

San José State University  
**WRITING WORKSHOP SPRING 2013 (3 Units, Z)**  
**SYLLABUS – Anthropology 100W, Section 1 (#20021)**  
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**Contact Information**

Instructor: Dr. Jennifer L. Anderson  
Meeting Time: TTH 4:30-5:45  
Course Number: ANTH 100W-1  
Room: Clark 204  
Office: Clark 461  
Office hours: MW 8:00 to 8:45, 12:00-1:15, TTH 3-4:15 and by arrangement  
(Please use my office hours if you need help.)  
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**Course Description**

**Writing Workshop**

**Catalog:** Practice in improvement of writing skills appropriate to the fields of anthropology and behavioral science. Includes essays, reports and scholarly communication.

**Prerequisite:** Completion of core GE, ENGL 1B (with a grade of C or better), satisfaction of Writing Skills Test and upper division standing.

**Note:** Must be passed with C or better to satisfy the CSU Graduation Writing Assessment Requirement.

**Supplement:** This course is required for graduation from San Jose State. Our primary goal is to help students majoring in Anthropology, Behavioral Science, and other social sciences develop advanced writing skills to enhance their ability to communicate with a variety of specialized and general audiences. Specific objectives include:

- refining the fundamental organizing, writing, and editing skills that are essential for effectively expressing ideas and data about complex sociocultural topics
- clarifying the appropriate focus, language, style, and format for communicating with different scholarly, professional, and public audiences

- learning how to conduct independent research by locating, evaluating, synthesizing, and presenting information from a mix of primary and secondary sources
- demonstrating the ability to use these skills in a coherent fashion to produce a variety of formal and informal pieces for different audiences

Our primary focus throughout the course will be on refining the craft of writing increasingly effective research papers, resumes/cover letters, and other short written assignments.

### **Learning Objectives and Activities for this Course**

This course qualifies as an Area Z (Written Communication II) course in your General Education requirements. It is designed to enable you to achieve the following learning objectives:

Learning Objective 1: Students shall be able to refine the competencies established in Written Communication IA and IB as summarized below:

Learning Objective 2: Students shall be able to express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.

Learning Objective 3: Students shall be able to organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Learning Objective 4: Other: (optional; e.g. diversity, writing)

### **Learning Objectives of the Anthropology Department**

- Understand culture, and the relationships of human life, biology
- Awareness of past/present cultures
- Knowledge of significant findings: archaeology, cultural anthropology, physical anthropology
- Knowledge of the history of anthropological thought and its place in modern intellectual history
- Comprehension of multiculturalism as central phenomenon in modern society
- Familiarity with forms of data, literature, ability to access
- Awareness of anthropology's importance to issues of contemporary society; ability to apply knowledge to social issues
- Knowledge of qualitative & quantitative research methods in one sub-discipline
- Ability to present & communicate anthropological knowledge, results to different audiences

### **Course Requirements**

#### **Required Materials**

You must have a San Jose State Library card with a pin code for accessing material from off-campus.

## Grading

A total of 400 points for **written** work are possible in the course. **No late work will be accepted. The assignments are on the class website. Be prepared.** The instructor reserves the right to take class participation into consideration when determining the final grade. As many as 15 additional points may reflect participation in class discussion, extra effort taken to improve writing, etc. **Procrastination is not an option in this class! This class is predicated on the idea that you will build up your research paper in a systemized fashion, if you do not submit your work on time, you will not succeed in this class and it will be reflected in your grade.**

### Work Due and Assignment Point Table for 100W

(400 points possible)

- C-4 Write up your ethnographic interview of a classmate in essay format (600 words minimum, 10 points).
- C-4 Quiz on American Anthropological Style Guide (10 points)
- C-8 Notes 1 Take notes on Bennett and Csikszentmihalyi article. Use Data collection sheet on class website (300 words, 4 points)
- C-8 Précis of the Bennett and Csikszentmihalyi article due (a minimum of 600 words, 10 points)
- C-10 Preliminary Bibliography due (Ten sources, 200 words approximately, 10 points)
- C-10 Submit a preliminary thesis statement at the end of class. It should include a description of your subject area in play. (20 words, 1 point)
- C-11 Notes on research article done for Précis 2 due, can include data, historical facts, quotes, your observations, your opinion of the relevance of the material to your subject area and thesis. Clearly mark quotes and their page numbers. (Note 2, 4 points, 300 words)
- C-11 Précis of one research article due. Submit to Turnitin and bring hard copy to class. (Précis 2, 4 points, 300 words)
- C-12 Draft thesis statement due. (10 points, 300 words)
- C-12 Notes 3-5 due. (Notes 3-5, 4 points for each note, 300 words for each note)
- C-12 Précis 3-5 due, (4 points for each précis, 300 words for each précis)
- C-13 Tentative Outline due (100 words, 3 points)
- C-14 Expanded outline due (200 words, 7 points)
- C-14 Notes 6-8 due (4 points each, 300 words for each)
- C-14 Précis 6-8 (4 points for each précis, 300 words for each précis)
- C-15 Abstract due (5 points, 200 word minimum, 250 word maximum)
- C-16 Notes 9-10, (4 points for each note, 300 words for each) due
- C-16 Précis 9-10, (4 points for each précis, 300 words for each précis)
- C-18 Research paper draft due, must include Bibliography (4000 words, about 13 pages excluding title page, 100 points)

