

**San José State University**  
**Kinesiology**  
**Kin 100W, Writing Workshop, Section 4, Fall 2009**

<b>Instructor:</b>	Sandy Olliges
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<b>Office Hours:</b>	MW 3 – 4:30 pm
<b>Class Days/Time:</b>	MW 1:30 – 2:45 pm
<b>Classroom:</b>	201A
<b>Prerequisites:</b>	Completion of core general education requirements, satisfaction of Writing Skills Test, and Kin 70
<b>GE/SJSU Studies Category:</b>	Z

**Kinesiology Department Web Page**

Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on the Kinesiology Department web page at: [www.sjsu.edu/kinesiology](http://www.sjsu.edu/kinesiology)

**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 you are writing a letter for a job change or researching answers in response to client inquiries you must be able to clearly articulate your ideas in order to be successful. In the course, the student will use current research methodologies and APA research format.

**Course Goals and 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.

### **GE/SJSU Studies Learning Outcomes (LO), if applicable**

Upon successful completion of this course, students will be able to:

LO1 Perform effectively the essential steps in the writing process (pre-writing, organizing, composing, revising, and editing).

LO2 Express (explain, analyze, develop, and criticize) ideas effectively.

LO3 Use correct grammar (syntax, mechanics, and citation sources) at a college level of sophistication.

LO4 Write for different audiences (both specialized and general).

LO5 Use (locate, analyze, and evaluate) supporting materials, including independent library research.

LO6 Synthesize ideas encountered in multiple readings.

LO7 Construct effective arguments.

LO8 Express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.

LO9 Organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

### **Course Content Learning Outcomes**

Upon successful completion of this course, students will be able to:

LO10 Write with brevity and precision of expression.

LO11 Recognize and produce different styles and levels of writing.

LO12 Write in business letter format.

LO13 Prepare a resume and cover letter.

LO14 Locate and effectively use appropriate resources, including primary sources.

LO15 Abstract a journal article.

LO16 Critique a journal article.

LO17 Write an article for professional publication using APA format.

LO18 Write a cohesive expository essay with correct grammar and punctuation.

### **Required and Recommended Texts**

#### **Required Textbooks – Bring to class**

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

Lester, J. D., & Lester, Jr., J. D. (2010). *Writing research papers: A complete guide* (13<sup>th</sup> ed.). New York: Longman.

### **Recommended Textbook**

Hacker, D. (2008). *Rules for writers* (6<sup>th</sup> ed.). Boston: Bedford/St. Martin's.

### **Library Liaison**

Peggy Cabrera 808-2034

### **Classroom Protocol**

All written assignments are to be in APA format, using Times New Roman 12-point font. Assignments will not be accepted late except in cases of documented emergencies. 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.

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops is available at on the SJSU website under Registration Overview. Students should be aware of the current deadlines and penalties for adding and dropping classes.

### **Assignments and Grading Policy**

#### **Course Assignments**

- Research and writing papers
- Paper One - focus on thesis development, outline techniques, with APA references; web research
- Paper Two - focus on research and style, with APA references; scholarly peer-reviewed documents; oral presentation
- Two problem statements
- Two abstracts
- Critique
- Resume, cover letter, thank you letter
- In class writing assignments
- Eight multiple choice APA Style assessments (take-home assignments)
- Final expository essay
- Class participation

## Furlough Information

There will be no classes or office hours, and I will not be grading papers or checking email or voicemail on October 7, 12, and 19. In addition, I will not be grading papers or checking email or voicemail on September 22 and 25, November 13 and 19, and December 4 and 11.

## Course Evaluation

Assignment	Number of Words	Points
Paper One - Web research		
• Thesis	250	2
• Outline		2
• 1st Draft		2
• Final Paper with 5 APA references and format	1200	10
Paper Two - Literature research		
• Short summary of topic with 5 APA references and format	500	2
• 1st Draft		2
• Final Paper with 5 APA references and format	1800	15
• Oral Presentation		5
Problem Statement One	750	5
Problem Statement Two	750	5
Abstract One – Empirical Study	120	5
Abstract Two – Review or Theoretical Article or Case Study	120	5
Critique	750	5
Resume, Cover Letter, Thank You Letter	750	5
In Class Writing Assignments	1000	4
APA Style Assessments (8 take-home assignments)	--	8
Final Expository Essay	1000	20
<b>Totals</b>	<b>8990</b>	<b>100</b>

Writing Workshop 100W Z must meet a minimum of 8000 written words.

Grade Calculator	
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

C	72-76
C-	69-71
D+	67-68
D	62-67
D-	60-61
F	<60

### Course Calendar

May be modified as necessary with advance notice.

