

San José State University
College of Health and Human Sciences
Department of Kinesiology
KIN 100w, Writing Workshop, Section 3, Fall 2018

Course and Contact Information

Instructor:	Philrene Toney, M.S.
Office Location:	SPX 170
Telephone:	Use Canvas message
Email:	Philrene.toney@sjsu.edu
Office Hours:	Wednesday 7:45-8:45 a.m. Other hours by appointment
Class Days/Time:	Mondays and Wednesdays, 12:00-1:15 p.m.
Classroom:	SH 242

Important Notice

Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

Course Format

Technology Intensive

This class is technology intensive. Students will be required to regularly access assignments, complete discussion questions, and take quizzes on the university Canvas Learning Management system. Course materials, such as syllabus, handouts, notes, assignment instructions, etc. can be found on the Canvas Learning Management System course login website.

Course Description

Advanced skills in writing. Development of advanced writing skills and creation of organized, persuasive and analytical prose. The course will involve generalized and specialized forms of writing. Students will be required to practice writing skills in a variety of in- and out-of-class assignments, culminating in a scholarly review of literature. Oral presentations will also be required.

Course Goals & Student Learning Objectives

Students will develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. Written Communication II should reinforce and advance the abilities developed in Written Communication IA and IB, and broaden and deepen these to include mastery of the discourse peculiar to the discipline in which the course is taught. Courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments or distinct academic units.

Students shall write complete essays that demonstrate college-level proficiency. Students shall be able to complete the following tasks:

- (GELO 1). produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression;
- (GELO 2). explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse;
- (GELO 3). organize and develop essays and documents for both professional and general audiences;
- (GELO 4). organize and develop essays and documents according to appropriate editorial and citation standards;
- (GELO 5). locate, organize, and synthesize information effectively to accomplish a specific purpose and to communicate that purpose in writing

Department Statement of Core Values

The faculty and staff of the Department of Kinesiology adopt the following Core Values in support of our overall mission:

- Physically active and healthy lifestyles
- Efficacy of human movement
- Quality programs, curriculum, teaching, research, and service
- Regard for high academic standards
- Mutual support, shared responsibility and collegiality in the workplace
- Collaboration between and respect for our subdisciplines
- Democratic governance
- Equity, fairness, and social justice
- Sensitivity to diversity
- Life/work balance

Undergraduate Degree Student Program Learning Outcomes

- (PLO 1). Students will be able to explain, identify, and/or demonstrate the theoretical and/or scientific principles that can be used to address issues or problems in the sub-disciplines in kinesiology.
- (PLO 2). Students will be able to effectively communicate in writing (clear, concise and coherent) on topics in kinesiology.
- (PLO 3). Students will be able to effectively communicate through an oral presentation (clear, concise and coherent) on topics in kinesiology.
- (PLO 4). Students will be able to utilize their experiences across a variety of health related and skill-based activities to inform their scholarship and practice in the sub disciplines in kinesiology.
- (PLO 5.) Students will be able to identify and analyze social justice and equity issues related to kinesiology for diverse populations.

Required Texts/Readings

Required Textbooks

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American Psychological Association. (2009). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author.

Optional Textbooks

American Psychological Association. (2010). *Mastering APA Style: Student's Workbook and Training Guide* (6th ed.). Washington, DC: American Psychological Association.

Manhard, S.J. (1998). *The Goof Proofer*. New York: Fireside.

Other Readings

Other course reading materials, including various articles and short instructional handouts, are available via Canvas.

Kinesiology Department Library Liaison

Adriana Poo is the library liaison for the KIN department. You can reach her at 408-808-2019 or Adriana.poo@sjsu.edu.

Course Requirements and Assignments

COURSE REQUIREMENT.	%.	GELO, PLO
Resume and Cover Letter	5.	GELO 3, PLO
Research Focus Paper.	5.	PLO 4
In-Class Writing and Revisions	10.	PLO 4
Quizzes and Exams.	15.	PLO 4
Article Critique.	5.	GELO 2, PLO 5
Research – Issue Brief Paper. (includes abstract)	20.	GELO 1, PLO 3
Annotated Bibliography.	10.	GELO 4,
Final Scholarly Research Paper Outline (5%) Final White Paper (15%)	20.	GELO 5 GELO 1, PLO 1, PLO2
Oral Presentation.	10.	PLO 3
TOTAL	100.	