- C-20 Peer Review due . (600 word minimum, 10 points)
- C-21 Corrected Research Paper due (25 points)
- C-22 PowerPoint Presentation due. (40 points, 2000 words)
- C-24 Critique of a Professional Paper due (Essay format, 600 words minimum, 15 points)
- C-25-28 Class PowerPoint Presentations (20 points)
- C-26 Resumes due (300 word minimum, 10 points)
- C-28 Statements of Purpose due (300 word minimum, essay format, 10 points)
- C-29 Cover letters (150 word minimum, 5 points)
- C-29 Open Book Final to Be Given Out (500 word minimum, 20 points)
- Final due: **Thursday, May 16, 2:45-5:00 PM**

### Incompletes

Incompletes will be granted only if the instructor has been notified and has approved. Students with missing major assignments (over 50 points) will receive a WU (unauthorized withdrawal). **NO WORK WILL BE ACCEPTED AFTER THE FINAL**

### Notification of grades

If you wish to know your final grade before grade reports are issued, give Dr. Anderson a stamped self-addressed postcard or email a grade request (please do not phone).

Marking Criteria for **Written Work** (Instructor reserves the right to take class participation into consideration in calculating the final grade)

A+ 98- A 94-97 A- 90-93

An “A” demonstrates originality, addresses the tasks effectively, shows effective organization and logical argumentation, uses clear, appropriate and accurate examples and a high level of writing competence and knowledge. Completes the task and consistently does extra work.

B+ 88-89 B 84-87 B- 80-83

A “B” may show a good level of competence, but uneven development of tasks. It may be generally well organized, uses appropriate examples, displays facility, with a few gaps, in argumentation, and demonstrates a good level of writing and knowledge. Completes the task and does some extra work.

C+ 78-79 C 74-77 C- 70-73

A “C” may show a fair level of competence, but may be uneven. It will address the task adequately, but only with parts of the task. It is adequately organized and may occasionally use examples. Argumentation may be inconsistent and writing and knowledge competence may be unclear.

D+ 68-69 D 64-67 D- 60-63 F<60

A “D” will demonstrate poor competence with inadequate organization, task and argumentation development and inappropriate examples. It will display difficulty in using adequate academic language and errors in knowledge will be in evidence. A failure will

only occur if no effort is made to address the question or topic.

#### Participation and Miscellaneous Activities

Attendance and participation in class discussions is required. **“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”**

<http://www.sjsu.edu/senate/AS1475.pdf>

To Be Excused if you cannot make it to class to participate in an exercise, please leave an E-mail message THAT day or earlier, giving your name, class and reason for missing the activity. You will receive full credit (E) as long as the reason is significant and the privilege is not abused. Failure to participate might result in a significant loss of overall points.

### **Other Class Policies**

#### Academic Integrity

Academic integrity statement (from the Office of Student Conduct and Ethical Development):

“Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University’s Academic Integrity Policy requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the Office of Student Conduct and Ethical Development.” The policy on academic integrity including definitions of plagiarism and cheating and sanctions for violations can be found at: <http://www.sjsu.edu/senate/S07-2.htm>

If you would like to include in your paper any material you have submitted, or plan to submit, for another class, please note that SJSU’s Academic Integrity policy F06-1 requires approval by instructors.

You may not collaborate on work in this class. Group study for the midterm and final are permitted, but anything you write on the midterm or final must be in your own words. If the text of answers on the midterm or final are found to be identical to that of another student or cut and pasted from another source, you will receive an “F” on the exam.

#### Student Rights and Responsibilities

For a statement of your rights and responsibilities, including classroom behavior, see <http://www.sjsu.edu/senate/S90-5.pdf>

#### Late Papers

No late papers will be accepted unless a genuine emergency arrives and the student notifies the professor in advance.

