

JS 100W, Sec. 3: Writing Workshop – Fall 2009
Class Meeting Time and Room: Tuesdays and Thursdays, 3:00 – 4:15 PM, MH 526

Instructor: Dina M. Kameda, M.S.

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Office Hours (MH 527): Mon 4:30-5:30 PM; Tues 4:15-5 PM; Thurs 5:15-6:30 PM (via e-mail) and Fri 3:15–4:15 PM

Course Materials: <http://www.justice-studies.com>

JS Department Web Site: <http://www.sjsu.edu/justicestudies>

Course Description: This is an integrated writing and research course designed to develop advanced communication skills which will be valuable for a career in criminal justice. Effective written and oral communication skills are vital to success in any career, but are particularly important to the criminal justice professional. The best method for improving these skills is through extensive practice, critical feedback, revision, and examination of models of excellence in communication. Upon successful completion of this course, students will be skilled at communicating information to criminal justice professionals and to general audiences in a variety of formats.

The students of JS 100W will develop the following:

- A clear, concise, effective writing style, exhibiting the mastery of the mechanics of writing
- Proficiency in research strategies and methodologies necessary to communicate complex ideas effectively and appropriately to both general and specific audiences
- The ability to read, interpret, and critically analyze scholarly literature within the field, and to respond critically both orally and in writing
- The ability to gather diverse supporting evidence from a variety of sources and appropriately cite these sources, using APA style format
- The ability to effectively express a position, using organized, clear concise wording in a variety of formats to target different audiences

UNIVERSITY POLICY ON 100W: This course satisfies Area Z, Written Communication II, a University Studies requirement. Students should note that courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments.

Prerequisites: Grade of “C” or better in English 1B or equivalent, passing score on the Writing Skills Test, completion of core GE requirements, upper division standing (60 units completed)

Required and Recommended Course Materials:

- ❖ Gavlan, J. L. (2009). *Writing Literature Reviews, 4th Ed.* **Required**
- ❖ American Psychological Association (2009). Concise rules of APA. American Psychological Association. **Required**
- ❖ Three written examination booklets (“blue books”) available at the Spartan Bookstore **Required**
- ❖ Scholarly articles for Article Critiques and Research Paper to be located online **Required**
- ❖ A 1 ½ binder for 100W to keep all 100W work, including writing assignments, and handouts. Bring the binder to every 100W class. **Recommended**
- ❖ *Merriam-Webster’s collegiate dictionary (10th edition or newer).* **Recommended**

Course Requirements: To satisfy the University’s Written Communication II requirement, students will be required to write a minimum of 8000 words with an overall grade of “C” or better. Students will also make at least two oral presentations, and will evaluate classmates’ writing on a variety of assignments. Assignments in JS100W will include: expository responses to problem statements, a review of scholarly literature, a research project, oral presentations, analytical thinking and writing exercises, and a final examination. All of these assignments are designed to provide practice in critical reading, thinking, and writing strategies necessary to plan and execute purposeful writing. Purposeful writing includes analyzing research, generating ideas, developing a thesis, organizing and writing a first draft, revising for form and content, editing for grammar, punctuation, spelling and usage, and evaluating, using, and documenting supporting materials. JS100W has been designed to meet the learning objectives of the University Written Communication II (Area Z) requirements. Each assignment meets some aspect of these learning objectives (documented on the next page).

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

IA Student Learning:

- *Students should be able to perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).*
- *Students should be able to express (explain, analyze, develop, and criticize) ideas effectively.*
- *Students should be able to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.*
- *Students should be able to write for different audiences (both specialized and general)*

IB Student Learning:

- *Students should be able to use (locate, analyze, and evaluate) supporting materials, including independent library research.*
- *Students should be able to synthesize ideas encountered in multiple readings.*
- *Students should be able to construct effective arguments.*

Learning Objective 2 (LO 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 (LO 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.

Campus policy in compliance with the Americans with Disabilities Act: *According to Presidential Directive 97-03 students with a disability are required to register with the Disability Resource Center (924-6000) in order to establish a record of their disability. Please meet with me to confirm that you have done this if you need course adaptation or accommodations because of a disability. If you have emergency medical information to share with me, or if you need to make special arrangements in case the building must be evacuated, please see me during office hours.*

Course Grade: All writing workshops are graded ABC/NC. Performance that merits a grade lower than a “C” will receive a “No Credit”. Please note that University and Departmental guidelines require a serious and compelling reason to drop a course. A course cannot be dropped because of grades alone.

