

**San José State University**  
**Department of Kinesiology**  
**KIN 100W, Writing Workshop, Section 3, Fall 2013**

**Contact Information**

<b>Instructor:</b>	Sandy Olliges
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<b>Office Hours:</b>	Monday, 12:15 to 1:15 p.m. or by appointment
<b>Class Days/Time:</b>	Monday, 1:30 to 4:15 p.m.
<b>Classroom:</b>	SPX 75
<b>Prerequisites:</b>	Grade of C or better in English 1B; completion of Core GE, satisfaction of Writing Skills Test, and upper division standing
<b>GE/SJSU Studies Category:</b>	Area Z

**Web Page and MySJSU Email**

Course materials such as the syllabus and writing rubric can be found at the [Department of Kinesiology](http://www.sjsu.edu/kinesiology/GreenSheet/) website: <http://www.sjsu.edu/kinesiology/GreenSheet/>. You are responsible for regularly checking your email address that is listed in MySJSU to receive copies of Powerpoints, take-home tests, and other class information.

**Course Description**

This course focuses on development of advanced skills in writing; development of writing style and creation of organized, persuasive and analytical prose; and practice in both generalized and specialized forms of writing. This course focuses on the research and written communication skills necessary to be effective as a student and as a working professional. Whether one is writing a letter for a job change or researching answers in response to client inquiries one must be able to clearly articulate his or her ideas in order to be successful. In the course, the student will use current research methodologies and American Psychological Association (APA) writing format. Prerequisites are a grade of C or better in English 1B; completion of Core GE, satisfaction of Writing Skills Test, and upper division standing.

## Course Goals and 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. Writing Workshop KIN 100W reinforces and advances the abilities developed in Written Communication IA and IB, and broadens and deepens these to include mastery of the discourse peculiar to kinesiology.

**(SLO 1)** Practice comprehension and analysis of advanced scholarly and professional material, identify the thesis and supporting points of that material, and incorporate it appropriately into writing and other forms of communication.

**(SLO 2)** Express (explain, analyze, develop and criticize) ideas effectively, including ideas encountered in different forms of discourse.

**(SLO3)** Organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

**(SLO 4)** Demonstrate ability to express issues related to diversity (equity and social justice) in written and/or oral form(s).

### Objectives for SJSU Studies - Area Z:

Upon successful completion of KIN 100W, the student will be able to:

- a. perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).
- b. express (explain, analyze, develop, and criticize) ideas effectively.
- c. use correct grammar (syntax, mechanics, punctuation, and clarity) and cite sources at a college level of sophistication.
- d. write for different audiences (both specialized and general).
- e. use (locate, analyze, and evaluate) supporting materials, including independent library research.
- f. synthesize ideas encountered in multiple readings.
- g. construct effective arguments.
- h. express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and in different forms of discourse.
- i. organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

### Course Objectives

Upon successful completion of KIN 100W, the student will be able to:

- a. write with brevity and precision of expression.
- b. recognize and produce different styles and levels of writing.

- c. write in business letter format.
- d. prepare a resume and cover letter.
- e. locate and effectively use appropriate resources.
- f. write a cohesive expository response with correct grammar, mechanics, clarity and punctuation.
- g. write an abstract for a journal article.
- h. write an article for a professional publication using American Psychological Association (APA) format.

## Required Texts/Readings

### Required Textbooks – Bring to class

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

Hacker, D. (2012). *Rules for writers* (7<sup>th</sup> ed.). Boston: Bedford/St. Martin's.

### Recommended Textbook

Lester, J. D., & Lester, Jr., J. D. (2012). *Writing research papers: A complete guide* (14<sup>th</sup> ed.). New York: Longman.

### Library Liaison

Silke Higgins, 408-808-2020, silke.higgins@sjsu.edu

## Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of 45 hours for each unit of credit (normally 3 hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on.

All assignments must be submitted to Turnitin.com by the due date. **Assignments not in Turnitin.com by midnight of the due date will receive zero credit, a grade of F.**

**Late assignments will not be accepted except in case of documented emergencies.**

Hard copies of all assignments must be submitted by 4:15 p.m. on the due date to be considered on time.

### a. Topic Proposal (5% pts.)

You will be writing a literature review of a topic that is relevant to kinesiology. Your proposal should be 2-4 pages in length and address the following questions: 1) What is your research topic? *Describe at least three aspects of it.* 2) What is your personal

relationship to this topic? *What drew you to this topic? How will your relationship to it affect your research and writing process?* 3) What is the larger significance of your topic? *Who or what could benefit from your research?* 5) How will your topic address/include multicultural and or diversity perspectives? 6) What research sources will you use, and where will you find them? *Will you need to look outside of the SJSU Library? Who, specifically, are the key experts you'll need to cite?*

Length: 2-4 pp. Satisfies student learning objectives a, b, c, e, and f.