This course will be taught as a workshop. This means students and instructor will work one-on-one at times and in small groups. To succeed in this course, you will need to attend class on a regular basis and participate during in-class discussions and exercises.

[University Syllabus Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf) at <http://www.sjsu.edu/senate/docs/S16-9.pdf>.
Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

University's Credit Hour Requirement:

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 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 practice. Other course structures will have equivalent workload expectations as described in the syllabus.”

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Final Examination or Evaluation

The final exam day will be held, as per the SJSU final schedule, on December 13, 2018 from 9:45 a.m. to 12:00 p.m. in SH 242.

Determination of Grades

Grades are earned by demonstrated work effort on class requirements. **I do not negotiate grades.** Students who satisfactorily complete assignments and attend class will have met an average grade expectation of a “C” grade. To advance to the “B” and “A” level, a student will need to demonstrate ABOVE AVERAGE work: consistent, active participation in class activities and discussions; creative and organized completion of assignments; professional level decorum and preparation of projects and presentations.

Grading Scale

A plus 97% and above

A 93% to 96%

A minus 90% to 92%

B plus 87% to 89%

B 83% to 86%

B minus 80% to 82%

C plus 77% to 79%

C 73% to 76%

C minus 70% to 72%

D plus 67% to 69%

D 63% to 66%

D minus 60% to 62%

F 59% and under

A+	97 - 100
A	93 - 96
A-	90 - 92
B+	87 - 89
B	83 - 86
B-	80 - 82
C+	77 - 79
C	73 - 76
C-	70 - 72
D+	67 - 69
D	63 - 66
D-	60 - 62
F	59 and under

Image of grading scale written above.

Students completing written assignments listed in the syllabus will have met an average grade expectation a “C” grade. To advance to the “B” and “A” level a student will need to demonstrate ABOVE AVERAGE writing in papers. Examples of ABOVE AVERAGE WORK – proper grammar, idea construction, clarity of expression, critical thinking and professional reflection must be without flaws in format and composition. ABOVE AVERAGE

verbal reports are demonstrated through clear presentation of concepts. Zero carry-over words such as “um.” Professional level decorum and projection of material. Ability to respond to questions.

NOTE that University policy F69-24 at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.

How to Succeed in KIN 100w

1. **Check MYSJSU and Canvas Messaging.** You are responsible for checking daily with the messaging system through MySJSU or e-mail directly in Canvas Management. Go into BOTH systems to set up an e-mail address that receives from these 2 systems.
 “I did not get your e-mail” is not an excuse for late work, lack of awareness of changes in class calendar affecting specific assignments, dues dates, class activities, exam dates and guest speaker attendance.
2. **Write the final exam day and time on your personal calendar.** Final Examination: The final exam day will be held, as per the SJSU final schedule, on **December 13, 2018 from 9:45 a.m. to 12:00 p.m.** Students are required to be in class on the final exam day.
3. **Be aware of the class late policy. NO LATE ASSIGNMENTS ACCEPTED. NO MAKE-UP WORK ALLOWED.** Students are required to turn in assignments and take quizzes and exams on time. If a student has a verifiable instructor approved absence (jury duty, medical situation), the student must inform the instructor PRIOR to the absence to see *if* an alternate date can be arranged for a major assignment or exam. Personal medical emergencies with verifiable proof *may be* considered by instructor. Clear and detailed physician’s note with ‘wet’ signature is required. Funerals for family members must be verified by printed funeral announcements/program from service.

Students are expected to be present in class for in-class writing assignments. Unfortunately, in-class participation/writing CANNOT be “made up” as it is specifically designed to be completed in class.

