

**AJ 100W, Section
Writing Workshop
Spring 2000**

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Office: MH 527
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TEXT

Johnson, Rettig, Scott & Garrison: *The Criminal Justice Student Writer's Manual*, 1999
Rosa & Escholz, *The Writer's Brief Handbook*
Dictionary of your choice

COURSE DESCRIPTION

This is a workshop-style writing course designed to help you develop advanced communication skills, which will be useful to you as you pursue your career in the administration of justice. Upon completion of the course, you will be skilled at communicating information in a variety of formats to fellow criminal justice professionals as well as to general audiences. Effective communication skills are vital to success in any career, but are particularly important in criminal justice.

The main objective of AJ 100W are for you to:

- * improve your ability to write clearly, concisely and effectively
- * develop topics about which you wish or need to communicate
- * use electronic databases to perform literature searches for information regarding these sources
- * gather diverse supporting evidence from a variety of sources and appropriately cite these sources
- * effectively and cogently express your position, using organized, clear and concise wording in a variety of formats to target different audiences

To satisfy the University Written Communication II requirement, you will be required to write a minimum of 3000 words with an overall grade of "C" or better. The best method for improving your communication skills is through extensive practice, critical feedback and revision. Thus, you will write in class and outside of class on a regular basis. You will also make at least one oral presentation, and evaluate your classmates' writing on a variety of assignments.

COURSE REQUIREMENTS:

Prerequisites: English 1A and 1B or equivalent; passing score on Writing Skills Test.

COURSE GRADE:

Grading: All writing workshops are graded ABC/NC. Performance that merits a grade lower than a "C" will receive a "No Credit" for 100W. 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 semester grade in 100W will be based on total points acquired on graded assignments. Not all assignments will be graded. Papers will be evaluated in three areas: format, content and mechanics. You will be given specific criteria for each assignment and will be expected to follow guidelines provided.

