Simulation Report: I will explain the details of the beef simulation and the report later in the semester; however, at the end of the simulation project you will submit a technical report. The WAC coordinators and the Writing Lab staff will be available to help you with all aspects of the report including arrangement, grammar, and data presentation. The beef simulation report should conform to APA style and will be worth 18 points based on the WAC evaluation, 27 points based on a subject matter (technical) evaluation and 10 points on progress made during the simulation relative to the class.

The Portfolio: During week 14, you will submit a collection of your writing as a portfolio. Further guidelines regarding this assignment will be explained later in the semester. For now, *you should be sure to keep copies of all your WAC documents including those with feedback from the WAC coordinators because your portfolio will include previous drafts of at least one letter, memo, and annotation.* The portfolio is worth 25 points.

Out-of-Class Consultations: Before the 13th week of class (end of the required WAC activities), you *should* participate in at least two out-of-class consultations regarding your writing for this course. To fulfill these out of class consultations, you may (1) visit the Writing Lab for a tutorial, (2) attend a tutorial night (one for credit), or (3) make an appointment with the WAC coordinators during their office hours.

- (1) The Writing Lab is located in Heavilon Hall, Room 226. *You are encouraged to schedule **group** tutorials, with two or three of your classmates. Tutorial sessions are thirty minutes long. Therefore, up to four students can share the half-hour tutorial slots. The time and location for Cartwright letters (Sept. 17), beef simulation report (Nov 7) and portfolio (Nov 15) nights will be announced soon.*

To schedule a writing lab tutorial call the Writing Lab beforehand to make an appointment (765-494-3723). To schedule a meeting with one of the WAC Coordinators, you should make an appointment via e-mail. Coordinator contact information and office hours are shown below.

As an incentive to work on your writing continually throughout the semester, *you will earn 1 bonus point for each additional out-of-class consultation in which you revise work for this course* (up to 11 bonus points). **For bonus credit, turn in your draft and revised work, and ask the Writing Lab or the WAC Coordinator to send confirmation of your meeting to Dr. Stewart, ANSC, Lilly.**

WAC assignment schedule: (Paper copy submitted in class, electronic copy to indicated WAC coordinator before class)

| Week | Date | Assignment | A-L | M-Z | WAC coordinators |
|------|-------------------------|--------------------------------------|-----|-----|---|
| 2 | Wednesday, August 29 | Letter 1 due (Revised Content) | DK | JR | Daniel Kenzie (DK) Office: Heavilon 309a Email: dkenzie@purdue.edu In writing lab T & TH 1-2 Need to call writing lab for appointment |
| 3 | Wednesday, September 05 | Non WAC annotation Technical source | | | |
| 4 | Wednesday, September 12 | Letter 2 due | JR | DK | |
| 5 | Monday, September 17 | WAC Night 1 | | | |
| | Wednesday, September 19 | Memo 1 due | JR | DK | |
| 7 | Wednesday, October 03 | Memo 2 due | DK | JR | |
| 8 | Wednesday, October 10 | Annotation 1 due Technical Source | DK | JR | |
| 10 | Wednesday, October 24 | Annotation 2 due Popular Source | JR | DK | |
| 12 | Wednesday, November 07 | WAC Night 2 Bring Beefsims outline | | | Justin Rademaekers (JR) Office: Heavilon 214 Email: jrademae@purdue.edu Office Hours: Tuesday & Wednesday 9:30-10:30 |
| | Friday, November 09 | Beef Simulation Report due | JR | DK | |
| 13 | Thursday, November 15 | WAC Night 3 | | | |
| | Friday, November 16 | Non WAC annotation Technical source | | | |
| 14 | Friday, November 30 | Submit Portfolio & Reflective letter | DK | JR | |
| 15 | Friday, December 07 | WAC Evaluative letter | | | |

Only one WAC night can be used for consultation credit, others can be bonus credits