

San José State University
Kinesiology
KIN 100W, Writing Workshop, Section 3, Spring 2015

Course and Contact Information

Instructor:	Sandy Olliges
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Office Hours:	Mondays 11:45 a.m. – 1:15 p.m., Tuesdays by appointment
Class Days/Time:	Mondays 1:30 – 4:15 p.m.
Classroom:	BBC 126

Email Information

Class information will be sent to you via MySJSU email. Please keep your MySJSU email address updated. This syllabus and the Writing Rubric are posted on the [Kinesiology](http://www.sjsu.edu/kinesiology/GreenSheet/) website: <http://www.sjsu.edu/kinesiology/GreenSheet/>.

Course Description

Advanced skills in writing. Development of writing style and creation of organized, persuasive, and analytical prose. Generalized and specialized forms of writing.

Prerequisite: ENGL 001B (with a grade of C or better); Completion of core GE, satisfaction of Writing Skills Test and upper division standing; KIN 70 for major/minors only or instructor consent.

Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement.

Course Goals and Student Learning Objectives

Students shall write complete essays, articles, and other documents that demonstrate college-level proficiency. Students shall be able to:

1. produce discipline-specific written work that demonstrates upper-division proficiency in:
 - language use
 - grammar
 - clarity of expression

2. explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
3. organize and develop essays, articles, and other documents for both professional and general audiences
4. organize and develop essays, articles, and other documents according to appropriate editorial and citation standards in American Psychological Association (APA) style
5. locate, organize, and synthesize information effectively to accomplish a specific purpose and communicate that purpose in writing

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 credible, academic resources.
- f. write a cohesive expository response with correct grammar, mechanics, clarity, and punctuation.
- g. write an abstract for a journal article.
- h. write a problem statement for both a quantitative and a qualitative research proposal.
- i. write a literature review article for a professional publication using APA format.

Required Texts/Readings

Textbooks (Available from SJSU Bookstore)

Required Textbooks – Bring to Class

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

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

Recommended Textbook

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

Library Liaison

Emily Chan, 408-808-2044, Emily.chan@sjsu.edu

Course Requirements and Assignments

Tests and Other Assignments:

Assignments:

Specific requirements for each assignment will be provided in class and via PowerPoint slides. The descriptions below are general descriptions of the assignments. If there are variations in the requirements, the order of precedence is the directions provided in class, then the PowerPoint slides, then the descriptions below.

a. Topic Proposal (5% pts.)

You will be writing a literature review of a topic that is relevant to kinesiology. Give your proposal a title that describes your research topic. 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?* 3) What is the larger significance of your topic? *Who or what could benefit from your research?* 4) How will your topic include multicultural and/or diversity perspectives? 5) What is your proposed thesis statement?

Length: 2-4 pp.

b. Annotated References (5% pts.)

Submit an annotated bibliography for **21 scholarly sources** published within the past 10 years. At least 15 of the sources must be academic peer-reviewed articles, which are available in the SJSU library databases and other online sources. One source must be an academic or professional book on your topic. 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.

Include the working title and proposed thesis statement of your paper. Type the references with hanging indent, and type the paragraphs in block indent beneath each reference.

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). All 21 references must be cited in the text of the outline. Include a separate reference list in APA style that includes all 21 references. This will show how each reference will support the sections of your paper.

Give the Outline a title that describes your literature review topic. Include your thesis statement.

d. Abstract (5% pts.)

Write an abstract in APA style 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.

e. Problem Statement 1: Empirical (5% pts.)

Write the introduction of a proposal in APA style to conduct empirical research, which must include the statement of the problem; related background information from 10 academic sources, at least six of which are peer-reviewed journal articles; a description of one thing that 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.

f. Problem Statement 2: Qualitative (5% pts.)

Write the introduction of a proposal in APA style to conduct qualitative research, which must include the statement of the problem; related background information from 10 academic sources, at least six of which are 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.

g. Drafts of Literature Review Paper (12% pts.)

Draft 1 of the literature research paper must be in APA style and contain the following: a Title, Running Head, page numbers, an Introduction with a working thesis statement, at least three Level 1 headings that describe your topics, one paragraph of at least four sentences beneath each Level 1 heading, followed by at least three Level 2 headings that describe your three subtopics for each of the three topics, a Discussion and Conclusion section, applicable in-text citations, and a working References page. Include only the references that you cite in the text. At least one of the subtopics must relate to at least one of the diversity areas: age, gender, disability, sexual orientation, race or ethnicity, and/or socioeconomic status. All paragraphs will have at least four sentences. (3 pts.)

Draft 2 includes the same as Draft 1, plus at six subtopic paragraphs. To receive credit for this assignment, you must be present, submit it in class during the peer review session, and participate in the peer review. Include only the references that you cite in the text. 4-6 pp. (4 pts.)

Draft 3 includes the same as Draft 2, plus at six more subtopic paragraphs, for a total of 12 subtopic paragraphs. Include only the references that you cite in the text. 7-10 pp. (5 pts.)

h. Literature Review Paper (15% pts.)

The final literature review paper must include the following:

1. Ten to 15 pages of text, not including the References. Same as Draft 3, with an additional six subtopic paragraphs. Final paper will have at least three topic paragraphs, 18 subtopic paragraphs, an Introduction, and a Discussion and Conclusion section. There will be an average of four sentences per paragraph. Students will include in-text citations in APA style in the Introduction, all topic paragraphs, and all subtopic paragraphs. All 21 references must be cited in the text and included in the References section.
2. A focused and thoughtful thesis that involved challenging significant research.
3. Integrated diversity considerations and perspectives.
4. Synthesized information from a wide range of relevant academic sources, 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, and 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: 10-15 pp.

h. Oral Presentation (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 the topic. Presentations will be in PowerPoint or similar format.