Your grade in 100W will be based upon points accrued throughout the semester. Not all assignments will be graded. Grades will be determined based upon adherence to the specific criteria for each assignment; points will be assigned in three areas: format, content and mechanics. All assignments completed outside of class must adhere to the following guidelines unless otherwise specified: typed, double-spaced, single sided, white paper, 1 inch margins, 12 pt. standard font (i.e.: Times, New York, Palatine, Geneva).

IMPORTANT NOTE: Always retain at least one electronic copy of any out of class writing that you submit.

Content is the most important area for which points are assigned. Content points will be given as follows:

- **Top score:** Excellent presentation with thoughtful, well-reasoned analysis and discussion. Demonstrates clear understanding of the reading(s), the issue(s) and the purpose of assignment.
- **Above average:** Good presentation, with somewhat less consistency, but clearly demonstrates an understanding of the assignment, the issue(s) and the reading(s).
- **Average:** Adequate demonstration of basic understanding of assignment and issues, but needs improvement. Ideas may be underdeveloped or paper may have serious grammar problems.
- **Failing score:** Incomplete work or lack of ability to demonstrate an understanding of the assignment, reading(s) or issue(s) and to articulate an appropriate response to the assignment.

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Course Add/Drop: 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, instructors are not required to drop a student from their course. ***It is the student's responsibility to make sure classes are dropped.*** You, the student, are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at: http://sa.sjsu.edu/student_conduct

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 or 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 of 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. Students who violate the Academic Integrity Policy will be subject to failing the course and being reported to the Office of Student Conduct & Ethical Development for disciplinary action, which could result in suspension or expulsion from San José State University.

Faculty members are required to report all infractions to the Office of Judicial Affairs. Cheating in JS100W may include, among other things, plagiarism. Adhere to the SJSU code prohibiting plagiarism. **Plagiarized work in JS100W will receive no credit and may not be resubmitted.** Plagiarism may also result in disciplinary action by the Department or the University. It is your responsibility to read and understand SJSU's policy on academic integrity. The policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct

Important note: Article Critiques, the Research Paper Draft, and the final Research Paper must be submitted to Turnitin.com prior to turning it in to the instructor. If required by your instructor, you will need to print and attach your Originality Reports. You will submit a clean copy of each paper for grading, with an appropriate cover page.

Attendance and Participation: Critical reading, thinking, and writing involve a number of practical skills. These skills must be diligently practiced to be developed and maintained. Students are expected to keep up with class reading, and to attend all class meetings well prepared to contribute to the classroom exchange of ideas and information. Therefore, good attendance is essential in order to pass 100W. The instructor will take roll promptly at the start of each class meeting, if you arrive late be sure to check in with the instructor at the first appropriate opportunity.

Assignments: All handouts and assignments (except for the Diagnostics and the Final Exam) are or will be available on my website: <http://www.justice-studies.com>. It is the student's responsibility to have the appropriate handout for each class period. Being well prepared for class includes checking the schedule well before each class and bringing the appropriate assignment or handout to class. In some cases, a scoring guide is attached to the assignment. Download and read the scoring guide before doing the assignment, and attach a copy of the scoring guide to each assignment you submit if required (your instructor will advise you).

In class writing assignments: Always be prepared to write in class; either individually or in group settings. In class assignments will include expository responses to problem statements (diagnostics), APA exercises, outlining exercises, general writing exercises as needed, critical analysis, and the final examination.

Out of class assignments: Out of class assignments will include preparation for oral presentations, development of a paper outline, the composition of article critiques, critiques of fellow student work, and the research paper. See individual assignments for details and scoring guides. Some out-of-class work will require submission to Turnitin.com (Article Critiques, Research Paper Draft, and the Final Draft of the Research Paper). Allow extra time to submit your assignment to Turnitin.com to get the Originality Report back in a timely fashion. Late papers will not be accepted, unless prior arrangements have been made (inclusive of a legitimate and substantiated excuse); it is the student's responsibility to ensure that work is submitted on time.

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Research Paper: Students will write a culminating 8-10 page research paper, which will be analytical in nature. The theme for the paper will be chosen by the JS100W instructors. The research and development of this paper will include a thorough examination of scholarly literature, article critiques, and the application of college-level analytical thinking and writing skills. The research process itself has been broken down into several steps; some of these steps will be graded separately. The specifics of the research assignment are on a separate handout.