4. **Be responsible for your own learning (which affects the grade you earn).** Students are expected to READ EACH ASSIGNED CHAPTER, to ATTEND EACH CLASS ON TIME, COMPLETE WRITING ASSIGNMENTS, and to ACTIVELY PARTICIPATE IN CLASS DISCUSSIONS – as a minimum.
5. **Ensure access to a RELIABLE computer (word processing and PPT software) with internet connectivity to access university based web sites.** NOTE: The SJSU Martin Luther King Library has lap tops available for check out (use in library only) if your computing system (MAC or PC) has problems. **Students using a MAC must save your word documents in a format OTHER THAN MAC Pages. MAC Pages CAN NOT be read reliably by instructor in Canvas Management.** You will receive a zero on papers that cannot be read by the instructor.

Instructor will not accept excuses such as my computer had problems and I could not upload my assignment, the computer timed-out on me, or I forgot to access the handout to bring to class. Be proactive and demonstrate time management skills. Last minute work by students will not alter assignment deadlines.

6. **Accept responsibility of one’s own actions.** Instructor does not condone or support a culture of exceptions. The policies of this class apply to all who voluntarily chose this major and this class as an elective. By

enrolling in the class students agree to the policies outlined in this syllabus. Students accept the consequences of their own decisions.

7. **Follow the guidelines when submitting assignments.**

- a. All submissions must be original works of the student and typed with text and references in APA format.
- b. Papers are to be used for this class only. Any suspicion of plagiarism, whether intentional or accidental, will be treated with the utmost seriousness.
- c. **NO ASSIGNMENTS WILL BE ACCEPTED ELECTRONICALLY.** If it is not in my hands or in the box in the KIN office, it does not exist. **Students must submit both a HARD COPY as well as uploading to Canvas Management (for turinitin.com purposes only).**
- d. Assignments are due at the beginning of class on the assigned date.
- e. Only under extreme circumstances will an “incomplete” grade be assessed. “I’ve had a tough semester” is not acceptable.

8. **Follow classroom protocol.**

- Cell phone usage. Unless otherwise instructed, students will turn their cell phones off or put them on vibrate mode while in class. They will not answer their phones in class or use them for texting, surfing or test taking.
- Laptop computer usage. Students are encouraged to bring laptops and tablets for use during in-class exercises and peer-editing/writing. However, electronic devices should be used only for class-related activities. Should students use these devices in a distracting manner – such as surfing social media or watching videos – they may be asked to leave the classroom immediately. Further disruptions will be reported to the SJSU Office of Student Conduct and Ethical Development.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ [Syllabus Information web page](#) at <http://www.sjsu.edu/gup/syllabusinfo/>”

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view [University Policy S16-15](#) and SJSU current semester’s [Policies and Procedures](#). In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](#), requires students to obtain instructor’s permission to record the course.

- Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material. Students must send a written request in order to record in class.

- Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy F15-7](#) 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. Visit the [Student Conduct and Ethical Development](#) website for more information.

Campus Policy in Compliance with the American Disabilities Act

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 make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](#) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](#)(AEC) to establish a record of their disability.

Student Technology Resources

Computer labs and other resources for student use are available in:

- [Associated Students Print & Technology Center](#) at <http://as.sjsu.edu/asptc/index.jsp> on the Student Union (East Wing 2nd floor Suite 2600)
- [The Spartan Floor](#) at the King Library at <http://library.sjsu.edu/about/spartan-floor>
- [Student Computing Services](#) at <http://library.sjsu.edu/student-computing-services/student-computing-services-center>
- [Computers at the Martin Luther King Library](#) for public at large at <https://www.sjpl.org/wireless>
- Additional computer labs may be available in your department/college
- A wide variety of audio-visual equipment is available for student checkout from [Collaboration & Academic Technology Services](#) located in IRC Building. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections

Peer Connections' free tutoring and mentoring is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. Peer Connections tutors are trained to provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group and individual tutoring are available. Peer Connections mentors are trained to provide support and resources in navigating the college experience. This support includes assistance in learning strategies and techniques on how to be a successful student. Peer Connections has a learning commons, desktop computers, and success workshops on a wide variety of topics. For more information on services, hours, locations, or a list of current workshops, please visit [Peer Connections website](#) at <http://peerconnections.sjsu.edu> for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to

become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)



SJSU Counseling and Psychological Services

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling and Psychological Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>

