

San José State University

HSPM 100W Writing Workshop Section 1 Spring 2017

Course and Contact Information

Instructor:	Kathleen Haven
Office Location:	406 H Clark
Telephone:	408-924-4484
Email:	kathleen.haven@sjsu.edu
Office Hours:	M 1:30pm 2:15pm W 1:30pm-4pm F 12:30pm – 2pm
Class Days/Time:	MW 9-10:15am
Classroom:	BBC 225 and our Canvas Web Page https://sjsu.instructure.com/courses/1229626
Prerequisites:	English 1B
GE/SJSU Studies Category:	Completion of core GE, satisfaction of Writing Skills Test and upper division standing. <i>Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement.</i>

Class Web Page and MYSJSU Messaging

Assignments and handouts will be posted on the course website on canvas. If you have trouble getting to the website you can call the help desk at (408) 924-2377. Assignments guidelines will be available only on the website.

Course materials such as syllabus, handouts, notes, and assignment instructions can be found on course website at <https://sjsu.instructure.com/courses/1209748> . You are responsible for regularly checking with the messaging system through <http://my.sjsu.edu> (or other communication system as indicated by the instructor) to learn of any updates.

Course Description

This course develops and enhances written communication skills in the hospitality, recreation and tourism professions in the following areas: scientific/technical writing, administrative writing, public-relations related writing and funding proposals.

This course is designed for the development of advanced writing skills. Students are required to write literature reviews, persuasive letters, a scholarly paper, resume, and cover letter with a focus on

hospitality and leisure studies. The course will end with individual presentations on the research paper. The emphasis is on:

- 1-advanced writing skills
- 2- organization and development of solid academic prose
- 3- the generalized as well as specialized forms of writing
- 4- students' individual and group work

Course Goals and Learning Objectives

Students will develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. Written Communication II should reinforce and advance the abilities developed in Written Communication 1A and 1B, and broaden and deepen these to include mastery of the discourse specific to the discipline in which the course is taught.

Upon successful completion of this program, students will be able to:

- GELO 1 Produce discipline-specific written work that demonstrates upper-division proficiency in: language use, grammar and clarity of expression.
- GELO 2 Express (explain, analyze, develop, and criticize) effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
- GELO 3 Organize and develop essays and documents for both professional and general audiences
- GELO 4 Organize and develop essays and documents according to appropriate editorial and citation standards
- GELO 5 Locate, organize and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Succeeding in this class

At SJSU, students are expected to spend two hours outside of class for every one-hour of class time. Because this is a three-unit class, you should budget a minimum of six hours per week for homework in addition to time spent in class and on scheduled tutorials or activities. Special projects or assignments may require additional work for the course. Because writing is a process, you need to budget in time for every step, from brainstorming to researching to reading journal articles to writing. Careful time management will help you keep up with readings and assignments, and enable you to be successful in all of your courses.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

- CLO1: Write clear and concise *business letters, reports or proposals*
- CLO2: Articulate in writing *a Problem of Practice* and plans for research
- CLO3: Successfully complete quizzes to assess student understanding of terms from constructs presented and format/in-text citations using APA
- CLO4: Prepare a formal paper based on news articles
- CLO5: Prepare a *literature review* in an area of hospitality
- CLO6: Prepare a *research paper*

Texts and Additional Readings

1. American Psychological Association (2010). *Publication Manual of the American Association* (6th ed.) Washington, DC: American Psychological Association. *NOTE: Use of "APA" web sites in lieu of the required textbook is not recommended.*
2. Lanham, R. (2007). *Revising Prose*. New York: Pearson.
3. Lunsford, A. (2008). *The Everyday Writer*. New York: Bedford, St. Martins. *NOTE: This book is SJSU's official grammar reference. You should be able to find this in the Spartan Bookstore.*
4. Additional readings and materials available on our CANVAS class site at <https://sjsu.instructure.com/courses/1209748>

Computer Navigation Competency

Successful navigation of university library database for research and writing

Other Course Materials

- Pens/pencils and a composition notebook to take notes during lectures
- 8.5 x 11 Green Examination Booklet from the SJSU bookstore
- A laptop or some sort of an electronic device for in-class writing assignments
- Collegiate dictionary and Thesaurus is highly recommended
- As a writing workshop you need to come to class prepared.