#### Adds/Drops/Incompletes, etc.

You are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. The SJSU procedure for adding classes on the first day of class can be found [http://www.sjsu.edu/advising/resources/full\\_load\\_hints/](http://www.sjsu.edu/advising/resources/full_load_hints/)  
The procedure for dropping a class can be found at [http://my.sjsu.edu/students/student\\_tutorials/QS\\_SR\\_SS\\_Drop\\_Class\\_90/](http://my.sjsu.edu/students/student_tutorials/QS_SR_SS_Drop_Class_90/)  
Other valuable information regarding grades, incompletes, and withdrawal can be found at: [http://www.sjsu.edu/registrar/tutorials/grade\\_values.html](http://www.sjsu.edu/registrar/tutorials/grade_values.html)

### Disabilities

If you require accommodation, please advise me. I will be happy to help. “Campus policy in compliance with the Americans with Disabilities Act:

“If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with DRC to establish a record of their disability.” For more information on accommodations contact the Disability Resource Center at <http://www.drc.sjsu.edu/>.

### Cell phones

**Please turn off all cell phones at the beginning of the class and keep them off. If you have a family emergency that may require you to keep the cell phone on, inform me at the beginning of class. Text messaging in class will not be tolerated.**

Laptops – Students are permitted to use laptops in class for note-taking **only**. Students who abuse this policy by surfing the web or playing games during class will be asked not to use laptops in class. If you want to use a laptop, you must sit in the front row of class.

### Internet Resources

Anthropology 100W readings and assignments are posted to the class website:

<http://www.sjsu.edu/people/jennifer.anderson/courses/c15/>

Any changes to the schedule will be printed to the website syllabus. Please check it regularly.

### Violation of Copyright

The syllabus, class materials, and exams for this course are copyrighted. Students are not authorized to copy class materials for any purpose other than their personal use in this class. No class materials, study guides, exams, or lectures may be scanned, photographed, copied, or posted to the Internet in any form without the written permission of the instructor.

“Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used

for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”

### Library Liaison

If you need help with library resources, the library liaison for the Anthropology Department is Bernice Redfern, Phone: (408) 808-2038 Email: Bernice.Redfern@sjsu.edu

### Evacuation Procedures

Information from the campus police on evacuating a classroom can be found at:

[http://www.sjsu.edu/police/docs/ept/ept\\_procedures\\_flyer.pdf](http://www.sjsu.edu/police/docs/ept/ept_procedures_flyer.pdf)

Note that in case of an earthquake, you should get under a sturdy desk or table, or move against interior walls and away from windows. Do not run out of the building. In case of fire, use the stairs, not an elevator. The stairs are across the hall and to the right of Room 204.

## **Schedule**

**(The schedule may be changed on fair notice. Readings are to be done before the class with which they are associated. You are responsible for turning in assignments on the day they are due. I will not remind you.)**

### **C-1 Thursday, January 24**

- Topic: “Introduction to Class,” “Ethnographic Interviewing”
- Download the “Ethnographic Worksheet” and bring it to the next class.

### **C-2 Tuesday, January 29**

- Topic: Ethnographic interview of classmate
- Read: “Essay Standards” on Class Website
- Write up your ethnographic interview of a classmate in essay format (600 words minimum, 10 points). Note that your essay should have a thesis. Think of your impression of your interview partner. What seems to motivate this person? What do you have in common? How has this person’s background influenced his or her personality or goals? Any of these things (or something similar) can be a thesis for your essay.

### **C-3 Thursday, January 31**

- Topics: Reading Anthropological Literature and Overview of American Anthropological Association Style Guide
- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 7-11
- Download and Read: American Anthropological Association Style Guide. Bring a copy to the next class.

#### **C-4 Tuesday, February 5**

- Topic: Format of Anthropological Writing
- Quiz on American Anthropological Association Style Guide online (10 points)
- Ethnographic Interview of Classmate due. (600 words, 10 points)

#### **C-5 Thursday, February 7**

- Topic Writing Strategies
- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 13-19

#### **C-6 Tuesday, February 12**

- Topic: Overview of Anthropology of Play
- Download, Read, and Print: Bennett and Csikszentmihalyi – An Exploratory Model of Play
- Take Notes on the Bennett and Csikszentmihalyi article. (Notes 1, 4 points). Use the Data Collection Sheet on our website. You may use cut and pasted text for direct quotes. Choose them carefully so you are not overwhelmed with information when you write your paper. Do not forget to put quotes in quotation marks and note the page number! Bring your notes to class.
- Class discussion of Bennett and Csikszentmihalyi in context of future individual research project in Anthropology of Play

#### **C-7 Thursday, February 14**

- Topic: Responding to Anthropological Reading
- Notes 1 due
- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 21-25
- Write a précis of the Bennett and Csikszentmihalyi article (a minimum of 600 words, 10 points) The third section of the précis should include a proposal to conduct further research in the area of play based on your own experience and access. This will form the first section of your research paper. (see the “Entering the Conversation Section of “A Student’s Guide to Reading and Writing in Social Anthropology” ) It should be written to conform with the standards of the AAA style guide. Your paper should have citations in Chicago Author-Date format (see guide on class website) and a reference list which conforms to the Chicago-Author-Date format. You may have only one item in the reference list, i.e. the Bennett and Csikszentmihalyi article. You must submit this paper through Turnitin.com.

