

JS 100W, Sec. 1: Writing Workshop – Fall 2009
Class Meeting Time and Room: Mondays, 3:00 – 5:45 PM, MH526

Instructor: Susie M. Rivera, M.S., CPCC
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In Person Office Hours (MH 525A): Mon 2:00-3:00 PM and by Appt
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.* Pycszak Publishing. **Required**
- ❖ American Psychological Association (2009). *Concise rules of APA Style, 6th Ed.* 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 earned 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. font (i.e.: Times New Roman, New York, Palatine, Geneva, or Calibri).

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: Wednesday, December 16, 2009 from 12:15 – 2:30 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 Monday, December 7, 2009) with your instructor, and will only be considered if a legitimate and verifiable reason can be provided (documentation may be required).

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 1			
Aug. 24th	<ul style="list-style-type: none"> • Introduction • Diagnostic I (in-class written exam) • Handouts: Research Paper Assignment, Diagnostic I • Discussion of Research Paper and potential topics • Introduce Writing Literature Reviews and Concise Rules of APA • Registering on www.turnitin.com (required) • Discuss Ch. 1 Activity 	<ul style="list-style-type: none"> • Diagnostic I 	<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 08.31.09 • Ch. 1 Activity: pg. 8 (items A - E) - Due 8.31.09 • Mandatory registration on www.turnitin.com by Saturday, August 29th. Be sure to register using a valid e-mail address that you will regularly check. There will be a 15 point penalty for failing to register on time.
Week 2			
Aug. 31st	<ul style="list-style-type: none"> • Quiz on Green Sheet and Research Paper Assignment • Return and discuss Diagnostic I • Lecture/discussion: Analyzing a scholarly research article and critical thinking • Discuss Topic and Thesis oral presentation 	<ul style="list-style-type: none"> • Ch. 1 Activity • Bring both textbooks to class 	<ul style="list-style-type: none"> • Read Ch. 3 for 09.14.09 • Ch. 3 Activity: pgs. 28-29 (APA reference list) - Due 09.14.09 • Type up a paragraph on your topic and bring to library (LO 1) • Meet at the MLK Library next class, Room 217 @ 3:00p.m. • Download and print Article Critique handout for 09.14.09
Week 3			
Sept. 7th	<ul style="list-style-type: none"> • LABOR DAY - NO CLASS 		
Week 4			
Sept. 14th	<p>Mandatory Electronic Media Review - (1st half of class) MLK Library, Room 217 JS Librarian: Nyle Monday (Nyle.Monday@sjsu.edu)</p> <ul style="list-style-type: none"> • Discussion of plagiarism policy in relation to the utilization of APA style • Explain format for submitting Article Critiques • Assign Article Critique #1 (AC1) 	<ul style="list-style-type: none"> • Paragraph on your topic for the library • Bring a printed copy of the Article Critique handout to class. 	<ul style="list-style-type: none"> • Read Ch. 13 and Article Critique handout • Find and list in <u>APA format</u> 10 scholarly articles related to you topic. Bring (2) typed copies to class next week, 09.21.09 • Prepare write up of topic and thesis presentation (minimum of a half page, <u>typed</u>). Due next week, 09.21.09 (LO 1, LO 3). Handout available online (www.justice-studies.com) • Find and download article for AC1, begin working on it (LO 2)

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 5			
Sept. 21st	<ul style="list-style-type: none"> • Critique APA reference lists in class: exchange (1) copy with a classmate, and hand in (1) copy to the instructor • APA discussion • Topic and Thesis oral presentations • Check-in: paper progress 	<ul style="list-style-type: none"> • APA reference list of (10) scholarly articles related to your topic (2 printed copies) • Topic and Thesis oral presentation write up due 	<ul style="list-style-type: none"> • Read Ch. 5 • Finish AC1 and submit to www.turnitin.com - Due next week on 09.28.09 • Bring a printed copy of your AC1 + your Originality Report to class next week for submission. • Prepare for Diagnostic II on 09.28.09 (blue book needed)
Week 6			
Sept. 28th	<ul style="list-style-type: none"> • AC1 due at the start of class today - Discuss the AC1 writing experience • Assign Article Critique #2 (AC2) • Diagnostic II (in-class written exam) 	<ul style="list-style-type: none"> • Bring a printed copy of the article for Diagnostic II, and an exam booklet (blue book) • Diagnostic II • AC1 due 	<ul style="list-style-type: none"> • Read Ch. 4 and Ch. 11 • Find and download article for AC2, begin working on it (LO 2)
Week 7			
Oct. 5th	<ul style="list-style-type: none"> • Return and discuss AC1 and Diagnostic II • Organization process of writing a cohesive research paper: Outlining, critiquing sources, proofreading • 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 next week on 10.12.09 • Bring a printed copy of your AC2 + your Originality Report to class next week for submission. • Read article for in-class, group outlining exercise next week, 10.12.09
Week 8			
Oct. 12th	<ul style="list-style-type: none"> • AC2 due at the start of class today • Assign Article Critique #3 (AC3) • Discussion of Research Paper Outline (outline handout available online) • In-class Group Outlining Exercise 	<ul style="list-style-type: none"> • AC2 due • Printed copy of article for Group Outlining Exercise • Group Outline due at the end of class 	<ul style="list-style-type: none"> • Find and download article for AC3, begin working on it (LO 2) • Begin working on your formal research paper outline