Late paper policy: Papers are due at the start of class on the dates indicated. Coming to class late will result in your paper being docked for coming in late (without a legitimate excuse). Do not attempt to turn in a paper after the class period in which it is due; late papers will not be accepted unless you have made prior arrangements. Remember that all article critiques and your research paper (draft and final product) must be submitted to www.turnitin.com. It is recommended that you allow at least one day before the due date to receive the Originality Report. Mass submissions to www.turnitin.com have resulted in long report generation delays in the past. Originality Reports must be generated and available for the instructor to review prior to start of class on the indicated due dates for papers.

Extra Credit: There is plenty of writing in 100W. Extra credit assignments are highly unlikely. Rather than take the time to try to get extra credit, make the commitment to keep up in class, and stick to it!!

Final Exam: Thursday, December 10, 2009 from 2:45 – 5:00 PM

As the final exam is at a different time than normal, please be sure to make any necessary arrangements well in advance.

A *make up exam* must be arranged in advance (by December 1, 2009) with your instructor, and will only be considered if a legitimate and verifiable reason can be provided.

Tentative Class Schedule + <input checked="" type="checkbox"/> Item(s) Due/Needed		Homework assignment(s) for following week(s)
Week 1		
Tues. Aug. 25th	<ul style="list-style-type: none"> • Introduction • Handout: Research Paper Assignment • Discussion of Research Paper and potential topics • Introduce <i>Writing Literature Reviews</i> and <i>Concise Rules of APA Style</i> • Discuss Ch. 1 Activity • Registering on www.turnitin.com (required) 	<ul style="list-style-type: none"> • Go online and choose a topic for Research Paper • Read and study Green Sheet and Research Paper Assignment • Read Ch. 1 and Ch. 2 for 09.01.09 • Ch. 1 Activity: pg. 8 (Items A-E) - Due on 09.01.09 • Mandatory registration on www.turnitin.com by Saturday, August 29th. Be sure to register using a valid e-mail address that you will check regularly. There will be a (15) point penalty for failing to register on time. • Bring both textbooks to class next week
Thurs. Aug. 27th	<ul style="list-style-type: none"> • Diagnostic I (in-class written exam) • <input checked="" type="checkbox"/> Diagnostic I due at the end of class today 	
Week 2		
Tues. Sept. 1st	<ul style="list-style-type: none"> • <input checked="" type="checkbox"/> Quiz on Green Sheet and Research Paper Assignment • Discuss process of Ch. 1 Activity • Lecture/discussion: Analyzing a scholarly research article and critical thinking 	<ul style="list-style-type: none"> • Read Ch. 3 • Ch. 3 Activity: pgs. 28-29 (APA reference list assignment) - Due 09.15.09 • Type up a paragraph on your topic and bring to library (LO 1) • Download and print Article Critique handout for next week • Meet at the MLK Library on Tuesday, 09.08.09, Room 217 @ 3:00 PM
Thurs. Sept. 3rd	<ul style="list-style-type: none"> • Discuss Topic and Thesis oral presentation • Return and discuss Diagnostic I 	
Week 3		
Tues. Sept. 8th	<ul style="list-style-type: none"> • Mandatory Electronic Media Review MLK Library, Room 217 @ 3:00 PM JS Librarian: Nyle Monday (Nyle.Monday@sjsu.edu) • <input checked="" type="checkbox"/> Paragraph on your topic 	<ul style="list-style-type: none"> • Read Ch. 13 and Article Critique handout • Find and list in <u>APA format</u> (10) scholarly journal articles related to your topic. Bring (2) <u>typed</u> copies to class next week, 09.15.09 • Prepare write up for Topic and Thesis presentation (minimum of a half page, <u>typed</u>). Due next week, 09.17.09 (LO 1, LO 3) Handout available online (www.justice-studies.com) • Find and download article for AC1, begin working on it (LO 2)
Thurs. Sept. 10th	<ul style="list-style-type: none"> • Discussion of plagiarism policy in relation to the utilization of APA style • Explanation of format for submitting Article Critiques • <input checked="" type="checkbox"/> Article Critique handout • Assign Article Critique #1 (AC1) 	