TONEY – KIN 100W, Section 3 – Fall 2018 – MW 12:00-1:15pm
Course Schedule

Subject to change at instructor's discretion

Date	Class Agenda	Assignment DUE by start of class
W 8/22	Welcome to KIN 100w Info Cards	
M 8/27	BASELINE TEST (ungraded, assessment purposes only)	
W 8/29	Campus Resources Scavenger Hunt	Wear comfortable clothes and shoes. Bring APA manual.
M 9/3	HOLIDAY	
W 9/5	Library Session – MLK room 217	Meet in MLK – room 217. Please be on time.
M 9/10	More Grammar Review “Hot Topics” Discussion and Pre-Writing Focus Paper Overview	Bring three clear topics of interest to discuss in class.
W 9/12	Ch 1: Writing for the Behavioral and Social Sciences Kahoot	Read APA Manual – chapter 1 Bring ONE SCHOLARLY ARTICLE related to your chosen topic.
M 9/17	Writing Clearly and Concisely Scheduled In-Class Writing: Article Critique	Read APA Manual – chapter 3 Bring a complete article to class for the in-class writing. Be sure to have read and marked the article for important content.
W 9/19	Peer Review	ASSIGNMENT DUE: Focus Paper (BRING HARD COPY)
M 9/24	Business Letters, Resumes, and Cover Letters	ASSIGNMENT DUE: REVISED Focus Paper. Submit on Canvas AND BRING HARD COPY to class.
W 9/26	In-Class Writing/Peer Reviews	ASSIGNMENT DUE: Resume and Cover Letter
M 10/1	Annotated Bibliographies Reference Examples - QUIZ	Read handout (available on Canvas) Read APA Manual – chapter 7 Bring in FIVE peer-reviewed articles on topic.
W 10/3	Crediting Sources - QUIZ <ul style="list-style-type: none"> Secondary Sources: What are they and how do I format the citation in the paper? In-class Writing: In-Text Referencing - The difference between the paraphrase and the quote	Read APA Manual – chapter 6
M 10/8	Discussion of Issue Brief Paper Manuscript Structure and Content - QUIZ	Read APA Manual – chapter 2
W 10/10	The Mechanics of Style - QUIZ	Read APA Manual – chapter 4
M 10/15	Exam Review	ASSIGNMENT DUE: Annotated Bibliography Bring notes and APA manual for interactive review.

W 10/17	Exam	
M 10/22	IN CLASS ACTIVITY Writing for different audiences: In-class writing.	Be on time. We will be leaving the classroom for about 40 minutes and then returning for the free-write.
W 10/24	Peer Review	ASSIGNMENT DUE: Issue Brief FINAL VERSION (BRING HARD COPY)
M 10/29	Discussion of White Paper The Importance of an Outline	ASSIGNMENT DUE: Issue Brief FINAL VERSION (BRING HARD COPY and SUBMIT ON Canvas)
W 10/31	Library Session #2 TO BE CONFIRMED	
M 11/5	White Paper Meetings Online Assignment	White Paper Outline Due – Submit to Canvas and bring HARD COPY.
W 11/7	White Paper Meetings Online Assignment	White Paper Outline Due – Submit to Canvas and bring HARD COPY.
M 11/12	HOLIDAY	
W 11/14	White Paper Meetings Online Assignment	White Paper Outline Due – Submit to Canvas and bring HARD COPY.
M 11/19	White Paper Meetings Online Assignment	B White Paper Outline Due – Submit to Canvas and bring HARD COPY.
W 11/21	HOLIDAY	
M 11/26	White Paper Meetings Online Assignment	White Paper Outline Due – Submit to Canvas and bring HARD COPY.
W 11/28	White Paper Meetings Online Assignment	White Paper Outline Due – Submit to Canvas and bring HARD COPY.
M 12/3	Peer Review	ASSIGNMENT DUE: White Paper: FINAL VERSION (BRING HARD COPY)
W 12/5	Elevator Speech Overview In-Class Writing	
M 12/10	Successful tips and strategies for oral presentations	
Final Exam	Thursday, December 13 9:45 a.m. – 12:00 p.m. Oral Presentations.	