

Please complete, sign, and staple this coversheet to your briefing paper!

Lab Title	Library Research Lab: <i>Does the Ozone Hole cause Global Warming?</i>
Your Name / CWID	
Your Lab Day	
Background / Task	<p>Many people believe that the ozone hole causes global warming – wrong! However, there are several intriguing direct and indirect connections between the ozone and global warming.</p> <p>Here you get to explore these connections and present your findings to no other than the President of the United States as a professional briefing paper.</p>
Purpose	<p>After completing this lab project you will be able to:</p> <ul style="list-style-type: none">● conduct academic research using library and online sources.● prepare a professional briefing paper to answer a specific question.● include relevant figures and photographs using proper formalities.● prepare a professional annotated bibliography.
Deliverables	As detailed on Page 2 and 3.
Due Date and Time	Next lab meeting.
Questions?	Please email me if you have questions, need help, or need clarification of this lab project or my expectations.

This is my best work.

Name, Date



Congratulations! It is 2018, you graduated from Westfield State University, and you landed a job as the Director of the [White House Office of Science and Technology Policy](#). This office advises the President on the effects of science and technology on domestic and international affairs, making you, as its director, the chief scientific advisor to the U.S. President – cool!

The President asks you a simple question: *Does the ozone hole cause global warming?*

You have one week to prepare a short briefing paper for the President who is a picky reader and demands his briefings in a specific 6-page format:

- Page 1 Title Page
- Page 2 The answer in 250 words or less
- Page 3 A useful figure to illustrate and explain the issue
- Page 4 A useful photograph to illustrate and explain the issue
- Page 5, 6 Annotated list of at least five reliable sources for further study

Your briefing paper has to be obviously professional and well-written – afterall it is for the President! Think of it as a writing sample to show to a potential employer at a job or internship interview. The President is also a stickler for formatting and layout details:

- Use 1 inch margins, Times Roman 11, 1.5 line spacing.
- Include page numbers on every page.
- Attention to detail: no typos! proof-read your work!

I'm happy to clarify this assignment, the requirements, and the President's expectations. Please come to my office hours for help or contact me anytime via Email.

Tips and Suggestions

You do not have to be a great writer or public speaker to communicate well! All you need to do is follow some basic rules, use some helpful tips, and be professional and prepared.

Remember the 4 Cs of Scientific Writing or Talking: **Correct, Clear, Concise, Coherent**

- Write for a specific audience – the President of the United States.
- Assume that your audience is not as knowledgeable as you are.
- Provide clear and specific examples to illustrate your points and arguments.
- Clearly discuss the limitations of your analysis.
- Provide alternative explanations and viewpoints (even if they disagree with your analysis, interpretations, or conclusions).

Figures / Photographs

Figures can be useful frames for organizing an argument or a paper: First, find a few figures to illustrate your explanation and then organize your argument or entire paper around them.

- Every figure needs a figure number, a figure caption, and the figure source.
- Figures in scientific writing are numbered sequentially: Figure 1, Figure 2, etc.
- The figure caption is an explanation to make the figure 'stand-alone' = be understandable without reading the paper. A useful figure caption is usually about 3 to 4 sentences long.
- The figure or photograph source is required to avoid plagiarism - simply include its website address or URL.
- [Helpful Tips!](#)

Annotated Bibliography

An annotated bibliography is a list of citations to books, articles, websites, etc. Each citation is followed by a brief (about 150 words) descriptive and evaluative paragraph = the annotation. The annotation informs the reader of the relevance, accuracy, and quality of the sources cited.

- The annotation should give the reader enough information about the source so he/she can evaluate its usefulness before actually reading the source.
- Focus on reliable and general sources (e.g. EPA, NASA, UCIS) as opposed to detailed and specific scientific papers.
- [Helpful Tips!](#) and [More Helpful Tips!](#)

If you are unsure about how to deal with figures or photographs or how to compile and format a professional annotated bibliography...first check the resources provided, then ask me for help!

Criteria	Comments	Max Points	Your Points
Is the answer: <ul style="list-style-type: none"> ● correct? ● presented in a logical and coherent manner? ● include relevant information? 		20	
Is the briefing: <ul style="list-style-type: none"> ● prepared according to the organization and layout rules? ● professional and well-written? 		20	
Are the figures: <ul style="list-style-type: none"> ● useful and relevant? ● properly-formatted with all required figure elements? 		20	
Does the annotated bibliography: <ul style="list-style-type: none"> ● include reliable and relevant sources? ● include useful annotations? 		20	
Overall impression: <ul style="list-style-type: none"> ● Attention to detail. ● Effort and creativity. 		10	
Library Lab Attendance		10	
		100	