#### **C-8 Tuesday, February 19**

- Topic: The Research Paper
- Précis of the Bennett and Csikszentmihalyi article due. (600 words, 10 points)

- Read: “A Student’s Guide to Reading and Writing in Social Anthropology,” page 26-31

### **C-9 Thursday, February 21**

- Topic: Finding the Right Sources
- Download and Read: “Finding Scholarly Peer-Reviewed Articles” at <http://library.sjsu.edu/video/finding-scholarly-peer-reviewed-articles>
- Go the library guide for anthropology: <http://libguides.sjsu.edu/anthropology?hs=a>

### **C-10 Tuesday, February 26**

- Topic: Thesis Statements
- **Preliminary Bibliography due (Ten sources, 200 words approximately, 10 points)**
- Read “Thesis Statements” on class web site.
- Review : “A Student’s Guide to Reading and Writing in Social Anthropology,” page 13-16
- Brainstorming small group sessions on thesis statements
- **Submit a preliminary thesis statement at the end of class.** It should include a description of your subject area in play. (20 words, 1 points)
- Start reading the articles you have found in your search of scholarly sources
- Begin Annotated Bibliography. As you read research papers, write a short précis of each article and take notes on it. The précis are due over the next six classes. Consult your syllabus carefully. Both the précis and the notes should include references to the relevance of each article to your subject area. Each précis should be at least 300 words long. Create a copy of your annotated bibliography and insert a précis after each entry. Notes should be typewritten and at least 300 words long. Use the Data Collection Sheet on our class website. They do not need to include full sentences. . Clearly mark quotes and their page numbers. It is crucial that you do not confuse your own notes with quotes.

### **C-11 Thursday, February 28**

- Topic: Professional Integrity
- **Notes on research article done for Précis 2 due,** can include data, historical facts, quotes, your observations, your opinion of the relevance of the material to your subject area and thesis. Clearly mark quotes and their page numbers. (Note 2, 4 points, 300 words)
- **Précis of one research article due. (Précis 2, 4 points, 300 words)** Submit to Turnitin and bring hard copy to class.
- Read: “When to Cite,” and “Fair Paraphrase”
- Take the King Library’s Tutorial on Plagiarism: <http://tutorials.sjlibrary.org/tutorial/plagiarism/>
- Continue your reading of research articles. Write Notes on three articles. (Notes 3-5, 4 points each, 300 words for each précis) and précis for each (Précis 3-5, 4 points each, 300 words for each)

- Write revised and expanded thesis statement which reflects your continued research and integrate it into the first section of your paper, equivalent to “Entering the Conversation” (300 word minimum, 10 points)

### **C-12 Tuesday, March 5**

- Topic: Outline Construction
- Read: “Using Outlines”
- Draft expanded thesis statement due. (10 points, 300 words)
- Notes 3-5 due. (Notes 3-5, 4 points each, 300 words for each)
- Précis 3-5 due. (Précis 3-5, 4 points each, 300 words for each précis)
- Write a tentative outline of your paper similar to that in “Using Outlines”. Keep in mind that its structure should support your thesis. (100 words, 3 points) Review pages 14-17 in “A Student’s Guide to Reading and Writing in Social Anthropology” for help.

### **C-13 Thursday, March 7**

- Topic: Expanding the Outline
- Review: “Using Outlines”
- Tentative Outline due (100 words, 3 points)
- Write Notes for three articles (Notes 6-8, 4 points each, 300 words for each)
- Write précis of three articles. (Précis 6-8, 4 points each, 300 words for each précis)
- Workshop (Bring your laptop or tablet if you have one, bring all your notes, bibliography, and précis). You should have an expanded outline by the end of class.