Tentative Class Schedule + <input checked="" type="checkbox"/> Item(s) Due/Needed		Homework assignment(s) for following week(s)
Week 4		
<p>Tues. Sept. 15th</p> <ul style="list-style-type: none"> • Critique APA reference lists in class • <input checked="" type="checkbox"/> (2) typed copies of APA reference list due: Exchange (1) copy with a classmate, and hand in (1) copy to the instructor • APA discussion • Assign article for Diagnostic II 	<ul style="list-style-type: none"> • Read Ch. 5 • Prepare for Diagnostic II on 09.24.09 (blue book needed) • Finish AC1 and submit to www.turnitin.com - Due on 09.24.09 • E-mail your AC1 to the instructor PRIOR to the start of class on 09.24.09 	
<p>Thurs. Sept. 17th</p> <ul style="list-style-type: none"> • Topic and Thesis oral presentations • <input checked="" type="checkbox"/> Write up for Topic and Thesis presentation due • Check-in: paper progress 		
Week 5		
<p>Tues. Sept. 22nd</p> <ul style="list-style-type: none"> • FURLOUGH DAY - NO CONTACT WITH THE INSTRUCTOR 	<ul style="list-style-type: none"> • Read Ch. 4 and Ch. 11 • Find and download article for AC2, begin working on it (LO 2) 	
<p>Thurs. Sept. 24th</p> <ul style="list-style-type: none"> • Diagnostic II (in-class write exam) • <input checked="" type="checkbox"/> Need blue book and printed copy of Diagnostic II article • <input checked="" type="checkbox"/> Diagnostic II due at the end of class today • <input checked="" type="checkbox"/> AC1 due via e-mail PRIOR to the start of class today • Assign Article Critique #2 (AC2) 		
Week 6		
<p>Tues. Sept. 29th</p> <ul style="list-style-type: none"> • Return and discuss Diagnostic II • Lecture/discussion: on common writing issues (e.g., grammar, spelling, word choice, verb tense, etc.) 	<ul style="list-style-type: none"> • Finish AC2 and submit to www.turnitin.com - Due on 10.08.09 • E-mail your AC2 to the instructor PRIOR to the start of class on 10.08.09 	
<p>Thurs. Oct. 1st</p> <ul style="list-style-type: none"> • Return and discuss AC1 • Organization process of writing a cohesive research paper: Outlining, critiquing sources, proofreading 		

Tentative Class Schedule + <input checked="" type="checkbox"/> Item(s) Due/Needed		Homework assignment(s) for following week(s)
Week 7		
Tues. Oct. 6th <ul style="list-style-type: none"> In-class APA exercise/discussion Assign article for Group Outlining Exercise 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> AC2 due via e-mail PRIOR to the start of class today Assign Article Critique #3 (AC3) Discussion of Research Paper Outline (handout available online) 	<ul style="list-style-type: none"> Find and download article for AC3, begin working on it (LO 2) Read article for in-class, Group Outlining Exercise on 10.13.09 Begin working on your formal Research Paper Outline
Thurs. Oct. 8th <ul style="list-style-type: none"> <input checked="" type="checkbox"/> AC2 due via e-mail PRIOR to the start of class today Assign Article Critique #3 (AC3) Discussion of Research Paper Outline (handout available online) 		
Week 8		
Tues. Oct. 13th <ul style="list-style-type: none"> In-class Group Outlining Exercise <input checked="" type="checkbox"/> Printed copy of article for Group Outlining Exercise + notes 	<ul style="list-style-type: none"> Return and discuss AC2 	<ul style="list-style-type: none"> Read Ch. 8 Finish AC3 and submit to www.turnitin.com - Due on 10.22.09 E-mail your AC3 to the instructor PRIOR to the start of class on 10.22.09 Work on formal Research Paper Outline (handout online) - Complete sections I - III of the outline - Due 10.27.09
Thurs. Oct. 15th <ul style="list-style-type: none"> Return and discuss AC2 		
Week 9		
Tues. Oct. 20th <ul style="list-style-type: none"> Return and discuss Group Outlines 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> AC3 due via e-mail PRIOR to the start of class today Assign Article Critique #4 (AC4) In-class APA exercise/discussion 	<ul style="list-style-type: none"> Find and download article for AC4, begin working on it (LO 2) Finish formal Research Paper Outline - Due on 10.27.09 Complete sections I - III of the outline
Thurs. Oct. 22nd <ul style="list-style-type: none"> <input checked="" type="checkbox"/> AC3 due via e-mail PRIOR to the start of class today Assign Article Critique #4 (AC4) In-class APA exercise/discussion 		
Week 10		
Tues. Oct. 27th <ul style="list-style-type: none"> Handout: Research Paper Outline Critique Form <input checked="" type="checkbox"/> Exchange of Research Paper outlines + in-class critique of outlines Check-in: paper progress 	<ul style="list-style-type: none"> Return and discuss AC3 Assign article for Diagnostic III 	<ul style="list-style-type: none"> Prepare for Diagnostic III on 11.03.09 (blue book needed) Finish AC4 and submit to www.turnitin.com - Due on 11.05.09 E-mail your AC4 to the instructor PRIOR to the start of class on 11.05.09
Thurs. Oct. 29th <ul style="list-style-type: none"> Return and discuss AC3 Assign article for Diagnostic III 		

