

ANSC 311

Writing Across The Curriculum: Fall 2014

43 points + 15 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 five 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. Information 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/>.

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.*

The First 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. [Your question should be something you truly need clarified for class, not fictitious]. *First Letter:* Assume you are applying for an internship with SAID, LLC. Write a letter of self-introduction. Include information about; your animal experience and interests, your academic life at Purdue, what extracurricular activities you're involved in emphasizing how they enhance your leadership and interpersonal relations skills, and why you're interested in an internship in Animal Breeding. Lastly, include a short discussion of one topic from lecture and ask Dr. Cartwright a clarifying question related to the topic.

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

The Second Letter: You were hired as an intern, Dr. Cartwright has asked you to tell him more about what you are currently learning in ANSC 311. Remember that Dr. Cartwright wasn't in lecture with you, so you need to *start by summarizing* recent 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.

The Memoranda: As part of your duties as an intern with SAID, you are required to write memos responding to client inquiries. Barb Dyson, your immediate supervisor will send you a memo outlining a question from a client. You should use the knowledge you are gaining in ANSC 311 to respond to the client with your own memorandum. Each memorandum you write should be addressed to the client and copied to Ms. Dyson. In addition to your answer to the query, your memos should ask the client to provide you with relevant (be specific) information that would allow you to refine your response. Each memo is worth 5 points if turned in on time.

The Annotation (one evaluated by WAC coordinators & 3 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) 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 only need to submit the 1st Annotation to the WAC coordinators, submit a paper copy to me for all four annotations.

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.

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. The first is the mandatory WAC night August 28 or September 2. To fulfill the 2nd out of class consultations, you may (1) visit the Writing Lab for a tutorial, or (2) 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 special ANSC 311 WAC tutorial nights where there will be general discussion of the writing assignments 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). Only one bonus point can be earned per week through the 13th week. **For credit, 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	WAC dates		A-J	K-Z	WAC Coordinators
1	Thursday, August 28, 2014	Mandatory WAC Night session: Attend once, Thursday or Tuesday 6-7 or 7-8 PM			Fernando Sánchez (FS) Office: HEAV 325F Email: fsanchez@purdue.edu Office Hours: T/Th 11:30-12:30
2	Tuesday, September 02, 2014				
2	Wednesday, September 03, 2014	Letter 1 due (Revised Content)	FS	ES	
3	Wednesday, September 10, 2014	Annotation 1 due Technical source	ES	FS	
4	Wednesday, September 17, 2014	Memo 1 due	FS	ES	
5	Monday, September 22, 2014	Breed Report due , Not Evaluated	Class only		
	Wednesday, September 24, 2014	Annotation 2 Popular press, Not Evaluated	Class only		
7	Wednesday, October 08, 2014	Letter 2 due	ES	FS	
8	Wednesday, October 15, 2014	Annotation 3 due Tech. Source, Not Evaluated	Class only		Ellery Sills (ES) Office: HEAV 209 Email: esills@purdue.edu Office Hours: T 12:30-2:30
10	Wednesday, October 29, 2014	Memo 2 due	ES	FS	
12	Monday, November 10, 2014	WAC Night 2 Bring Beefsimsim outline	Class only		
	Friday, November 14, 2014	Beef Simulation Report due	FS	ES	
13	Friday, November 21, 2014	Annotation 4 due Pop. Press, Not Evaluated	Class only		
15	Friday, December 12, 2014	WAC Evaluative letter	Class only		

Only First WAC night can be used for consultation credit, other night can be bonus credit