

Writing Workshop
Justice Studies 100W, Section 2
MH 526 Wednesdays 3:00-5:45pm
San Jose State University Fall 2009

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Course Materials: <http://www.justice-studies.com>
Justice Studies Website: <http://www.sjsu.edu/justicestudies>

Office: MH 527
Office Hours: W 5:45-7:00PM
or by appointment

Course Description and Objectives

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.

JS 100W students 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.

Prerequisite

Completion of core GE, upper division standing, ENGL 1B (with a grade of C or better), and satisfaction of Writing Skills Test

Required Text and Materials:

- Gavlan, J. L. (2009). *Writing Literature reviews*, 4th Ed. Glendale, CA: Pycszak Publishing.
- American Psychological Association. (2009). *Concise Rules of APA*. Washington, DC: American Psychological Association.
- Scholarly Articles to be located online for Article Critique assignments and the Research paper
- Three "blue books" for diagnostics available at the Spartan Bookstore

Recommended Text and Materials:

- *Merriam-Webster's collegiate dictionary*
- A binder to keep all 100W work and handouts (you should bring this to every 100W class)

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 the following: 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.

Learning Objective 1 (LO1)

Students shall be able to refine the competencies established in Written Communication 1A and 1B as summarized below:

1A 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)*

1B 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 (LO2)

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 (LO3)

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.

Grading

All writing workshops are graded ABC/NC. Performance that merits a grade lower than a “C” will receive a “No Credit”.

Please Note: 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 will be based on the points accrued throughout the semester. Not all assignments will receive a grade. Grades will be determined based upon adherence to the specific criteria for each assignment. All assignments completed outside of class must be typed, double-spaced, and single sided with 12 pt. standard text font.

Assignments will be graded based on format, content and mechanics. Content is the most important element of each assignment. Please see content rubric below:

- **High Score:** *Excellent presentation with insightful, 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 writing may have serious grammar issues.*
- **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.*

Point Tracking

DIAGNOSTICS & FINAL EXAM	POINTS POSSIBLE	POINTS EARNED
Diagnostic I	15	
Diagnostic II	25	
Diagnostic III	35	
Final Exam	45	
	120	

ARTICLE CRITIQUES	POINTS POSSIBLE	POINTS EARNED
Article Critique #1	30	
Article Critique #2	30	
Article Critique #3	30	
Article Critique #4	30	
	120	

RESEARCH PAPER	POINTS POSSIBLE	POINTS EARNED
APA Reference List	20	
Peer Review	30	

Research Paper	100	
	150	

ORAL PRESENTATIONS	POINTS POSSIBLE	POINTS EARNED
Topic and Thesis	15	
Media Analysis	30	
	45	

OUTLINING	POINTS POSSIBLE	POINTS EARNED
Group Outlining Exercise	25	
Research paper Outline Critique	20	
	45	

RESUME AND COVER LETTER	POINTS POSSIBLE	POINTS EARNED
Resume	10	
Cover Letter	10	
	20	

TOTAL POINTS POSSIBLE	200	
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Attendance and Participation

Students are expected to keep up with the readings and to attend ALL class meetings prepared to contribute to the classroom exchange of ideas and information. Good attendance is necessary to pass this class. Roll will be taken at the beginning of each class meeting.

Assignments

All handouts and assignments (except for the diagnostics and 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 (you will be advised).

In Class Writing Assignments

Always be prepared to write in class! In class assignments (individually or in groups) will include expository responses to problem statements (diagnostics), APA exercises, outlining exercised, 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. For details and scoring rubrics see individual assignments available on the website: <http://www.justice-studies.com>.

Research Paper

Students will be required to submit an 8 to 10 page, analytical research paper. The theme for this paper will be chosen by the instructor. 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 specifics of the research paper will be on a separate handout.

Late Assignments

All papers are due at the BEGINNING of class on the dates indicated. If you try to submit a paper after the class period in which it is due it will not be accepted. **Late papers will not be accepted** unless you have made prior arrangements. When submitting your assignments to turnitin.com be sure to allow enough time to generate the Originality report. Originality reports must be generated and available to the instructor when the assignment is submitted at the beginning of class on the dates indicated.

www.Turnitin.com Student Enrollment

All assignments including Article Critiques, Research Paper Draft and the Final Research Paper must be submitted to www.turnitin.com. You will be required to submit an Originality report for all of these assignments in class on the dates indicated on the individual assignment handouts. Students must have a personal user profile to be able to log in to Turnitin.com. Please see instructions below:

New Users

Click- "New Users"

Select- Student

Enter class ID: 2748745

Enter class enrollment password: fall09

Current Users

Log On

Click – "join a new class"

Enter class ID: 2748745

Enter class enrollment password: fall09

E-Mail Policy

Please feel free to e-mail me at any time (I check my e-mail often from 8:00 am to 8:00 pm). Any e-mailed assignments must be sent in one of the following formats as a separate attachment: Microsoft Word or Microsoft Works. **Do not** copy and paste any assignments into an e-mail.