		Tentative Class Schedule + <input checked="" type="checkbox"/> Item(s) Due/Needed	Homework assignment(s) for following week(s)
Week 11			
Tues. Nov. 3rd	<ul style="list-style-type: none"> Diagnostic III (in-class written exam) <input checked="" type="checkbox"/> Need blue book and printed copy of Diagnostic III article <input checked="" type="checkbox"/> Diagnostic III due at the end of class today 	<ul style="list-style-type: none"> Read Ch. 9 Work on Research Paper Draft - Due on 11.17.09 Research Paper Draft must include all (6) required sources, and follow the Research Paper Outline.	
Thurs. Nov. 5th	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> AC4 due via e-mail PRIOR to the start of class today Return Research Paper Outline critiques Discussion about Research Paper Drafts: Requirements, format, and Peer Review Assignment 		
Week 12			
Tues. Nov. 10th	<ul style="list-style-type: none"> Return and discuss Diagnostic III 	<ul style="list-style-type: none"> Read Ch. 10 Finish Research Paper Draft, due on 11.17.09 You will need to bring (1) printed copy of your Research Paper Draft to class, and e-mail your draft to the instructor PRIOR to the start of class on 11.17.09 . Bring a printed copy of the Peer Review handout to class.	
Thurs. Nov. 12th	<ul style="list-style-type: none"> Return and discuss AC4 Check-in: paper progress 		
Week 13			
Tues. Nov. 17th	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Exchange a printed copy of your Research Paper Draft with a fellow classmate <input checked="" type="checkbox"/> E-mail your Research Paper Draft to the instructor PRIOR to the start of class today <input checked="" type="checkbox"/> Printed copy of Peer Review Assignment handout needed Begin working on Peer Review Assignment in class 	<ul style="list-style-type: none"> Type up your Peer Review Assignment to hand back to respective classmates next week on 11.24.09 Bring (2) printed copies of your Peer Review Assignment to class on 11.24.09: (1) copy for classmate, (1) copy to hand in to the instructor 	
Thurs. Nov. 19th	<ul style="list-style-type: none"> Discuss Critical Movie Analysis and instructions for end of the semester round table discussion - "Media vs. Reality" General class discussion about "Media vs. Reality" in the CJ field 		
Week 14			
Tues. Nov. 24th	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Hand back typed Peer Reviews to classmates, and turn in a printed copy to the instructor Feedback on rough drafts APA discussion/in-class exercise 	<ul style="list-style-type: none"> No class on Thursday, Nov. 26th - Happy Thanksgiving! Read Ch. 14 Finish your Research Paper (final draft) - Due on 12.01.09 	

Tentative Class Schedule + <input checked="" type="checkbox"/> Item(s) Due/Needed		Homework assignment(s) for following week(s)
Tues. Dec. 1st	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Final Draft of Research Paper due today via e-mail PRIOR to the start of class! Return graded Peer Reviews Movie for round table "Media vs. Reality" discussion, Part 1: TBA 	<ul style="list-style-type: none"> Prepare for "Media vs. Reality" round table discussion on 12.08.09 Find and download the article for the final exam on 12.10.09 Prepare for your final exam. It is strongly suggested that you at least outline the article and make notes for yourself (LO 1, LO 2, LO 3) Blue book need + printed copy of the article for the final exam
Thurs. Dec. 3rd	<ul style="list-style-type: none"> Movie for round table "Media vs. Reality" discussion, Part 2: TBA Assign article for Final Exam 	
Week 16		
Tues. Dec. 8th	<ul style="list-style-type: none"> SOTES "Media vs. Reality" round table discussion (2nd oral presentation) 	
Thurs. Dec. 10th	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> In-class final exam from 2:45 - 5:00 PM <input checked="" type="checkbox"/> Printed copy of the final exam article + blue book needed Research Papers to be returned via e-mail 	<p>Congratulations!</p> <p>You have survived 100W!</p>