Length: 10 pp.

i. Take-Home Tests (8% pts.)

The eight tests 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.

The copy of the job announcement 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.

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. Students will write on the board to facilitate learning APA citation and reference styles.

l. Final Paper: (20% pts.)

Students will write the final paper in class. The paper will be a short literature review in APA style that will include the following parts: Title, Running Head, page numbers, Introduction, three topic sections (with one paragraph of at least four sentences in each of these sections), Discussion and Conclusion, and References. The Introduction and Topic sections will contain in-text citations in APA style. The three topic sections and the Discussion and Conclusion section will have Level 1 headings. 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

Grading Plan

Your grade in this course will be determined by the following, in accordance with the Writing Rubric and the requirements presented in class, the Power Point slides, and this syllabus:

Topic Proposal	5%
Outline	5%
Annotated Bibliography	5%
Abstract	5%
Problem Statement 1 (Empirical)	5%
Problem Statement 2 (Qualitative)	5%
Literature Review Paper Drafts	12%
(Draft 1 - 3%; Draft 2 - 4%; Draft 3 - 5%)	
Final Literature Review Paper	15%
Resume and Cover Letter	5%
Oral Presentation	5%
Take-Home Tests	8%
Class Participation	5%
In-Class Final Paper	20%

Grading Scale used to determine letter grade for each component above.

Percentage	Equivalent Grade
97% - 100%	A+
93% - 96%	A
90% - 92%	A-
87% - 89%	B+
83% - 86%	B
80% - 82%	B-
77% - 79%	C+
73% - 76%	C
70% - 72%	C-
67% - 69%	D+
63% - 66%	D
60% - 62%	D-
below 60%	F

You must earn a minimum of 73% of the points to get a grade of C, which is required to meet the SJSU graduation requirements.

Penalty for Late Take-Home Tests and Papers

Late assignments are not accepted. Assignments must be submitted to Turnitin.com as required. Late assignments and assignments not in Turnitin.com will receive **zero** credit.

Classroom Protocol

Course Notes

Late assignments will not be accepted except in case of documented emergencies, such as admission to the hospital. Hard copies of all assignments must be submitted by 4:15 p.m. on the due date to be considered on time.

All assignments should be submitted to Turnitin.com by 1:30 on the due date. **Assignments not in Turnitin.com by midnight of the due date will receive zero credit, a grade of F.**

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

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.

Classroom Protocol

All written assignments, except the Business Writing assignments and the Oral Presentation, 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.

- **Hard copies** of the 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.**
- There will be no extra credit.

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/. 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.”
 - Because active participation of other students may be on the recording, permission of those students or must 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/>.

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 requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) 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 10th 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 7th 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 Section 3, Fall 2014, Course Schedule

The schedule is subject to change with fair notice, which may include verbal announcements in class and/or written email to students.

Week	Course Content (Assignments/Activities)
1 Jan. 26	Introduction, Paper Topics, Thesis Statements, Requirements for Topic Proposal
2 Feb. 2	Library – Meet in Room 125, 1:30 – 2:45 Paper Proposal Due Requirements for Annotated References, APA Style Citations and References, In-Class Editing
3 Feb. 9	Take-Home Test 1 Due Requirements for Annotated References, APA Style Citations and References, In-Class Editing
4 Feb. 16	Annotated References Due , Writing Outlines, In-Class Editing, Take-Home Test 2 Due , In-Class Editing, Requirements for Abstract 1
5 Feb. 23	Outlines Due , Requirements for Literature Review Paper Draft 1, <i>Rules for Writers</i> Chapters 61-63, Writing Abstracts (Empirical) In-Class Groups, Take-Home Test 3 Due
6 Mar. 2	Lit Review Paper Draft 1 Due , In-Class Editing, APA Style Citations and References, Requirements for Lit Review Paper Draft 2, Take-Home Test 4 Due
7 Mar. 9	Abstract Due , In-Class Editing, Requirements for Problem Statement 1, Writing Problem Statements (Empirical) In-Class Groups, Revising Draft Papers
8 Mar. 16	Problem Statement 1 Due , Requirements for Problem Statement 2 (Qualitative), APA Style – Clarity and Precision
9 Mar. 23	Spring Break - No Class
10 Mar. 30	Problem Statements (Qualitative) In-Class Groups Take-Home Test 5 Due Lit Review Paper Draft 2 Due–In-Class Peer Review
11 Apr. 6	Problem Statement 2 Due, Take-Home Test 6 Due , Requirements for Literature Review Draft 3, Revising Draft Papers, Discussion section requirements
12 Apr. 13	Lit Review Paper Draft 3 Due , Business Writing Requirements, Take-Home Test 7 Due

Week	Course Content (Assignments/Activities)
13 Apr. 20	Take-Home Test 8 Due, Cover Letter and Resume Due , Oral Presentation Requirements, In-Class Editing, APA In-Text Citations and References, Requirements for Final Paper
14 Apr. 27	Final Lit Review Paper Due , Oral Presentations begin
15 May 4	Oral Presentations
16 May 11	Oral Presentations
Finals Week May 20	Wednesday, May 20, 12:15 – 2:30, Final Paper will be written in class.