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Oct. 19th	FURLOUGH DAY - NO CONTACT WITH THE INSTRUCTOR		<ul style="list-style-type: none"> • Read Ch. 8 • Finish AC3 and submit to www.turnitin.com - Due 10.26.09 • Bring a printed copy of your AC3 + your Originality Report to class next week for submission. • Work on formal Research Paper outline (handout online) - Complete sections I - III of the outline - Due 11.2.09
Week 10			
Oct. 26th	<ul style="list-style-type: none"> • AC3 due at the start of class today • Assign Article Critique #4 (AC4) • Return discuss group outlines • Return and discuss AC2 	<ul style="list-style-type: none"> • AC 3 due 	<ul style="list-style-type: none"> • Find and download article for AC4, begin working on it (LO 2) • Finish formal Research Paper outline (sections I - III) Must include at least (3) sources. Due next week, 11.02.09
Week 11			
Nov 2nd	<ul style="list-style-type: none"> • Return and discuss AC3 • Handout: Research Paper Outline Critique Form • Exchange of Research Paper outlines + in-class critique of research paper outlines • Check-in: paper progress 	<ul style="list-style-type: none"> • (1) printed copy of formal Research Paper outline • Critique of research paper outline due at the end of class 	<ul style="list-style-type: none"> • Finish AC4 and submit to www.turnitin.com - Due 11.09.09 • Bring a printed copy of your AC4 + your Originality Report to class next week for submission. • Prepare for Diagnostic III on 11.09.09 (blue book needed)
Week 12			
Nov. 9th	<ul style="list-style-type: none"> • Diagnostic III (in-class written exam) • AC4 due at the start of class today • Discussion about Research Paper Drafts: Requirements, format, and Peer Review Assignment • Return research paper outline critiques 	<ul style="list-style-type: none"> • AC4 due • Printed copy of the article for Diagnostic III, and an exam booklet (blue book) 	<ul style="list-style-type: none"> • Read Ch. 9 • Work on Research Paper Draft, due in two weeks on 11.23.09 Research Paper Draft must include all (6) required sources, and follow the Research Paper Outline.
Week 13			
Nov. 16th	<ul style="list-style-type: none"> • Return and discuss AC4 • Discuss Critical Movie Analysis and instructions for end of the semester round table discussion "Media vs. Reality" • In-class APA exercise/discussion 		<ul style="list-style-type: none"> • Read Ch. 10 • Finish Research Paper Draft, due next week on 11.23.09 You will need to bring (2) printed copies of your Research Paper Draft to class - (1) to exchange with a classmate and (1) to hand in to the instructor

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 14			
Nov. 23rd	<ul style="list-style-type: none"> • Collect Research Paper rough drafts • Return and discuss Diagnostic III • Exchange a printed copy of your Research Paper rough draft with a fellow classmate • Begin working on Peer Review assignment in class 	<ul style="list-style-type: none"> • (2) printed copies of your Research Paper rough draft • (1) printed copy the Peer Review worksheet for in class work 	<ul style="list-style-type: none"> • Type up your Peer Review Assignment to hand back to respective classmates next week, 11.30.09 • Bring (2) printed copies of your Peer Review Assignment to class next week (1 for classmate, 1 for the instructor)
Week 15			
Nov. 30th	<ul style="list-style-type: none"> • Hand back typed Peer Reviews to classmates, and turn in a printed copy to the instructor • Feedback on rough drafts • Movie for round table "Media vs. Reality" • SOTES 	<ul style="list-style-type: none"> • (2) printed copies of your Peer Review Assignment 	<ul style="list-style-type: none"> • Read Ch. 14 • Finish your Research Paper (final draft) - Due next week on 12.07.09! • Prepare for "Media vs. Reality" round table discussion next week
Week 16			
Dec. 7th	<ul style="list-style-type: none"> • Final Draft of Research Paper due today at the start of class as you walk in! • "Media vs. Reality" round table discussion: TBA • Return graded Peer Reviews (end of class) • Assign article for Final Exam (information via e-mail) 	<ul style="list-style-type: none"> • Final draft of Research Paper due today • Materials/information needed for discussion (i.e., notes) 	<ul style="list-style-type: none"> • Find and download the article for the final exam • Prepare for your final exam. It is strongly suggested that at least outline the article and make notes for yourself. (LO 1, LO 2, LO 3) - Blue book needed
Dec. 16th	<ul style="list-style-type: none"> • In-class final exam from 12:15 - 2:30 PM 	<ul style="list-style-type: none"> • Bring a printed copy of the article for the final exam, an exam booklet (blue book), and any notes you wish. 	<p>Congratulations! You have survived 100W!</p>