Add/Drop Information

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. However, instructors are not required to drop a student from their course. *It is the student's responsibility to make sure classes are dropped. Thursday, September 3, 2009 is the drop deadline.* 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

Students with disabilities

If you need course adaptations or accommodations because of a disability, please see me as soon as possible. University policy (Presidential Directive 97-03) requires that students with disabilities must register with SJSU's Disability Resource Center (DRC) to establish a record of their disability. The DRC will work with you to determine the disability, document it, and determine the services and accommodations necessary for your success. The DRC may also contact me to determine the types of consideration necessary. In most cases, students should

register with the Center during the first three weeks of the semester. The DRC Web site: <http://www.drc.sjsu.edu/>

Cheating and plagiarism (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 to 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. Violators of the Academic Integrity Policy will both *fail this course* and be reported to the Office of Student Conduct & Ethical Development for *disciplinary action* which could result in suspension or expulsion from San José State University. The policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 1			
Aug. 26th	<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 09.02.09 • Ch. 1 Activity: pg. 8 (items A - E) - Due 09.02.09 • 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			
Sept. 2nd	<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 09.09.09 • Ch. 3 Activity: pgs. 28-29 (APA reference list) - Due 09.16.09 • Type up a paragraph on your topic and bring to library (LO 1) • Meet at the MLK Library next week, Room 217 @ 3:00 PM • Download and print Article Critique handout for next week
Week 3			
Sept. 9th	<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, 09.16.09 • Prepare write up of topic and thesis presentation (minimum of a half page, typed). Due next week, 09.16.09 (LO 1, LO 3). Handout available online (www.justice-studies.com) • Find and download article for AC1, begin working on it (LO 2)
Week 4			
Sept. 16th	<ul style="list-style-type: none"> • Collect Ch. 3 Activity • 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 09.23.09 • Bring a printed copy of your AC1 + your Originality Report to class next week for submission. • Prepare for Diagnostic II on 09.23.09 (blue book needed)

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 5			
Sept. 23rd	<ul style="list-style-type: none"> • AC1 due at the start of class today - Discuss the AC1 writing experience • Assign Article Critique #2 (AC2) • Lecture/discussion on common writing issues (e.g., grammar, spelling, word choice, verb tense, etc.) • Organization process of writing a cohesive research paper: Outlining, critiquing sources, proofreading 	<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 6			
Sept. 30th	<ul style="list-style-type: none"> • Return and discuss AC1 • Diagnostic II (in-class written exam) • In-class Group Proofreading Exercise 		<ul style="list-style-type: none"> • Finish AC2 and submit to www.turnitin.com - Due next week on 10.07.09 • Bring a printed copy of your AC2 + your Originality Report to class next week for submission.
Week 7			
Oct. 7th	<ul style="list-style-type: none"> • Return and Discuss Diagnostic II • AC2 due at the start of class today • Assign Article Critique #3 (AC3) • Discussion of Research Paper Outline (outline handout available online) 	<ul style="list-style-type: none"> • AC2 due 	<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 next week, 10.14.09 • Begin working on your formal research paper outline
Week 8			
Oct. 14th	<ul style="list-style-type: none"> • Return and discuss AC2 • In-class Group Outlining Exercise 	<ul style="list-style-type: none"> • Printed copy of article for Group Outlining Exercise • Group Outline due at the end of class 	<ul style="list-style-type: none"> • Read Ch. 8 • Finish AC3 and submit to www.turnitin.com - Due 10.21.09 • 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 10.28.09

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 9			
Oct. 21st	<ul style="list-style-type: none"> • AC3 due at the start of class today • Assign Article Critique #4 (AC4) • Return and discuss group outlines • In-class Debate 	<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) <p>Must include at least (3) sources. Due next week, 10.28.09</p>
Week 10			
Oct. 28th	<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 11.04.09 • Bring a printed copy of your AC4 + your Originality Report to class next week for submission. • Prepare for Diagnostic III on 11.04.09 (blue book needed)
Week 11			
Nov. 4th	<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 and 10 • Work on Research Paper Draft, due in two weeks on 11.18.09 Research Paper Draft must include all (6) required sources, and follow the Research Paper Outline. • 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- Due 11.18.09
Week 12			
Nov. 11th	<ul style="list-style-type: none"> • VETERANS DAY- NO CLASS 		

Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 13			
Nov. 18th	<ul style="list-style-type: none"> • Return and discuss Diagnostic III • Return and discuss AC4 • Collect Research Paper rough drafts 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, 11.25.09 • Bring (2) printed copies of your Peer Review Assignment to class next week (1 for classmate, 1 for the instructor)
Date	Tentative Class Schedule	Due in or prior to class	Homework assignment for following week(s)
Week 14			
Nov. 25th	<ul style="list-style-type: none"> • Hand back typed Peer Reviews to classmates, and turn in a printed copy to the instructor • Discuss Critical Movie Analysis and instructions for end of the semester round table discussion - "Media vs. Reality" • In-class APA exercise/discussion • Feedback on rough drafts 	<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 12.02.09!
Week 15			
Dec. 2nd	<ul style="list-style-type: none"> • Final Draft of Research Paper due today at the start of class! • Return graded Peer Reviews • Movie for round table "Media vs. Reality" discussion: TBA 	<ul style="list-style-type: none"> • Final draft of Research Paper due today 	<ul style="list-style-type: none"> • Prepare for "Media vs. Reality" round table discussion next week
Week 16			
Dec. 9th	<ul style="list-style-type: none"> • SOTES • Assign article for Final Exam • "Media vs. Reality" round table discussion 	<ul style="list-style-type: none"> • 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 you 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- 2:30pm 	<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>