

TECHNICAL PRESENTATIONS AND WRITING
CHEN 5838 (Section 003)
Spring 2021
Course Syllabus

Instructor

Instructor: Prof. Tim White
Office: JSCBB E1B38
E-mail: timothy.j.white@colorado.edu (preferred)

Class Times and Information

Lecture: Monday/Wednesday 1:10-2:25 PM
Course Website: Canvas (<https://canvas.colorado.edu/>)

Online Content Delivery:

Lecture will be synchronous via Zoom. All lectures will be recorded and available for students participating remotely or unable to attend class due to illness, quarantine, or other matters. Lectures will be uploaded to this Google Drive link: <https://drive.google.com/open?id=1wKhRQ3J6e7w3He7e-vhZ6Co6X-440Wh4>.

The University is mandating that all classes meet virtually until February 15. This will prevent us from meeting in person.

All students are expected to participate with cameras and audio on. Adherence to CU in-class policies (see below) will be enforced online.

Zoom Link:

<https://cuboulder.zoom.us/j/97064272911?pwd=N0IxNmtJSnBFUGdZQzhza0NZTVhlUT09>

Meeting ID: 970 6427 2911

Passcode: 543202

Class Attendance:

I strongly encourage synchronous participation. 5% of the course grade will be associated with attendance.

COVID-19:

University policies are listed below. In the case that you come down with symptoms, test positive, or are quarantined – please inform me on. I will work with you to make up missed assignments, as needed. Students that are unable to attend lecture will have access to recorded lectures, as defined hereto.

Communication and Announcements:

Class announcements (cancellations, schedule changes, reminders) will be made through Canvas notifications and email announcements. Please ensure you monitor your CU email address for updates and notifications (or redirect to another address).

Office Hours:

I will not hold formal office hours. However, you are encouraged to setup a video conference if you have questions, want input, or need other assistance.

A Note on the Course Schedule:

An Excel version of the class schedule can be found on the “Home” page on Canvas. This schedule is tentative and subject to change over the course of the semester. Any changes (and the implications of these changes on the rest of the schedule) will be announced. The class schedule will be updated on our Canvas landing page.

Prerequisites:

None.

Textbook:

There is no textbook.

I will cite sources in the lecture slides.

Course Requirements and Grading Scheme:

The breakdown of course grades is as follows:

Participation/attendance	5%
Literature analysis	5%
Graphical abstract	5%
Nature style abstract	5%
Conference talk (1 st version)	10%
Peer feedback	10%
Paper storyboard	10%
Visual schematic	10%
Whitesides outline	10%
Conference talk	20%
Point paper	10%

Course Policies:

All assignment submissions should be original. Late assignments will not be accepted except for documented circumstances (such as illness). In the case of travel, the student should submit assigned work *in advance* of the due date. **Any instances of plagiarism or cheating will be taken extremely seriously and will result in 0 for the assignment and potentially the course.** For exams taken virtually, the digital inputs will be examined for plagiarism.

University Policies

Classroom Behavior

Both students and faculty are responsible for maintaining an appropriate learning environment in all instructional settings, whether in person, remote or online. Those who fail to adhere to such behavioral standards may be subject to discipline. Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with race, color, national origin, sex, pregnancy, age, disability, creed, religion, sexual orientation, gender identity, gender expression, veteran status, political affiliation or political philosophy. For more information, see the policies on classroom behavior and the Student Code of Conduct.

Requirements for COVID-19

As a matter of public health and safety due to the pandemic, all members of the CU Boulder community and all visitors to campus must follow university, department and building requirements, and public health orders in place to reduce the risk of spreading infectious disease. Required safety measures at CU Boulder relevant to the classroom setting include:

- maintain 6-foot distancing when possible,
- wear a face covering in public indoor spaces and outdoors while on campus consistent with state and county health orders,
- clean local work area,
- practice hand hygiene,
- follow public health orders, and
- if sick and you live off campus, do not come onto campus (unless instructed by a CU Healthcare professional), or if you live on-campus, please alert CU Boulder Medical Services.

Students who fail to adhere to these requirements will be asked to leave class, and students who do not leave class when asked or who refuse to comply with these requirements will be referred to Student Conduct and Conflict Resolution. For more information, see the policies on COVID-19 Health and Safety and classroom behavior and the Student Code of Conduct. If you require accommodation because a disability prevents you from fulfilling these safety measures, please see the “Accommodation for Disabilities” statement on this syllabus.

Before returning to campus, all students must complete the COVID-19 Student Health and Expectations Course. Before coming on to campus each day, all students are required to complete a Daily Health Form.

Students who have tested positive for COVID-19, have symptoms of COVID-19, or have had close contact with someone who has tested positive for or had symptoms of COVID-19 must stay home and complete the Health Questionnaire and Illness Reporting Form remotely. In this class, if you are sick or quarantined, **please contact me via email to alert me of illness or quarantine.**

Accommodation for Disabilities

If you qualify for accommodations because of a disability, please submit your accommodation letter from Disability Services to your faculty member in a timely manner so that your needs can be addressed. Disability Services determines accommodations based on documented disabilities in the academic environment. Information on requesting accommodations is located on the [Disability Services website](#). Contact Disability Services at 303-492-8671 or dsinfo@colorado.edu for further assistance. If you have a temporary medical condition, see [Temporary Medical Conditions](#) on the Disability Services website.

Preferred Student Names and Pronouns

CU Boulder recognizes that students' legal information doesn't always align with how they identify. Students may update their preferred names and pronouns via the student portal; those preferred names and pronouns are listed on instructors' class rosters. In the absence of such updates, the name that appears on the class roster is the student's legal name.

Honor Code

All students enrolled in a University of Colorado Boulder course are responsible for knowing and adhering to the Honor Code. Violations of the policy may include: plagiarism, cheating, fabrication, lying, bribery, threat, unauthorized access to academic materials, clicker fraud, submitting the same or similar work in more than one course without permission from all course instructors involved, and aiding academic dishonesty. All incidents of academic misconduct will be reported to the Honor Code (honor@colorado.edu); 303-492-5550). Students found responsible for violating the academic integrity policy will be subject to nonacademic sanctions from the Honor Code as well as academic sanctions from the faculty member. Additional information regarding the Honor Code academic integrity policy can be found at the [Honor Code Office website](#).

Sexual Misconduct, Discrimination, Harassment and/or Related Retaliation

The University of Colorado Boulder (CU Boulder) is committed to fostering an inclusive and welcoming learning, working, and living environment. CU Boulder will not tolerate acts of sexual misconduct (harassment, exploitation, and assault), intimate partner violence (dating or domestic violence), stalking, or protected-class discrimination or harassment by members of our community. Individuals who believe they have been subject to misconduct or retaliatory actions for reporting a concern should contact the Office of Institutional Equity and Compliance (OIEC) at 303-492-2127 or cureport@colorado.edu. Information about the OIEC, university policies, [anonymous reporting](#), and the campus resources can be found on the [OIEC website](#).

Please know that faculty and instructors have a responsibility to inform OIEC when made aware of incidents of sexual misconduct, dating and domestic violence, stalking, discrimination, harassment and/or related retaliation, to ensure that individuals impacted receive information about options for reporting and support resources.

Religious Holidays

Campus policy regarding religious observances requires that faculty make every effort to deal reasonably and fairly with all students who, because of religious obligations, have conflicts with

scheduled exams, assignments or required attendance. In this class, **please consult with Prof. White via email and if necessary, schedule a Zoom discussion.**

See the [campus policy regarding religious observances](#) for full details.