Library Liaison

SJSU Library Liaisons can save you time on any research project because they have the expertise to do a precise search and retrieval on topics relevant to the requirements of a specific course assignment. The library liaison assigned to the HSPM Department is Christina Mune. Ms. Mune is a Reference and Instruction Librarian, Liaison for Hospitality, Recreation and Tourism Management. The Liaison Librarian provides guidance on locating primary references, journals and government documents related to health education and recreation. Ms. Mune also provides orientation to the many culture-related resources within the MLK Library.

Her contact information is provided below.

Dr. Martin Luther King Jr. Library, office #4034

Phone: 408-808-2046

E-mail: christina.mune@sjsu.edu

Helpful electronic resource: URL: <http://libguides.sjsu.edu/hospitality>

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details

about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

Course Requirements and Assignments

You are expected to write an estimate of 27 pages [approximately **8000** words] to meet university's requirement for the course. You will also read and critique each other's writing. Note that each typed page contains less than 300 words.

You should be able to correctly use APA style in:

- formatting the title page
- placement of title and subtitles
- in-text citation
- listing of sources on reference page
- demonstration of proper grammar and sentence structure

Assignments

Quizzes & In-Class Peer Review exercises	<ul style="list-style-type: none"> • Quizzes will be taken at various times and on topics discussed in class. 		10 points
<i>In-Class Writings</i>	<ul style="list-style-type: none"> • You are required to be present in order to receive credit for in-class writing practices • You will be expected to work in groups and provide feedback on each other's writing. 	4 to 6 pgs; 1200-1800 words	10 points
<i>What is in a name?</i>	<ul style="list-style-type: none"> • This expository writing assignment will help you familiarize yourself with taking the first steps in doing research. 	2 pg; 600 words	8 points
<i>Business Correspondence</i>	<ul style="list-style-type: none"> • Focus of the letter must be on diversity/equity customer service error that could possibly lead to a litigious situation. If you choose to write a business proposal, you must relate it to your field of expertise—food & beverages, hotel management, or event planning. 	1 pg; 300 words	8 points
<i>Problem of Practice</i> OR <i>Passion Paper</i>	<ul style="list-style-type: none"> • Focus of this assignment is to help you select and explore a topic for your White Paper assignment. Contrary to most writing assignments, you are allowed to use first-person singular personal pronoun I, or first-person plural personal pronoun We, for 	2 pgs; 600 words	12 points

	this particular assignment.		
<i>Literature Review</i>	<ul style="list-style-type: none"> Review of three different news articles with current industry issues as its focus. Articles can be supportive or contrary to each other but not identical. 	3 pgs; 900 words	12 points
<i>Research Paper</i>	<ul style="list-style-type: none"> In this assignment, your <i>Problem of Practice</i> is discussed and a position/solution offered. Elements of <i>Issue Brief</i> may be included as well. 	7 pgs; 2100 words	25 points
<i>In-class Presentations</i>	<ul style="list-style-type: none"> Every class member is required to present a PowerPoint presentation on your <i>Research Paper</i> to an audience of your peers. 	8 minutes	15 points

Grading Policy

Grades assigned by the instructor are as follow:

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

Classroom Protocol

No assignment via e-mail will be accepted. All assignments must be delivered in Canvas via *TurnItIn* software—on or before the due date. You are expected to come prepared and ready to write and discuss.

Late Work Policy

Work turned in past the due date is considered late. Unless you arrange it with me ahead of time or have proof of a personal tragedy, i.e. severe illness, family funeral, or fatal accident, all of which will require valid proof, your late work will automatically lose 5 points for each class it is late. A roommate who keeps you up past your bedtime, a family wedding, or a difficult commute are issues WE ALL DEAL WITH, and, although frustrating, you must learn how to overcome such obstacles with poise and vigor. Please do feel free to let me know what is going on, however, as I may be able to help strategize with you in order to ensure your academics take priority over other situations.