Date	Topic	Requirements Due Dates
Week 1: 8/24, 8/26	Introduction, Writing Sample in class. Conceptual mapping, thesis statements, outlining.	Read: LL Ch. 1 all. Ch. 2 pp. 11-17, 22. Ch. 3 pp. 31-36 Ch. 9 pp. 132-143, 146-152. APA Ch. 1 pp. 9-11
Week 2: 8/31, 9/2	Library visit. How to research your topic. Title, thesis statement & outline. Rubric.	Read: LL Ch. 4 pp. 39-51. Ch. 5 pp. 61-62, 68-72. Ch. 10 pp. 153-159. APA Ch. 6 all. Thesis Statement and Assessment One ( <b>8/31</b> ). Title & Outline for Paper One ( <b>9/2</b> )
Week 3: 9/7, 9/9	Revising the paper. Ethics & Plagiarism. Class practice: structured paragraphs, organization.	Read: APA Ch. 1 pp. 11-20. LL Ch. 8 pp. 107-122. Ch. 10 pp. 159-163. Ch. 12 all. Ch. 13 pp. 213-214. Ch. 15 pp. 283-289, 300-309. 1 <sup>st</sup> Draft of Paper One ( <b>9/9</b> )
Week 4: 9/14, 9/16	APA style and format. Writing Structure. Rewriting and reorganizing technique.	Read: APA Ch. 3 pp. 61-70. Assessment Two ( <b>9/14</b> )
Week 5: 9/21, 9/23	Bias free communication; punctuation, parallel construction, confused and abused words.	Read: APA Ch. 3, pp. 70-76, p. 84. Ch. 4 pp. 87-95. Final Paper One ( <b>9/23</b> )
Week 6: 9/28, 9/30	Parts of speech. Writing Problem Statements.	Read: APA Ch. 1 pp. 27-28. Ch. 3, pp. 77-83. LL Ch. 12 pp. 194-200. Assessment Three ( <b>9/28</b> ) Summary for Paper Two ( <b>9/30</b> )
Week 7: 10/5, <b>10/7</b> <b>No class on 10/7 due to furlough</b>	Avoid grammatical mistakes.	Read: APA Ch. 5 pp. 96-114. Problem Statement One ( <b>10/5</b> )

Week 8: 10/12, 10/14 No class on 10/12 due to furlough	APA format for references and headings.	Read: APA Ch. 3, p. 62. Problem Statement Two and Assessment Four (10/14).
Week 9: 10/19, 10/21 No class on 10/19 due to furlough	Writing Abstracts.	Read: APA Ch. 2 pp. 25-27. 1 <sup>st</sup> Draft Paper Two (10/21)
Week 10: 10/26, 10/28	Integrating corrections to drafts.	Abstract One and Assessment Five (10/26)
Week 11: 11/2, 11/4	How to critique a journal article.	Abstract Two (11/2)
Week 12: 11/9, 11/11	How to write a resume, cover letter, and follow up letter. Business communications.	Critique and Assessment Six (11/9)
Week 13: 11/16, 11/18	Revising, editing and proofreading.	Read: LL Ch. 13 pp. 213-214, 219-221. Resume, Cover Letter, Thank You Letter (11/18)
Week 14: 11/23, 11/25	Professional presentations. Using multimedia. Oral Presentations of final paper	Read: LL Ch. 18 pp. 359-360. Assessment Seven (11/23) Final Paper Two (11/25)
Week 15: 11/30, 12/2	Oral Presentations of final paper.	
Week 16: 12/7	Oral Presentations of final paper.	Assessment Eight (12/7)
<b>Monday, 12/14</b>	<b>Final Exam</b>	<b>Dec 14, 12:15 – 2:30</b>

## Helpful Websites

<http://owl.english.purdue.edu/owl/>

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

## University Policies

### Academic integrity

Students should know that the University's [Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial\\_affairs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](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 and the University's integrity policy, require 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 available at http://www.sa.sjsu.edu/judicial\\_affairs/index.html](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 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 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.

### **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 DRC (Disability Resource Center) to establish a record of their disability.

### **Student Technology Resources**

Computer labs for student use are available in the Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> 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.

### **Learning Assistance Resource Center**

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. [The LARC website is located at http://www.sjsu.edu/larc/.](http://www.sjsu.edu/larc/)

### **SJSU Writing Center**

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. [The Writing Center website is located at http://www.sjsu.edu/writingcenter/about/staff/.](http://www.sjsu.edu/writingcenter/about/staff/)

### **Peer Mentor Center**

The Peer Mentor Center is located on the 1<sup>st</sup> floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering "roadside assistance" to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop-in basis, no reservation required.

