Department of Anthropology

Instructor
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ANTH 100w
Written Communication II
Spring 2011

Office Hours
M 1:00-3:00
T 1:00-3:00
or by appointment

Course Website
https://sjsu.desire2learn.com/

Course Resources

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. 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.

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 (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 through an integrated systemic teaching-learning framework. 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 invited guests
- weekly reading assignments and interactive student-led discussions of readings
- weekly electronic discussions on key learning questions/points
- individual research papers prepared for a scholarly audience (6,000+ words) involving a proposal, outline, draft, peer reviews/edits, and final paper
- individual job application packages for a professional audience (500+ words) involving a cover letter and resume/CV
- individual public papers for a general public audience (1,500+ words) on a compelling topic of personal interest
- formation of small learning teams to lead class discussions of readings, exchange ideas for assignments, and provide formal peer-reviews of research papers

We will spend the first few weeks of the semester collaboratively designing the course as a whole, finalizing the course schedule, and completing personal learning contracts.

### Course Learning Assessment

Students will demonstrate their relative mastery of course learning objectives through their performance on the following assignments (as specified in their learning contracts):

- individual research papers prepared for a scholarly audience (40%-60%), including timely completion of the proposal, outline, draft, peer reviews/edits, and final paper
- individual resume/CV + cover letter for a professional audience (15%-25%)
• individual topical papers for a general public audience (15-25%)
• regular and responsible participation in completing the readings, engaging in class
discussions, contributing to weekly emails, and support for peer learning (10%)

Guidelines for all course assignments are available in electronic form on the Desire 2 Learn
(D2L) course website, including specific grading criteria for each assignment to evaluate
student learning on a clear and consistent basis. Students should familiarize themselves
with these materials and use them to proactively prepare for class sessions and assign-
ments on a timely basis. Assignments will be penalized 5% each week they are submitted
late, unless there are extenuating circumstances. When preparing these assignments, it is
important to remember that people who live and work in a globalizing world must be able
to communicate successfully with a broad mix of audiences. SJSU graduates are expected
to write well and deliver effective presentations, which usually requires several iterations
to refine before work is sufficiently polished to be shared with others. Students should pay
close attention to the guidelines and templates for each assignment, particularly in terms
of ensuring that they are submitted in the appropriate format for that assignment. It is
also useful to seek feedback from colleagues (including members of your learning teams)
before finalizing your work. In addition, the University provides assistance for students at
the SJSU Writing Center in Clark 126 (http://www.sjsu.edu/writingcenter/ or 924-2308) on
both an individual and a group basis.

Course Schedule and Topics

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<td>Course Introduction</td>
<td>Systemic Learning</td>
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<td>7 February 11</td>
<td>Systemic Course Design</td>
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<td>14 February 11</td>
<td>Written Communication</td>
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<td>21 February 11</td>
<td>Resumes/CVs &amp; Cover Letters</td>
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<td>Library &amp; Internet Research</td>
<td>MLK 219</td>
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<td>7 March 11</td>
<td>Organizing &amp; Outlining</td>
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<td>Word-Processing Tips</td>
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<td>21 March 11</td>
<td>Effective Writing</td>
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<td>28 March 11</td>
<td>☺ Spring Break ☺</td>
<td>☺ Spring Break ☺</td>
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<td>4 April 11</td>
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<td>11 April 11</td>
<td>Revising &amp; Polishing</td>
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<td>18 April 11</td>
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<td>Public Essays</td>
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<td>2 May 11</td>
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9 May 11 Writing Workshop
16 May 11 Writing Workshop
23 May 11 Final Exam Period 5:15-7:30

**SJSU Academic Integrity Policy**

SJSU expects all students enrolled in the University, whether on a matriculated or extended education basis, to act in accordance with accepted academic and professional standards for integrity at all times. Official University policy states that:

Your own commitment to learning, as evidenced by your enrollment at San Jose 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 Judicial Affairs. The policy on academic integrity can be found online (http://www.sjsu.edu/senate/S07-2.htm).

The most common issues of academic integrity are usually associated with some form of plagiarism, which is using other people’s ideas and words without clearly acknowledging the source of that information. Sometimes it is tempting to copy other people's ideas (from the Internet, textbooks, magazines, lectures, or student papers) and incorporate them into your own work. As a result, it is very important to give proper credit to those sources. If proper credit is not given, then you are passing these ideas and words off as your own. This is both unethical and illegal. Students who engage in any form of academic dishonesty that contravenes SJSU policy will result in a failing grade (F) on that assignment for all parties involved and may lead to dismissal from the course and/or the University.

**SJSU Disability Policy**

SJSU also recognizes that some students may require special accommodations to participate in a particular course. If any student in this course needs such assistance and/or would like to share emergency medical information, especially as it might affect potential safety issues like evacuation procedures, please contact me privately as soon as possible so we can decide how to proceed. Presidential Directive 97-03 requires that students with disabilities register at the Disability Resource Center in Admin 110 (http://www.drc.sjsu.edu/ or 924-6000) to establish a record of their disability so they can utilize the University’s resources.

**Area Z Learning Objectives**

*Written Communication II*

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

Student Learning Objectives

- 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.