Professional Communication Seminar Syllabus

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Time and Places
Term: Sunday August 13 through Saturday August 19, and Friday August 25, 2017

Sunday August 13
2:00–6:00: Orientation, Kresge cafeteria

Monday August 14 through Friday August 18, rooms to be announced (TBA)
8:30–12:00 and 1:00–4:00

Saturday August 19, TBA
10:00–12:00 and 1:00–4:00

Friday August 25 TBA
Individual conferences throughout the day, a final group meeting 2:30–4:00, and a celebration

Text
The Craft of Research, Booth, Colomb and Williams, University of Chicago Press, 2008, 3rd edition

Course Overview and Objectives
The goal of the Professional Communication Seminar (PCS) is to provide you with a supportive network and academic, communication, and critical thinking skills to successfully meet the challenges you will encounter at Harvard TH Chan School of Public Health.

After completing PCS, you will be able to demonstrate skills and strategies to:

• Critically assess large amounts of conflicting evidence on a range of public health topics

• Write a range of public health papers and memos that present evidence-based arguments and recommendations

• Fully participate in fast-paced classroom discussions

• Speak more clearly and confidently in public

• Manage time effectively, in order to balance the School’s demanding workload with your personal interests and activities.

PCS is based on collaborative learning, in which you will work in groups and teams to discuss issues, offer constructive feedback, and problem-solve with one another. We expect you to be an active member in this active teaching-learning environment and to participate fully in the large- and small-group discussions and many other activities.

Another PCS practice is to view almost all forms of public health communications as critical arguments that seek to persuade others to a point of view through the use of logic, evidence, and other means. You will develop your critical thinking and argumentation skills by learning to recognize the structure of arguments; to critically assess claims, methods and evidence; and to challenge illogical and poorly supported arguments. You will also learn to develop arguments using appropriate evidence and academic conventions. In addition, you will meet individually with PCS faculty to review your classroom participation, as well as your speaking and writing skills.

We warmly welcome you and strongly encourage you to talk informally with your instructors and as many people at the School as possible, to learn more about Harvard and the extraordinary natural, cultural, artistic, and educational resources in Boston, Cambridge, and New England. Welcome!
August 13–19, 2017

Sunday August 13—Day 1, Orientation, Kresge Building Cafeteria
2:00–6:00 Welcome, introductions, brief tour of School
Review syllabus and course goals
Dinner and conversation

Monday August 14—Day 2
8:30–12:00 Global Health Discussion
Joyce LaTulippe
1:00–4:00 Writing I: Public Health Writing as Critical Argument, and Discussion of Course Writing Assignments
Donald Halstead

Tuesday August 15—Day 3
8:30–12:00 Time Management
Joyce LaTulippe
1:00–4:00 Writing II: Public Health Writing Structures and Genres; Process and Document Maps
Donald Halstead

Wednesday August 16—Day 4
8:30–12:00 Critical Reading and Information Management
Donald Halstead
12:30–1:30 Office for Student Affairs: Support and Programming
Amy Wooldridge, Assistant Director, Office for Student Affairs
1:30–4:00 Writing III: Writing Descriptive Summaries and Ethical Writing Practices
Donald Halstead

Thursday August 17—Day 5
8:30–12:00 Classroom Skills and Strategies
Joyce LaTulippe
12:15–1:15 Being a Student at Harvard Chan and Choosing Courses
Emily Davies, MPH Program Administrator; Anne Occhipinti, MPH Director
1:30–3:00 Writing IV: Critically Assessing Evidence and Writing Analytic Summaries
Donald Halstead

Friday August 18—Day 6
8:30–12:00 Peer Review of Summaries
Joyce LaTulippe, Donald Halstead
1:00–4:00 Individual Conferences: Donald and Joyce’s K112 offices
Joyce LaTulippe, Donald Halstead

Saturday August 19—Day 7
10:00–12:00 Writing V: Writing Clearly and Concisely
Donald Halstead
1:00–4:00 International Student Case Study Discussion
Joyce LaTulippe, Donald Halstead
Monday August 21
9:00   Deadline for submitting final PCS assignments

Friday August 25—Day 8
9:00–2:00   Individual PCS Writing Conferences scheduled throughout the day. Specific times will be determined after we have reviewed your course/Orientation schedule.
            *Joyce LaTulippe, Donald Halstead*
2:30–4:00   PCS Evaluations and Wrap-up
4:00–6:00   Celebration at The Squealing Pig pub, an important neighborhood institution

**Note:** This syllabus is subject to change, according to instructors’ perception of student needs.