

Anthropology 100W-02 – Writing Workshop

San Jose State University

Semester: Fall 2011

Meeting Times: TR 3-4:15 p.m.

Room: Clark 218

Instructor: Robert Simpkins

Office: Clark 402-G

Office hours: TTh 1-2:30 p.m.

Campus Phone number: 408-924-5712, Preferred voice mail: 408-864-8999 xt. 3728

email: bobsahib@earthlink.net; Robert.Simpkins@sjsu.edu

Faculty Page: <http://www.sjsu.edu/people/robert.simpkins/>

Course Description:

This is an **SJSU Studies Area Z (Written Communication II)** workshop for students majoring in Anthropology and Behavioral Science. It is only open to upper-division students that have successfully completed English 1A and 1B (or their equivalents) and passed the CSU's Writing Skills Test (WST). Good communication has always been basic to the human experience, but it has become more essential as the world grows more interconnected. Written forms of communication are still the primary mode for exchanging knowledge and perspectives about different issues and even accomplished writers find that it takes considerable time, focus, and effort to write well – especially when addressing the increasingly complex topics that characterize our global world.

For those students beginning continuous enrollment in Fall 2005 or later, completion of or co-registration in a 100W course is required for enrollment in all SJSU Studies courses. Courses used to satisfy Areas R, S, and V must be taken from three separate SJSU departments or other academic units. ANTH 100W has been designed to meet the University's Written Communication II (Area Z) requirements for students majoring in Anthropology, Behavioral Science, and related social science fields.

Reading:

The primary emphasis of this course is on writing, but the following books will be useful if not essential reference works for you during the semester:

Turabian, Kate. 2007. *A Manual for Writers of Research Papers, Theses, and Dissertations*, 7th Edition. ISBN: 9780226823379.

Becker, Howard S. 2007. *Writing for Social Scientists: How to Start and Finish Your Thesis, Book, or Article*, 2nd Edition. ISBN: 9780226041322.

In addition, we will use selected articles from the following book as the basis for discussion of good Anthropological writing, and for some in-class writing activities:

Spradley, James and David W. McCurdy. 2011. *Conformity and Conflict: Readings in Cultural Anthropology*, 14th Edition. ISBN: 9780205234103.

Additional readings may be provided during the semester for use in conjunction with class discussion or activities.

Area Z Learning Objectives

Student Learning Objectives (SLOs):

Students shall write complete essays that demonstrate college-level proficiency, in terms of being able to:

- Refine the competencies established in Written Communication IA and IB.
- Express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
- Organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Department Learning Objectives:

Knowledge

Understanding culture as the distinguishing phenomenon of human life, and the relationship of human biology and evolution.

Awareness of human diversity and the ways humans have categorized diversity.

Knowledge of the significant findings of archaeology, cultural anthropology, and physical anthropology, and familiarity of the important issues in each sub-discipline.

Knowledge of the history of anthropological thought and its place in modern intellectual history.

Comprehension of migration, colonialism, and economic integration as significant phenomenon shaping global society.

Skills

Ability to access various forms of anthropological data and literature.

Awareness of importance and value of anthropological knowledge in contemporary society, and the ability to apply it to social issues.

Knowledge of the research methods of the sub-disciplines of anthropology, and the ability to apply appropriate research methods in at least one sub-discipline.

Ability to present and communicate anthropological knowledge and the results of anthropological research to different audiences.

Professional Values

Knowledge of political and ethical implications of social research.

Course Learning Objectives

This course is intended to help students develop and refine their writing skills so they can function effectively in an intensely information- rich global society. Our learning objectives reflect these general goals. Upon successful completion of this workshop, students will be able to demonstrate they possess the requisite organizing, writing, and editing skills to:

- conduct independent research using a mix of primary, secondary, and tertiary sources (potentially including interviews and internet websites)
- evaluate, analyze, and criticize ideas and data encountered in multiple readings and expressed in different forms of discourse
- express insights and share information about important sociocultural topics by developing, synthesizing, and presenting ideas and data in a coherent manner
- organize, develop, and produce complete essays and other polished documents for a variety of scholarly, professional, and public audiences
- properly cite a variety of primary, secondary, and tertiary sources (including interviews and internet websites) using editorial standards for the discipline of anthropology

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

Course Learning Activities

This is an upper- division workshop, in which all students are expected to help each other individually and collectively accomplish these learning objectives. SJSU requires that students in Written Communication II workshops must submit multiple assignments totaling total at least 8,000 words. Together we will learn to improve our writing skills through a combination of teaching, research, and practice that includes the following activities:

- weekly presentations by the course instructor and occasionally invited guests
- weekly reading assignments and interactive student-led discussions of readings and in-class written assessments of the readings (1000+ words)
- individual job application packages for a professional audience (500+ words) involving a cover letter and resume/CV
- individual research papers prepared for a scholarly audience (5,000+ words) involving a proposal, outline, draft, peer reviews/edits, and final paper
- individual public papers for a general public audience (2,000+ words) on a compelling topic of personal interest
- class discussions of readings, exchange of ideas for assignments, and formal peer-reviews of research papers

Each assignment will have detailed written instructions and be explained in class, along with the opportunity for questions or further discussion and clarification. These instructions will be provided via email and announced in class. Students who misplace assignment directions should contact the instructor as soon as possible to request they be re-sent, which can generally be done promptly.

