

Political Science 100W
Writing Workshop

Fall 2011
Clark 303
MW 12:00-1:15
email: Kenneth.Faulve-Montojo@sjsu.edu

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Objectives: Students shall be able to refine the competencies established in Written Communication IA and IB as summarized below:

- *Students should be able to perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).*
- *Students should be able to express (explain, analyze, develop, and criticize) ideas effectively.*
- *Students should be able to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.*
- *Students should be able to write for different audiences (both specialized and general)*
- *Students should be able to use (locate, analyze, and evaluate) supporting materials, including independent library research.*
- *Students should be able to synthesize ideas encountered in multiple readings.*
- *Students should be able to construct effective arguments.*

Additionally,

- Students shall be able to express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
- Students shall be able to organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

To achieve these objectives, the course will be structured as a working and practical laboratory, where we will emphasize on working and sharing ideas with colleagues. Because political writing should be discussed openly and freely from inception to completion, we will work in small groups whenever possible to give students the opportunity to discuss their ideas.

Eligibility: To enroll in PS 100W you must have completed 60 units, completed English 1-B (or equivalent), and passed the Writing Skills Test (WST).

Required Texts: There is one required text for the course.

Hacker, Diana. 2010. *A Writer's Reference*, 7th ed. Boston, MA: Bedford/St. Martin's Press.

Additional readings are available through the SJSU MLK reserve system/Desire2Learn.

Grading:	Writing Assignments	60%
	Punctuation Exam	10%
	Grammar Exam #1	10%
	Grammar Exam #2	10%
	Participation	10%

Grammar: Part of the class will be devoted to punctuation and grammar. The first test covers punctuation. The second test covers grammar. The third test covers both grammar and style.

Writing assignments: There are four writing assignments. Each assignment, except the in-class assignment, can be broken down in terms of a draft and a rewrite. Students will write drafts of the assignments and bring in a specified number of copies to class on the day the drafts are due. Students must also download from Desire2Learn a copy of the student critique worksheet and bring a specified number of copies to class. Students will have their drafts critiqued by at least two 100W colleagues. Afterward, students are to rewrite their drafts based on the critiques and turn them in on the scheduled due date. The rewrite package should be ordered as such (1) a 100W grading scale sheet on top, which you can also download from Desire2Learn, then (2) the rewrite, then (3) the drafts critiqued by your peers, and then (4) the student critique worksheets. Please attach via staple or binder-clip all the pages together. No paper will be accepted without the student critiques. Any paper, draft or rewrite, submitted late will be marked down **one-letter grade**. Late papers will **NOT** be accepted one week after the due date. Death in the family and a severe illness, **with appropriate documentations**, are grounds for extensions. You must notify the instructor of these allowable excuses **BEFORE, NOT AFTER**, the due date of the paper submission. Students who ask for an extension **AFTER** the due date will **NOT** receive an extension.

Papers that are not the right length will also be graded down **half-a-letter grade**.

In addition to timely submissions, the following criteria must also be met. Papers will be marked down a **third-of-a-letter grade** for each infraction.

- 1) You must underline the thesis statement of the essay and the topic sentence of each paragraph.
- 2) You cannot use contractions in the essay.
- 3) You cannot have fragments. If you use stylistic fragments, you must footnote it.

Students must submit four (4) writing assignments. The following are the assignments and their weighted values, which are weighted more heavily toward the concluding assignments as students are expected to demonstrate an improvement in their writing skills.

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|-------------------------|-----|
| 1) Letter to the editor | 10% |
| 2) Memorandum | 10% |
| 3) Article Review | 15% |

You must submit your papers in two forms, one hard copy and the other electronic. You must submit the electronic copy on Desire2Learn by 12:00 p.m. on the due date. If you have problems with the Desire2Learn upload system, submit the paper through the email system on Desire2Learn. Do not send it to my regular email account.

Correction Paper: The purpose of the correction paper is to help students understand and learn from their mistakes. When the instructor returns to the students graded written assignments, if requested, students must submit a **correction paper**. On this paper, students must have three points per error. First, students must write the grammatically incorrect statement as written in the original essay. Second, students must explain the nature of the error. Finally, students must rewrite the statement with the appropriate correction. Correction papers are due at the **next** class meeting **after** the assignment has been returned; late submissions reduce the grade of the original essay by **half-a-letter** grade. Furthermore, students who do not turn in the correction paper **CANNOT** submit the next assignment. This policy excludes the last assignment.

Spartan Daily: Students who have their 2-3 paragraph editorials printed in the Campus Viewpoint section of the *Spartan Daily* can substitute an “A” for any grade they have earned. Students who submit 1-2 paragraph letters to the *Spartan Daily* can substitute a “B” for any grade they have earned. There is a caveat to this policy. An “A” will be substituted for a lower grade only if the writing assignment (draft and rewrite) did not incur any tardiness penalties. If an assignment is submitted late, then the corresponding *Spartan Daily* grade is also subject to the same penalty. For example, if you had received a “B” on a writing assignment and because of late submissions it was downgraded to a “C,” then your *Spartan Daily* grade also will be reduced from an “A” to a “B.” Students who submit four (4) *Spartan Daily* essays can receive at the highest a B+ in the class.

