

## ANSC 311

Writing Across The Curriculum: Spring 2015

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 ANSC 311 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. *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.

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, and Dr. Cartwright has asked you to tell him more about what you are currently learning in ANSC 311. You intend to ask him a clarifying question about the content you've been covering. 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 outlining your progress with the beef simulation report. Using the knowledge you are gaining in ANSC 311, you should explain to Barb Dyson (your immediate supervisor) what work you are currently doing for the report, as well as your rationale for what you are doing. Then, discuss the next step you will take in working on your report. Finally, you should ask a clarifying question about your current work. Each memorandum you write should be addressed to Ms. Dyson. 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 1<sup>st</sup> 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:** By April 17 (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 January 22 or January 26. To fulfill the 2<sup>nd</sup> 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.

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. **Please note:** you can only obtain your out of class consultation credit by participating in a 30-minute consultation with a Writing Lab tutor. In addition, the Writing Lab can help you with various other documents, such as cover letters, resumés, and other professional or academic documents; however, you can only receive bonus credit by consulting about ANSC 311 coursework.

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 complete work for this course* (up to 11 bonus points). Only one bonus point can be earned per week before April 17. **For credit, ask the Writing Lab or the WAC Coordinator to send confirmation of your meeting to Dr. Lofgren, ANSC, Lilly (dlofgren@purdue.edu).**

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

Week	WAC dates		A-K	L-Z	WAC Coordinators
2	Wednesday, January 21, 2015	Letter 1 due	MM	ES	Mary McCall (MS) Office: HEAV 443 Email: mccall0@purdue.edu Office Hours: MWF 1:30-2:30
2	Thursday, January 22, 2015	Mandatory WAC Night session: Attend once, Thursday or Monday 6-7 or 7-8 PM			
3	Monday, January 26, 2015				
3	Wednesday, January 28, 2015	Annotation 1 due Technical Source	ES	MM	
4	Wednesday, February 4, 2015	Letter 2 due	ES	MM	
5	Monday, February 9, 2015	Breed Report due, Not Evaluated	Class only		
5	Wednesday, February 11, 2015	Annotation 2 Popular Press, Not Evaluated	Class only		
7	Wednesday, February 25, 2015	Memo 1 due	MM	ES	
8	Wednesday, March 4, 2015	Annotation 3 due Tech. Source, Not Evaluated	Class only		Ellery Sills (ES) Office: HEAV 209 Email: esills@purdue.edu Office Hours: T 10-11
10	Wednesday, March 25, 2015	Memo 2 due	ES	MM	
12	Monday, April 6, 2015	WAC Night 2, Bring Beefsim outline			
12	Friday, April 10, 2015	Beef Simulation Report due	MM	ES	
13	Friday, April 17, 2015	Annotation 4 due Pop. Press, Not Evaluated	Class only		
15	Friday, May 1, 2015	WAC Evaluative letter	Class only		

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