Use of electronics in class

You may not use any device to record this class for the purposes of distribution, unless I give you permission. Lectures and other classroom activities are intellectual property belonging to me. Recording this class without permission is theft. In general, you may photograph the board for your personal use, but

any distribution of images or audio files violates institutional policy and copyright law, and will result in a referral to the Office of Student Conduct.

Participation

You must attend EVERY class meeting. Your ability to navigate the course material and master the course concepts will be greatly compromised without in-class discussions and activities. Past experience shows that students who miss even one class are at a disadvantage and, statistically, 100% of students failing this course had poor attendance. If you are unable to attend class for any reason, you must catch up on course materials in a timely and responsible manner. Catching up is YOUR responsibility. Even a valid excuse does not mean that you are exempt from assignments. Contact your classmates as soon as possible to ensure that you stay up-to-date on all assignments. Send me an email, stop by office hours, and check in with me during the subsequent class. It is wise to avoid asking me if you “missed anything important during class”. You may safely assume that each class aspires to bring you significantly closer to mastery.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor’s permission to record the course.

- “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.”
- “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.”

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> 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 [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>. 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 your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 requires approval of instructors.

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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. 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 DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter> . For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)



SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

HSPM 100W WRITING WORKSHOPE SPRING 2017 SCHEDULE

[Tentative Course Schedule](#) –*The schedule is subject to change with fair notice. If it should become necessary to change the schedule, notice will be given in class and posted on Canvas. Reading assignments are always due the following class unless specified.*

Week	Date	Topic and Assignments
	1/26	Classes Begin
1	1/30-2/1	First Class: Introduction to HSPM 100W Assignment #1 – What’s in a Name Due Wednesday Update Profile on Canvas In Class Writing and Peer Review <p style="text-align: right;">Due: What is in a name?</p>
2	2/6-2/8	Brainstorming & Outline Begin conducting research Handout: <i>Exploring Your Passion</i> PPT: <i>Introduction to Professional Writing</i> Handout: <i>Five Steps to Successful Writing</i> In class writing <p style="text-align: right;">Due: Research Topic Drafts (1 o 2 sentences)</p>
3	2/13-2/15	Quiz Business letter discussion (Focus is diversity/equity) Audience/Purpose Handout: Basic patterns of business letters PPT: <i>Academic Writing: A Short Review</i> Handout: <i>Literature Review</i> In class writing <p style="text-align: right;">Due: Business Correspondence</p>
4	2/20-2/22	<i>Problem of Practice:</i> A discovery experience Handout: <i>Problem of Practice</i> PPT: <i>APA Formatting & unbiased language</i> PPT: <i>Citing Sources</i> PPT: <i>Punctuation: APA Style</i> In-class peer-review (1st draft of the <i>literature review</i>) In class writing
5	2/27-3/1	PPT: <i>Research Paper</i> * Meet with the reference librarians and instructor TBA * Continue searching for remaining sources In-class peer-review (1st draft of <i>problem of practice</i>) In class writing <p style="text-align: right;">Due: Problem of Practice</p>
6	3/6-3/8	Student Conferences – Research Paper

7	3/13-3/15	Plan for discussion of revisions Review: Grammar PPT: Headings & subheadings Quiz PPT: End of Semester Presentation In-class peer-review (1 st draft of the research paper) Due: Literature Review
8	3/20-3/22	Instructor Meetings/Conferences Research Paper 2nd Draft Due
9	3/27-3/29	Spring Break
10	4/3-4/5	Instructor Meetings/Conferences Research Paper 2nd Draft Due
11	4/10-4/12	Instructor Meetings/Conferences Research Paper 2nd Draft Due
12	4/17-4/19	Student Presentations Due: Final Research Paper
13	4/24-4/26	Student Presentations
14	5/1-5/3	Preparation for Final Exam Workshops
15	5/8-5/10	Preparation for Final Exam Workshops
16	5/15 (5/16)	Last Day of Instruction

Final Exam - Monday, May 22 0715-0930