COURSE GRADE:

Below are the point values of all assignments, and their percentage of the total grade:

Assignment	Points
CV	100
Cover Letter	100
Research Paper	300
Popular Article	200
SC Participation	50
Academic Peer Review	50
Popular Peer Review	50
Article Quizzes (10)	100
Participation	50
Total	1000

GRADING: Grades are given based upon a standard grading scale as follows:

	A	B	C	D	F
+	97-100	87-89	77-79	67-69	
	93-96	83-86	73-76	63-66	0-59
-	90-92	80-82	70-72	60-62	

Your percentage is your total points divided by the total points possible on the assignments. Each assignment will contain its grading criteria within the instructions. Please note that all scores below 60% will receive failing grades. Completion of all assignments does NOT guarantee a passing grade in the course.

POLICIES:

Attendance is expected for all students, and you are responsible for all material covered during class time.

Please arrive to class on time.

If you cannot arrive on time, it is nevertheless better to come late than not at all - please enter discretely and take your seat.

All students should turn off cell phones when entering the room.

If you miss class, you are advised to obtain lecture notes from other students. I will answer questions, and encourage students to attend office hours to discuss missed material, but I cannot repeat the content of entire lectures for students who have missed class, nor will I supply copies of my own lecture notes or slides.

Students should notify me (preferably via e-mail) if they will be or were unable to attend class with a reasonable excuse (illness, family emergency, work conflict, etc.). This is especially important if there are any handouts or changes in the schedule, such as the postponement of an assignment.

NOTE: I regularly take attendance; this is largely to assist me in learning all of your names to assess participation, and to link people to the work they turn in.

LATE POLICY: Unless a student receives explicit approval from me, all LATE assignments will be **penalized by 25%** of their value if received after the end of class on the due date, and by 50% if received after the end of class the following week - and will not be accepted after two weeks beyond the due date. No assignment may be turned in beyond the day of the scheduled Final Exam. Assignments must be turned in as a printed document – email is NOT acceptable unless explicitly stated in the directions or approved by me due to extreme circumstances. Please plan ahead to avoid last-minute computer and printer errors.

OFFICE HOURS: Students are encouraged to ask questions in class, but for those wishing to speak to me individually, please come to my office in **Clark Hall 402G on Tuesdays and Thursdays from 1 to 2:30 p.m.** Additionally, special arrangements can sometimes be made to meet with students at other times, my schedule permitting. Students are also encouraged to contact me via phone or (especially) e-mail with questions or problems; whenever possible, a response will be given that day.

UNIVERSITY POLICIES:

DROPPING A CLASS

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. [Information on add/drops are available at http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-298.html](http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-298.html). [Information about late drop is available at http://www.sjsu.edu/sac/advising/latedrops/policy/](http://www.sjsu.edu/sac/advising/latedrops/policy/). Students should be aware of the current deadlines and penalties for adding and dropping classes.

To drop a class, go to <http://my.sjsu.edu>

Enter your SJSU ID and Password – you may now use your nine-digit SJSU ID to login to MySJSU. If you are a continuing student and have previously been given a User ID beginning with an uppercase W, you can continue to use this ID to log in.

If you drop a class, you must do so prior to the time you submit payment to ensure that your registration fees are properly assessed.

Navigate to “Self Service” > Student center > Drop a class

Click on “Drop Classes”

Click the checkbox next to each class you wish to drop and click “Drop Selected Classes”

Review your selection and click “Finish Dropping”

Instructor Drops

Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, they are not required to do so. It is the student’s responsibility to make sure classes are dropped.

ACADEMIC INTEGRITY:

Students should know that the University’s Academic Integrity Policy is available at http://sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University’s integrity policy, require 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 website for Student Conduct and Ethical Development is available at http://sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person’s ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material

you have submitted, or plan to submit for another class, please note that SJSU's **Academic Policy F06-1** requires approval of instructors.

