# San José State University HTEM (HSPM) 100W Writing

# San José State University HSPM 100W Writing Workshop Section 1

# Spring 2018

## Course and Contact Information

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| Instructor: | Kathleen Haven |
| Office Location: | 406 H Clark |
| Telephone: | 408-924-4484 |
| Email: | [kathleen.haven@sjsu.edu](mailto:kathleen.haven@sjsu.edu) |
| Office Hours: | MW 10:30- 11:30am MH 407  F 12:30 – 1:30pm 406H Clark |
| Class Days/Time: | MW 9:00-10:15am |
| Classroom: | BBC 225 and our Canvas Web Page <https://sjsu.instructure.com/courses/1252889> |
| Prerequisites: | English 1B |
| GE/SJSU Studies Category: | Completion of core GE, 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.* |

## 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 . 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 works

**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 Recommended 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.*

1. Lanham, R*. (2007).* ***Revising Prose****. New York: Pearson.*

### 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.*

### Additional required readings and materials available on our CANVAS class site at Additional readings and materials available on our CANVAS class site at https://sjsu.instructure.com

**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
* Computer Navigation Competency–CANVAS and university library database used for research and writing

## 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 Christa Bailey. Ms. Bailey 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. Bailey also provides orientation to the many culture-related resources within the MLK Library.

## Her contract information is provided below.

Dr. Martin Luther King Jr. Library

Phone: 408-808-2422

E-mail: [christa.bailey@sjsu.edu](mailto:christa.bailey@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 a collective 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

**Course Requirements, Evaluation and Grading**

|  |  |  |  |
| --- | --- | --- | --- |
| **Assignments** | **Weight** | **First Draft\*- Word Count** | **Final Draft – Word Count** |
| 1. Introduce Yourself/ Interest | 5% |  | 500 |
| 2. Ideal Position/ Job Posting - Resume and Cover Letter | 5% |  | 600 |
| 3. Hospitality Business Letters - 3 letters | 10% |  | 900 |
| 4. Annotated Bibliography- 6 sources | 15% | 300 | 500 |
| 5. Social Media Project- Marketing & Customer Service | 15% | 800 | 1000 |
| 1. Research paper | 20% | 1000 | 1500 |
| 1. Midterm | 15% |  | 500 |
| 1. Final | 15% |  | 500 |
| Total (8100) | 100% | 2100 | 6000 |

**\**not all assignments will have opportunities to revise***

**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 not be accepted**. 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. You may not use your cell phones in class except for educational purposes and with my permission.

**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 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 at <http://www.sjsu.edu/provost/services/academic_calendars/> . The Late Drop 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 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, 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 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 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 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 (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 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 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 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.)

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**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>.

**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.*

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| Weeks | Date | Topic and Assignment  **All HW assignments and due dates are posted on Canvas. All Assignments must be submitted to CANVAS.** |
| 1 | 1/24 | Introduction to HSPM 100W  Review Canvas Format  Assignment #1 – Introduce yourself/Interest |
| 2 | 1/29-31 | #1-Self Review  #2 – Ideal Position |
| 3 | 2/5-7 | #6 – Research Paper Introduced  Brainstorming Research Paper Interests  Begin Conducting Research  Identify Research Topic |
| 4 | 2/12-14 | Review Appropriate Sources  Small Group Presentations |
| 5 | 2/19-21 | #3–Hospitality Business Letters |
| 6 | 2/26-28 | #4 - Annotated Bib. Draft/ Peer Review  Annotated Bib – 2nd Draft Due  Research paper review |
| 7 | 3/5-7 | Midterm Review  Begin Research Paper –Bring 1st Draft to Student Conferences  Final Draft Due- Annotated Bib.  #7 Midterm Exam |
| 8 | 3/12-14 | Student Conferences |
| 9 | 3/19-21 | Research Paper Second Draft due for Peer Review |
| 10 | 3/26-28 | ***SPRING BREAK*** |
| 11 | 4/2-4 | Second Draft Research Paper Due – Feedback  #5 Social Media Project Introduced  Marketing and Customer Feedback |
| 12 | 4/9-11 | SM Assignments Reviewed |
| 13 | 4/16-18 | Presentations of Research Papers- Final Draft Research Paper Due  Prepare for SM Presentations |
| 14 | 4/23-25 | Presentations of SM |
| 15 | 4/30-5/2 | Presentations of SM |
| 16 | 5/7-9 | Presentations of SM |
| 17 | 5/14 | Last Day of Instructions Review session for Final Exam |
| **#8 Final Exam - Tuesday, May 22 Online** | | |
| **If you fail to take the final exam, you will receive and “F” for the course.**  **Important SJSU Calendar Dates**  Wednesday January 24 .................... First Day of Instruction – Classes Begin  Monday February 5 .................... Last Day to Drop Courses Without an Entry on Student's Permanent Record **(D)**  Monday February 12 .................. Last Day to Add Courses & Register Late **(A)**  Tuesday February 20 Enrollment Census Date **(CD)**  **Monday – Friday March 26-30 ................. Spring Recess *(\*SPRING RECESS\*)***  ***Friday March 30....................... Cesar Chavez Day (Observed) - Campus Closed (CC)***  Monday May 14 .......................... Last Day of Instruction – Last Day of Classes  Tuesday May 15 .......................... Study/Conference Day (no classes or exams) **(SC)**  Wednesday – Friday May 16-18,.................... Final Examinations ***(exams)***  Monday - Tuesday May 21-22..................... Final Examinations ***(exams)*** | | |