### **C-14 Tuesday, March 12**

- Topic: Abstracts
- Read: “Student Abstract Guide”
- Expanded outline due (200 words, 7 points)
- Notes 6-8 due ( 4 points each, 300 words for each).
- Précis 6-8 (4 points each, 300 words for each précis)
- Prepare an Abstract for your paper (5 points, 200 word minimum, 250 word maximum)
- Workshop (Work in class on your abstract, bring relevant materials)
- Work on Notes for two articles (Notes 9-10, 4 points each, 300 words for each)
- Work on précis of two articles. (Précis 9-10, 4 points each, 300 words for each précis)

### **C-15 Thursday, March 14**

- Writing Workshop (Outline further expanded to include body of paper)
- Review: “Using Outlines”
- Abstract due (5 points, 200 word minimum, 250 word maximum)

- Work in class on expanding your outline to form the body of your paper (bring relevant materials)

### **C-16 Tuesday, March 19**

- Writing Workshop (Paper Format)
- Notes 9-10 due (4 points each, 300 words for each).
- Précis 9-10 due (4 points each, 300 words for each précis).
- Read: “Anth100W Research Paper Template” and “Sample Paper on Tea Ritual”
- Study this resource:  
[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)
- Work in class on your paper (bring relevant materials). The paper should be 4000 words and is due after Spring vacation. This is worth 100 points, one fourth of your grade!

### **C-17 Thursday, March 21**

- Writing Workshop
- Review “Countering” and “Stepping Back” in “A Student’s Guide to Reading and Writing in Social Anthropology” (pp. 17-18)
- Writing Workshop (bring relevant materials)
- Read: “Punctuation”

Spring Vacation – March 25-29, No Class April 1, Cesar Chavez Day, Campus Closed

### **C-18 Tuesday, April 2**

- Topic: Common Writing Errors
- Research paper draft due, must include Bibliography (4000 words, 100 points)  
Bring two copies. One is for peer review.
- Read: “En Dashes and Em Dashes
- Review: American Anthropologist Style Guide
- Begin to read the paper you have been given to peer review. Write a peer review of the other student’s paper. (600 word minimum, 10 points)

### **C-19 Thursday, April 4**

- Topic: How to Write a Powerpoint and Present a Paper at a Meeting
- Collect images to illustrate your Powerpoint and select a format.
- If you have a laptop with Powerpoint, bring it to class.

### **C-20 Tuesday, April 9**

- Topic: Improving Writing
- Peer Review due. (600 word minimum, 10 points)

- Corrected Research Paper returned (25 points for re-writing)
- Discussion of common errors and possible improvements to Research paper
- Start correcting your research paper in class. Bring your laptop.

### **C-21 Thursday, April 11**

- Topic: Meeting Presentations
- **Corrected Research paper due** (25 points)
- Workshop: Bring your paper and prospective illustrations for your Powerpoint. Break your paper into ten sections and choose an illustration for each. You may have to edit or abbreviate sections. It should be about 2000 words. You should be able to read your paper in less than twenty minutes.
- At home: Read your paper aloud and time it.

### **C-22 Tuesday, April 16**

- Topic: Meeting Presentations
- **PowerPoint Presentation due. (40 points, 3500 words)** Bring it on a thumb drive.
- Workshop: Present your paper to a partner. Bring a laptop or tablet.

### **C-23 Thursday, April 18 – SWAA**

- Topic: How to Benefit from Meetings
- Ethnographic Observation of a Professional Paper at SWAA (attendance required)
- Take notes on a meeting paper for a critique

### **C-24 Tuesday, April 23**

- Topic: Meetings Discussion
- **Critique of a Professional Paper due (Essay format, 600 words minimum, 15 points)**

### **C-25 Thursday, April 25**

- Topic: Professional Resumés
- Study the Resumé Rubric on the class website.
- Prepare your Resumé (300 word minimum, 10 points)
- Class PowerPoint Presentations presented (20 points)

### **C-26 Tuesday, April 30**

- Topic: Statements of Purpose
- Read: Statements of Purpose on class website
- Resumés **due (300 word minimum, 10 points)**
- Prepare your Statement of Purpose (300 word minimum, essay format, 10 points)
- Class PowerPoint Presentations

**C-27 Thursday, May 2**

- Topic: Cover letters
- Read: Writing Cover Letters on class website
- Class PowerPoint Presentations

**C-28 Tuesday, May 7**

- Wrapping it Up
- Class PowerPoint Presentations
- Statements of Purpose due (300 word minimum, essay format, 10 points)
- Prepare your cover letter (250 word minimum, 2 points)

**C-29 Thursday, May 9**

- Cover letters due (150 word minimum, 5 points)
- Open Book Final to Be Given Out (500 word minimum, 20 points)

**Thursday, May 16, 2:45-5:00 PM.**

**OPEN BOOK, OPEN NOTE FINAL DUE IN CLASS – 20 Points  
NO EMAIL SUBMISSIONS, NO LATE SUBMISSIONS!**