AJ 100W, Section
Writing Workshop
Spring 2000

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TEXT
Johnson, Rettig, Scott & Garrison: The Criminal Justice Student Writer’s Manual, 1999
Rosa & Escofiz, 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 follow
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.
AJ 100 W
SEMESTER OUTLINE
SPRING 2000

WEEK 1 1/25
Introduction
Effective Writing
Writing pretest (survey)

HW Writer's Brief Handbook pp. 1-31, 287-299
Vocab. List 1 (due 2/3)
Initial ideas Handout (due 2/3)
Handout on annotated literature review (due 2/24)
Select a book to read and review (due 3/9)

WEEK 2 2/1
Article Critique: read, summarize, and respond to Time article

HW Vocab. List 1
Initial ideas handout
Handout on Argu/Lit (WBH p.265-285)

2/3 Collect homework: Initial ideas, Argue/Lit handout
Go over Vocab. list 1
Return and discuss Article Critiques. Which were effective? Why?
How to effectively summarize.

HW Handout on Argue/lit due 2/10
Title, APA citation & brief descr. of book for review (due 2/10)
CJSWM p.201-212,216-226.

WEEK 3 2/8
Research paper lecture (building block analogy)

HW Initial ideas II handout (due 2/15)
Book Review proposal (due 2/10)
Vocab. list II (due 2/17)

2/10 Collect book review proposals
Go over Argue/Lit handout

HW Vocab. List II (due 2/17)
Handout Article Critique II (due 2/17) Read CJSWM p. 213-215
Reminder: Book review (due 3/9)

WEEK 4 2/15
Interview Lecture

2/17 Collect Article Critique II
Go over Vocab. List 2
Discuss Letters to the Editor

HW Letter to the Editor Assignment. Read newspaper, find issues about which you are concerned enough to write a letter. Bring to class 2/22.