

San José State University
CASA/Department of Justice Studies
JS 180-4 *Themis* Research Journal
CRN 25255, Spring 2016

Instructor	Mary Juno
Office Location	MacQuarrie Hall 511
Instructor Email	mary.juno@sjsu.edu
Course Website	Course documents will be posted on Canvas https://sjsu.instructure.com/
Managing Editors	Jen Rushforth jrushforth1@hotmail.com , Jennifer.rushforth@sjsu.edu Possible second managing editor may be added
Class Days/Times	Course will meet monthly on Thursdays or Fridays (time TBD/flexible), or on Canvas. Most coursework will be completed on Canvas.
Prerequisites	Completion of 100W, Instructor Approval
Grading	C/NC

Course Catalogue Description

Themis is a professional-quality academic journal, publishing original SJSU student research in justice studies and forensic science. Associate and managing editors critically evaluate, select, proofread, and edit papers for publication; create layout; approve proofs; and arrange publication with printer. Pre-requisites: Completion of JS 100W, approval of managing editor(s) and/or Instructor. Offered spring semester only, C/NC, 3 units.

Students from all departments at SJSU may submit an original paper to *Themis*. Papers must be topically related to justice, injustice, human rights, criminal justice, criminology, law enforcement, law, philosophy of law, criminal or forensic psychology, neuroscience, or forensic science.

Purpose and Goals of *Themis*

- To inspire academic research and original writing in justice and science;
- To instill respect for authorship and the writing process;
- To promote scholarly excellence and professionalism;
- To encourage students to see themselves as scholars and academics;
- To provide students a means for publication and recognition of scholarship, and a source of pride in their department, college, and university;
- To provide student editors the experience of evaluating and critiquing papers for style, clarity, content and accuracy; line-editing and proofreading papers; and producing a final published journal.

Course Requirements

Writing and editing skills will be emphasized and enhanced in this course, but students should already have a strong grasp of English grammar, writing mechanics, and APA format. Guidelines and resources to refresh your skills are available (Texts/Readings section, Canvas documents, SJSU Writing Center, and your fellow editors, managing editor, and instructor). This course produces a printed, professional quality journal in one semester. To achieve this, editors must

attend all meetings and meet all deadlines. If you cannot commit to completing all assignments and meeting all deadlines associated with publishing, please do not take this course.

Texts/Readings

<http://www.apastyle.org/>

<http://owl.english.purdue.edu/owl/resource/560/01/>

Strunk & White. *The Elements of Style* (available as a pdf online)

<http://faculty.washington.edu/heagerty/Courses/b572/public/StrunkWhite.pdf>

Class Meetings

Editors will meet biweekly on Thursdays or Fridays, as decided by the class. All course documents will be posted on Canvas, and “meetings” will sometimes be held online. The Faculty Advisor and Managing Editor will attend all meetings.

Responsibilities: Faculty Advisor

1. Call for papers.
2. Contact instructors for submissions and suggestions for associate editors.
3. Receive, organize, and distribute submissions to editors.
4. Attend meetings and answer all questions.
5. Assist editors as needed.

Responsibilities: Managing Editor

1. All Associate Editor Duties, PLUS:
2. Organize, and distribute submissions to editors.
3. Supervise editing team and answer questions.
4. Compose and send acceptance and rejection emails to authors.
5. Approve all final edits; make changes as needed.
6. Arrange journal layout. Approve all proofs.

Responsibilities: Associate Editors

1. Critically evaluate submissions for clarity, cohesion, content, accuracy, and writing mechanics. Complete detailed evaluation forms.
2. Determine for each submission: Accept, Accept with Revision, or Reject. Pass submissions on to next associate editor.
3. Provide timely, detailed, and useful feedback and suggestions to authors.
4. Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation.
5. Ensure that format and citations conform to APA rules.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

LARC

The Learning Assistance Resource Center, located in Room 600 in the Student Services Center, assists students in the development of their full academic potential and motivates them to become self-directed learners. The center provides support services, such as skill assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. <http://www.sjsu.edu/larc/>

SJSU Writing Center

The SJSU Writing Center located in Room 126 in Clark Hall offers a variety of resources to help students become better writers, including one-on-one tutoring sessions and numerous writing workshops. All services are free for SJSU students. <http://www.sjsu.edu/writingcenter/>

CASA Student Success Center

The Student Success Center located in MacQuarrie Hall, Room 533 (top floor) provides GE advising for undergraduate students majoring or interested in majoring in programs offered by CASA Departments and Schools. The Student Success Center provides also assistance with changing majors, answers to academic policy related questions, meetings with peer advisors and/or various regularly scheduled presentations and workshops. <http://www.sjsu.edu/casa/ssc/>

University Policies

Academic Integrity

Academic integrity is essential to the mission of San José State University. 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, 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 demonstrate a lack of respect for oneself, one's fellow students and the course instructor. Violations also can ruin the university's reputation and devalue of the degrees it offers. We all share the obligation to maintain an environment that practices academic integrity.