**b. Annotated Bibliography (5% pts.)**

Submit an annotated bibliography for **20 scholarly sources** published within the past 10 years. At least 15 of the sources must be academic peer-reviewed articles from the SJSU library databases. Also include at least five credible website sources, at least one from each of the following domains: .gov, .org, and .edu. Sources from other domains are not allowed. For each source, include a correct APA reference citation. Under each reference citation, provide a paragraph of five to eight sentences that 1) summarizes the introduction, methods, results, and discussion; (2) relays the implications of the research in the article; and (3) explains how this source will be helpful in answering your research question.

Length: 5-6 pp. Satisfies student learning objectives a, b, c, e, and f.

**c. Outline (5% pts.)**

The purpose of this assignment is to come up with a plan for your paper that will help you organize your thoughts before you begin writing. Please choose an outline format that works for your particular writing process and learning style. No matter how your outline is formatted, **it is required that you include the major points you intend to make and use complete sentences rather than key words** (don't just list the general concepts you will cover, articulate what you plan to say about those concepts).

Length: 2-4 pp. Satisfies student learning objectives a, b, c, e, and f.

**d. Problem Statement (5% pts.)**

Write the introduction of a proposal to conduct empirical research, which must include the statement of the problem; related background information from seven academic, peer-reviewed journal articles; a description of what is not known about the problem (what knowledge would be gained from your proposed research?); who will benefit from your proposed research; and a purpose statement. Detailed information on this assignment will be provided.

Length: 2-4 pages. Satisfies student learning objectives a, b, c, d, e, f, g, and h.

**e. Abstract (5% pts.)**

Write an abstract for an empirical, academic, peer-reviewed journal article. I will provide a copy of the article. You must write the abstract for the article that I provide. Abstracts of other articles will not be accepted. Detailed information will be provided.

Length: 1 page. Satisfies student learning objectives a, b, c, d, g, and i.

**f. Drafts of Literature Review Paper (10% pts.)**

Draft 1 of the literature research paper must contain the following: 1-3 pp. of text, a working thesis statement, clearly defined section headings, in-text citations, and a working References page. To receive credit for this assignment, you must be present and submit it in class during the peer review session. Draft 2 includes the same, plus at least two paragraphs per section: 4-6 pp.; Draft 3 includes the same, plus at least three paragraphs per section, a working Summary and Conclusion section, and a completed References page: 7-10 pp.

Along with Drafts 2 and 3 must be included a description of three errors that were made in the previous draft and how those errors are corrected in the additional pages. Double points will be deducted for errors not corrected from the previous draft. Submit Draft 1 with my markups along with Draft 2. Submit Draft 2 with my markups along with Draft 3.

**g. Literature Review Paper (15% pts.)**

The final literature review paper must include the following:

1. Nine to 12 pages of text, not including the title page and References page.
2. A focused and thoughtful research question and thesis that involved challenging significant research.
3. Integrated multicultural and interdisciplinary considerations and perspectives.
4. Synthesized information from a wide range of relevant sources, both print and electronic, relevant to the thesis, balanced, and critically evaluated for credibility and objectivity.
5. Logical organization with unity developed from the thesis and clear connections among ideas.
6. Student's ideas integrated smoothly with paraphrased, summarized, and quoted material with in-text citations in APA style; all conclusions clearly supported by relevant, convincing evidence.
7. Effectively communicated results of research that conveys an original understanding (student's voice) with clear, unified concluding ideas.
8. Clear writing with proper grammar, word choice, spelling, punctuation, mechanics, and consistently accurate APA format and citation style.

Length: 9-12 pp. Satisfies student learning objectives a, b, c, d, e, f, g, h, and i.

Submit Draft 3 with my markups along with your Final Paper.

**h. Presentations (5% pts.)**

All students are required to present their literature review paper. Presentations must be 10 minutes in length and must address what was discovered in the research and how it contributed to the academic discourse surrounding their topic.

Length: 10 pp. Satisfies student learning objectives a, b, c, d, e, f, g, and h.

**i. Take-Home Test (10% pts.)**

The test will include material from the APA book and from *Rules for Writers*.

**j. Resume and Cover Letter Assignment (5% pts.)**

Students must write a cover letter and a resume, which are specific to a job announcement. Details will be provided. Students are to bring to class on day assigned, copy of job/internship they intend to “apply for” as a part of the assignment.

The copy of the job and all pertinent information used to target the resume for the specific position will be turned in along with the cover letter and resume.

Length: 2 pages. Satisfies student learning objectives a, b, c, d, and g.

**k. Class Participation: (5% pts.)**

Students will work in groups writing practice abstracts and analyzing problem statements from journal articles. Students will participate in in-class editing of other students’ papers. Students will answer questions about grammar and APA style that are asked by the teacher.

Satisfies student learning objectives a, b, c, d, f, g, and h.