ALL *Spartan Daily* submissions must be turned in at the **end** of the term.

Oral Participation: Students present their Discipline of Political Science essay at the end of the term. Students must also participate during draft submission days.

Critiques: Students will critique the work of other students. These critiques can be a great learning tool for writers and evaluators. A student critique worksheet can be downloaded from Desire2Learn, and students must bring a specified number of them to class on the day the drafts are due. Critiques, along with other contributions, will be used in assigning a grade for class participation. In addition, there is also the 100W grading scale critique, which can also be downloaded from Desire2Learn. You must attach a copy of this sheet to your rewrite.

Models of Excellence: During the course of the term, the instructor will provide students with models of exceptional writing.

SJSU Desire2Learn: The class makes extensive use of Desire2Learn class management system. It serves as a good mechanism toward your learning. You can log on to the system at <http://www.sjsu.edu/ecampus/>. Go to the courses link and look under the “Fall

2011 Web-Supplemented and Mixed Mode Course List.” Look for this course—Political Science 100W Section 1. Please be sure to log on to Desire2Learn regularly. To help you with the lectures, you can access abridged outlines. These will be posted by the evening before the class (Sunday or Tuesday night) or sometimes the morning of the class. These abridged outlines provide the structure of the lecture, but not the substance. For instance, the outline will contain definitions, but not the nuances of the concepts or empirical information. Also, you will find other readings on the system.

Finally, there is also a message section in Desire2Learn that I can use to send messages to the class. So please log on periodically.

Attendance: Attendance is mandatory. If you must miss a class, please inform the instructor **ahead of time** so you can get the assignment and any materials that might be handed out that day.

Contacting Dr. Faulve-Montojo: My office hours are listed above. If you need to contact me outside of office hours, the best way to do so would be to contact me via email at Kenneth.Faulve-Montojo@sjsu.edu

Campus policy in compliance with the Americans with Disabilities Act: SJSU strictly complies with the ADA of 1991. In this regard, if you need “course adaptations or accommodations because of a disability, or if you need 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 register with DRC to establish a record of their disability.” If you wish to look up this policy, please see http://www.drc.sjsu.edu/student_services/document_disability.htm

Academic Integrity Statement: "Your own commitment to learning, as evidenced by your enrollment at San José State University, and the University's Academic Integrity Policy 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 policy on academic integrity can be found at <http://sa.sjsu.edu/student_conduct>.”

Classroom behavior: As a courtesy to other students and the instructor, students should engage in the highest standard of behavior during class sessions. Students should turn off all mobile phones, refrain from text messaging and refrain from reading newspapers or magazines during class time, and avoid excessive talking within a group. Also, absolutely **NO** computers are allowed in class.

Final: The final is scheduled for 9:45 a.m.—12 p.m. Wednesday December 14.

Week 1 August 24, 2011	Week 2 August 29-31, 2011	Week 3 September 5-7, 2011	Week 4 September 12-14, 2011	Week 5 September 19-21, 2011	Week 6 September 26-28, 2011
	Due August 29 Pre-test		Due September 14 Draft of Letter to Editor	Due September 21 Rewrite of Letter to Editor	
Discussion: Introduction Grading Criteria	Discussion: Planning/Drafting/ Thesis Statement Basic Grammar	Discussion: Paragraphs Revising	Discussion: Argument Avoid Fallacies Citing Sources/ Ethical uses of Source Material	Discussion: Punctuation	Discussion: Punctuation
	Assignment: Letter to the Editor		Assignment: Memorandum		
Reading: Hacker: Section C1	Reading: Hacker: Section B and pp. 371-77	Reading: Hacker: Sections C2-3	Reading: Hacker: Sections C4-5 and CMS1-5	Reading: Hacker: Section P	Reading: Hacker: Section P

Week 7 October 3-5, 2011	Week 8 October 10-12, 2011	Week 9 October 17-19, 2011	Week 10 October 24-26, 2011	Week 11 October 31 and November 3, 2011	Week 12 November 7-9 2011
Due October 3 Draft of Memorandum	Due October 12 Rewrite of Memorandum	October 19 Punctuation Test	Due October 26 Draft of Article Review	Due November 3 Rewrite of Article Review	Due November Grammar Test
Discussion: Punctuation	Discussion: Grammar	Discussion: Grammar	Discussion: Grammar	Discussion: Grammar	Discussion: Grammar
	Assignment: Article Review				Assignment: The Discipline Political Science
Reading: Hacker: Section P	Reading: Hacker: Section G	Reading: Hacker: Section G	Reading: Hacker: Section G	Reading: Hacker: Section G	Reading: Hacker: Section

Week 13
November 14-16,
2011

Week 14
November 21-23,
2011

Week 15
November 28-30,
2011

Week 16
December 5-7,
2011

Final
December 14,
2011

Due November 21
Draft of
Discipline of
Political
Science

Due November 28
Grammar Test #2

Due December 5-7
Post-Test and
Discipline of
Political
Science
Presentations

Due December 14
Rewrite of
Discipline of
Political Science

Discussion:
Style

Discussion:
Style

Discussion:
Style

Discussion:
Style
Post-Test

Reading:
Hacker: Section S

Reading:
Hacker: Section S
Scott and Garrison:
Introduction, pp. 1-
16 on D2L