The details below are excerpted from the official campus policy on Academic Integrity:

Academic integrity is essential to the mission of San José State University. As such, students are expected to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources. Students are not permitted to use old tests, quizzes when preparing for exams, nor may they consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded. Violations to the Academic Integrity Policy undermine the educational process and will not be tolerated. It also demonstrates a lack of respect for oneself, fellow students and the course instructor and can ruin the university's reputation and the value of the degrees it offers.

We all share the obligation to maintain an environment which practices academic integrity. Violators of the Academic Integrity Policy will be subject to failing this course and being reported to the Office of Student Conduct and Ethical Development for disciplinary action which could result in suspension or expulsion from San José State University.

CHEATING:

At SJSU, cheating is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at SJSU includes but is not limited to:

- Copying in part or in whole, from another's test or other evaluation instrument;
- Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy.
- Submitting work simultaneously presented in two courses, unless this has been approved by both course instructors or by departmental policy.
- Altering or interfering with grading or grading instructions;
- Sitting for an examination by a surrogate, or as a surrogate;
- any other act committed by a student in the course of his or her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

PLAGIARISM:

At SJSU plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

- The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substances of another's work, without giving appropriate credit, and

representing the product as one's own work; and representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, painting, drawing, sculptures, or similar works as one's own.

Students caught engaging in the above actions will receive an automatic F in the course and a report to the Office of Student Conduct and Ethical Development for further disciplinary action. Students with prior incidents on report may find themselves suspended or expelled from the University. Claiming ignorance of what constitutes cheating or plagiarism is no excuse. If you are in doubt, ask me for clarification. If you are genuinely having difficulties completing assignments, you are better off being honest (to you and me) then you are trying to cheat and hoping to get away with it.

More information can be found on the campus website section for Office of Student Conduct and Ethical Development: http://sa.sjsu.edu/judicial_affairs/index.html

STUDENTS WITH DISABILITIES:

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make 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 requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability. I will work with the DRC to assist you based upon their recommendations. I am not authorized to make assessments of personal situations regarding disabilities, and request that you prepare well in advance for any special needs you may have, particularly for taking exams. You can find more information on SJSU's policies and the programs available, as well as your rights at: <http://www.drc.sjsu.edu/>

STUDENT RESOURCES ON CAMPUS:

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. The LARC website is located at <http://www.sjsu.edu/larc/>.

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center website is located at <http://www.sjsu.edu/writingcenter/about/staff/>.

Peer Mentor Center

The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering “roadside assistance” to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop –in basis, no reservation required. The Peer Mentor Center website is located at <http://www.sjsu.edu/muse/peermentor/> .

ANTH 100W-02 – WRITING WORKSHOP
Weekly Schedule – Fall 2011 Semester

All dates are subject to revision; students will be informed in class and via email in the event revisions are necessary and an updated schedule will be provided.

WEEK	DATE	ACTIVITY
1	8/25	Introduction
2	8/30	Job Applications: Cover Letters and Resume/CVs
2	9/1	Job Applications: Cover Letters and Resume/CVs Assignment: Reader Article Quiz/Discussion
3	9/6	Reviews of Application Packets
3	9/8	Reviews of Application Packets
4	9/13	Search Committee Reviews of Application Packets
4	9/15	Search Committee Results
5	9/20	Assignment: Final Application Packets Due Assignment: Reader Article Quiz/Discussion
5	9/22	Scholarly Writing
6	9/27	Scholarly Writing Assignment: Reader Article Quiz/Discussion
6	9/29	Proposal Reviews
7	10/4	Proposal Reviews Assignment: Reader Article Quiz/Discussion
7	10/6	Proposal Reviews
8	10/11	Annotated Bibliographies Assignment: Reader Article Quiz/Discussion
8	10/13	Annotated Bibliographies
9	10/18	Annotated Bibliographies Assignment: Reader Article Quiz/Discussion
9	10/20	NO CLASS MEETING

WEEK	DATE	ACTIVITY
10	10/25	NO CLASS MEETING
10	10/27	Preliminary Drafts Assignment: Reader Article Quiz/Discussion
11	11/1	Preliminary Drafts
11	11/3	Peer Reviews
12	11/8	Peer Review Discussion Assignment: Reader Article Quiz/Discussion
12	11/10	Popular Writing
13	11/15	Popular Writing Assignment: Final Academic Article Due Assignment: Reader Article Quiz/Discussion
13	11/17	Proposal Reviews
14	11/22	Proposal Reviews
14	11/24	NO CLASS MEETING – THANKSGIVING
15	11/29	Proposal Reviews Assignment: Reader Article Quiz/Discussion
15	12/1	Preliminary Drafts
16	12/6	Peer Reviews
16	12/8	Peer Review Discussion
17	12/16	FINAL EXAM 2:45-5 p.m. Assignment: Final Popular Article Due