Note: Students must double space and use Times New Roman 12-point font for all submitted work.

**l. Final Paper: (20% pts.)**

Students will write the final paper in class. The paper will be a short literature review that will include the following parts: Introduction, three topic sections (total of four paragraphs in these three sections), Discussion and Conclusion, and References. The Introduction and Topic sections will contain in-text citations in APA style. I will provide copies of web articles and academic, peer-reviewed journal articles that will be the sources for this paper. The subject will be announced on the day of the final.

**Grading Policy**

Your grade in this course will be determined by the following:

Topic Proposal	5%
Annotated Bibliography	5%
Outline	5%.
Problem statement	5%.
Abstract	5%.
Literature Review Paper Drafts	10%
Final Literature Review Paper	15%.
Resume and cover letter	10%.
Presentations (1)	5%.
Take-Home Test	10%.
Class Participation	5%.
In-Class Final Paper	20%

Writing assignments will be evaluated using the Writing Rubric that will be posted on the [Kinesiology Department](http://www.sjsu.edu/kinesiology/GreenSheet/) website: <http://www.sjsu.edu/kinesiology/GreenSheet/>

Additional evaluation criteria will be applied to some assignments. These criteria will be made available to the students prior to the due date for the assignment.

**Assignments will not be accepted late except in cases of documented emergency.**

The course will be taught as a workshop. Your work will be reviewed by your peers. I project a student's paper and we edit it together, so your papers will be viewed and edited in class. There is no make up for in-class work.

<i>Grade Calculator</i>	
Grade Assigned	Points Earned
A+	97-100
A	92-96
A-	89-91
B+	87-88
B	82-86
B-	79-81
C+	77-78
<b>C (minimum required to pass)</b>	<b>72-76</b>
C-	69-71
D+	67-68
D	62-67
D-	60-61
F	<60

### **Classroom Protocol**

All written assignments are to be in APA format, double-spaced, using Times New Roman 12-point font. Most written assignments must also be submitted to Turnitin.com.

**Assignments will not be accepted late except in cases of documented emergencies.**

Assignments must be turned in by the end of class, 4:15 p.m. on the due date, to be considered on time. Remember to also submit your assignments to Turnitin.com. Papers not submitted to Turnitin.com will receive **zero** credit. Assignments that are submitted in hard copy and to Turnitin.com after 4:15 p.m. but by midnight of the day they are due

will be accepted, but 10% will be deducted from the grade. Assignments turned in later than midnight of the due date will receive **zero** credit.

The course will be taught as a workshop; therefore class participation is critical as it will not be possible to make up in-class assignments.

## **University Policies**

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, and so forth. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

### **Consent for Recording of Class and Public Sharing of Instructor Material**

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, 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.”
  - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “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 S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> 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 [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

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 and 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 your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 requires approval of instructors.

### **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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](#) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

### **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](#) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab 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 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, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10<sup>th</sup> and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) 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 Services**

The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide 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 Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

## Kin 100W / Writing Workshop, Fall 2013, Course Schedule

*Schedule subject to change.*

Week	Date	TOPIC / ASSIGNMENTS
1	Aug. 26	<b>Course Introduction.</b> Introduction, expectations, assignments
2	Sept. 2	<b>Labor Day – No Class</b>
3	Sept. 9	In-class editing <b>Topic Proposal Due</b>
4	Sept. 16	American Psychological Association (APA) format, grammar, punctuation, clarity, and mechanics
5	Sept. 23	<b>No Class</b> Alternate Assignment: Complete the Take-Home Test using the APA and <i>Rules for Writers</i> books.
6	Sept. 30	Meet in Library 1:30 – 2:45 p.m., Room 217 In-Text Citations and References <b>Outline and Take-Home Test Due</b>
7	Oct. 7	Writing an Abstract; in-class groups <b>Annotated Bibliography Due</b>
8	Oct. 14	<b>Abstract Due.</b>
9	Oct. 21	Writing Problem Statements; in-class groups <b>Literature Review Paper Draft 1 Due</b>
10	Oct. 28	APA Headings, paper organization, in-class editing <b>Problem Statement Due.</b>
11	Nov. 4	Business Writing In-class editing <b>Literature Review Paper Draft 2 Due</b>
12	Nov. 11	<b>Veterans' Day – No Class</b>
13	Nov. 18	<b>Resume and Cover Letter Due.</b> In-class editing <b>Literature Review Paper Draft 3 Due</b>
14	Nov. 25	Oral presentation requirements In-class editing
15	Dec. 2	<b>Final Literature Review Paper Due</b> <b>Oral Presentations</b>
16	Dec. 9	<b>Oral Presentations</b>
<b>Final Exam</b>	Wednesday Dec. 11	<b>Final: 12:15 – 2:30 p.m.</b> Final paper will be written in class.