The University's Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is http://www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade in the course and will be subject to sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have

submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops is available <http://www.sjsu.edu/aars/> Information on late drops is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/> Students should be aware of the current deadlines and penalties for adding and dropping classes.

Important Dates This Semester

<http://www.sjsu.edu/registrar/calendar/2162/>

Last Day to Drop Without a W: February 9

Last Day to Add a Course, Last Day to Request CR/NC: February 16

Last Day to Submit Late Drop/Withdrawal Request (petition required): April 26

Last day of instruction: May 13

Credit Hour Policy

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty- five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Campus Policy in Compliance with the American Disabilities Act

The Accessible Education Center (. <http://www.aec.sjsu.edu/>) provides resources for students with disabilities. Resources include: Academic Accommodation, Academic Advising, Adaptive Technology Center, Alternative Media Center, Deaf & Hard of Hearing Program, Disabled Parking, Guidelines for Documentation of Disability, Educational Assistants, Learning Disabilities, and Priority Registration. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the AEC to establish a record of their disability. If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please see me during office hours.

AEC: Administration Building 110

Phone: 408.924.6000 (Main Office) 408.924.6542 (Deaf and HoH) 408.808.2123 (ATC)

Hours: Mon - Thurs, 9:00am to 6:00pm; Friday 10:00 am to 4:00 pm

Schedule is subject to change.

Week	Date	Topics and Deadlines
1	1/28	Meeting: 526 MacQuarrie Hall, 10am-1pm: Come by for 30 min during this window <i>Course Overview, Introductions</i> <i>Style, References, Guidelines, Deadlines</i> Managing Editor: Distribute 1 st round of submissions on Canvas Associate Editors: Critically evaluate first round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation forms.
2	2/4	Canvas Q & A Meeting Associate Editors: Complete evaluations. Upload completed evaluation forms by Sunday 2/7 at midnight. Managing Editor: Collect evaluation forms. Distribute 2 nd round of submissions.
3	2/11	Associate Editors: Critically evaluate next round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by Sunday 2/14 at midnight. Managing Editor: Collect evaluation forms. Distribute 3 rd round of submissions.
4	2/18	Canvas Q & A Meeting Associate Editors: Critically evaluate next round of submissions for clarity, cohesion, content, accuracy, and writing mechanics. Fill out evaluation form. Upload completed evaluation forms by Sunday 2/21 at midnight. Managing Editor: Collect evaluation forms. Make final determinations on papers.
5	2/25	Managing Editor: Compose and send out rejection and acceptance letters. Distribute accepted submissions to associate editors. Associate Editors: Read assigned paper(s), make detailed notes for author.
6	3/3	Associate Editors: Contact authors with detailed and useful feedback and suggestions. Incorporate all approved changes; line-edit papers for grammar, syntax, and punctuation. Ensure that format and citations conform to APA rules.
7	3/10	Associate Editors: Continue above (this is a back and forth/ongoing process).
8	3/17	Associate Editors: Complete editing process. Upload final version of paper(s) to Canvas by Wednesday 3/23 at midnight.
9	3/24	Meeting: Thurs 3/24 526 MacQuarrie Hall, 10am-1pm: Come by for 1-2 hours during this window for line editing. Associate Editors: Line edit all submissions: two editors per paper. Managing Editor: Approve all edits.
10	3/31	Spring Break!
11	4/7	Managing Editor: Layout journal. Associate Editors: Proofread layout, make suggestions. Managing Editor: Send proofed layout to printer.
12	4/14	Managing Editor: Distribute proof to associate editors. Managing Editor and Associate Editors: Proofread proof, make suggestions. Managing Editor: Submit final proof for final printing.
13	4/21	Repeat if necessary...

Week	Date	Topics and Deadlines
14	4/28	Repeat if necessary...
15	5/5	...
16	5/12	PARTY (Location TBD) Receive journals! Author reception: Distribute journals: authors, editors, JS faculty, JS office, MLK library liaison.