Psyc 100W: 
Writing Workshop
Fall, 2011

Dr. Mike Dillinger
Psychology Department, San Jose State University
Office: Dudley Moorhead Hall, DMH 230
Email: mike.dillinger@sjtu.edu
Campus Phone:
   (408) 924-5615 [only during office hours]
   Mailbox: DMH 157 (Psychology Department Office)

Office Hours, Fall 2011
Mondays: 3:30 - 4:30
Wednesdays: 3:30 - 4:30

Course Hours
Section 5, Wednesdays, 6:00 - 8:45, in DMH 359

Prerequisites
- ENGL 1B (with a grade of C or better)
- Completion of Core GE
- Satisfaction of Writing Skills Test and upper division standing
- PSYC 1
- STAT 95 or senior standing
- GE/SJSU Studies Category Area Z

Course web site
http://www.mikedillinger.com/joomla

Communicate with your Instructor regularly
1. During office hours. Come to office hours as often as possible. No appointment is necessary.
2. By email. Please use my regular SJSU email account.
3. By phone. Only during office hours, or leave a message.
Course Goals and Student Learning Objectives (SLOs)
The goals of 100W are that 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.

The general GE student learning objective for 100W (Area Z) is that students shall write complete essays that demonstrate college-level proficiency. Students shall be able to:

1. refine the competencies established in Written Communication IA and IB
2. express (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 and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

For Psychology 100W, the general GE student learning objectives for 100W (Area Z) will be fulfilled in the following discipline-specific SLOs [matched GE SLOs indicated in brackets]. Students will...

1. ...develop proficiency at using databases (e.g., PSYCHINFO and MEDLINE) to locate empirical research and research review articles in an area of psychology [GE 1, 3]
2. ...demonstrate competency in American Psychological Association (APA) writing style, including grammar, spelling, and syntax [GE 1, 3]
3. ...summarize and analyze empirical research articles in an area of psychology [GE 1, 2, 3]
4. ...write for a general audience [GE 1, 3]
5. ...organize and develop a literature review, or other appropriate major paper (e.g., research report) in an area of psychology [GE 1, 2, 3]
6. ...begin to develop critical thinking skills in psychology including the ability to [GE 1, 2, 3]:
   a. Synthesize disparate research findings into a coherent framework which addresses a question or topic relevant to the discipline of psychology, and/or
   b. compare and contrast differing theories and research findings

GE requirements for 100W stipulate that students shall write a minimum of 8000 words in the course of the semester, and that they shall be provided with frequent practice and feedback for improving their communication skills.

The last page of this syllabus summarizes the page totals, due dates, and point totals for each assignment.
Required Texts/Readings

**APA Manual**


**APA Workbook** (not to be confused with the APA Manual!)


Highly recommended resources:

Do yourself a favor: buy (and use) a good reference book on English grammar. I suggest:


Other people recommend this book, too:


This publisher (Pearson) also offers a service called the Writing Hub. Real people coach you over the Internet to help you improve your writing.

The URL for the Writing Hub is: [http://www.pearsoncustom.com/ca/sjsu_writinghub/](http://www.pearsoncustom.com/ca/sjsu_writinghub/)

You can purchase access to coaching directly from the site. You can also buy the Dunn book bundled together with coaching for a reduced price, either on line or at the bookstore. The bundle is called SHORT GUIDE WRITING ABOUT PSYCH PKG SJSU, 1/e DUNN, ISBN-13: 9780558221270.

**Other equipment and required materials**

- A binder or other organizational tool to keep your materials together
- a stapler to carry in your backpack
- a working voice recorder (tape or electronic) for individual conferences with instructor
- Regular access to a computer and internet connection
- Handouts will be available in a timely manner on the class web site. It is your responsibility to print out and bring copies of handouts to the appropriate class days.

**Turnitin.com**

Turnitin.com is a website that checks for plagiarism. You may be required to submit some of your assignments to this website, as indicated by the instructor. Information on how to use turnitin.com will be provided later in the semester.
Assignments and Grading Policy Overview

The assignments in Psychology 100W are designed to gradually build the writing and research skills necessary to write scholarly papers appropriate for the discipline of psychology. Assignments in 100W generally include (but are not limited to):

- Basic skills review (e.g., plagiarism tutorial, research skills tutorial, etc.)
- Writing assignments

The course schedule and assignment summary table at the end of this syllabus provide a timeline and the planned grading for each assignment. You are expected to come to class with the necessary materials and completed assignments.

An assignment summary table appears at the end of this syllabus. Details for each assignment are provided in lectures and in handouts posted on the class web site. You are expected to print and bring copies of each handout to the appropriate class.

Major Writing Assignment: Literature Review

The major paper you will be writing for this course is an APA-style literature review (approximately 14 pages long plus references; 20 or more scholarly references). The goal of a literature review is to develop a research question by describing and synthesizing theory and research findings relevant to your research question.

You will be developing your final literature review in several assignments, including (but not limited to):

- Database Assignments in which you identify at least 10 – 15 sources relevant to each section of your literature review using library databases and other resources appropriate to psychological research.
- Outline Assignments in which you organize the main points of each section of your literature review and indicate which sources you will use to support the main point.
- Literature Review Conferences and Drafts in which you receive feedback from a variety of sources and revise your paper as needed.

Course Grade

Course grades will be based on the number of points accumulated throughout the semester. The assignment summary table at the end of this syllabus provides the points associated with each assignment.

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<td>89 – 88</td>
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<td>87 – 83</td>
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<td>82 – 80</td>
<td>B-</td>
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<td>79 – 78</td>
<td>C+</td>
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<td>77 – 73</td>
<td>C</td>
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<td>72 or less</td>
<td>NC</td>
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Important Notes about Grading

- Most assignment drafts are graded, therefore you should do your best on them or your course grade will be adversely affected.
- Although some assignments are credit/no credit, it is very important to complete all of them because:
  - each develops a skill necessary for successful completion of major assignments
  - completion of some are required for the course (pre- and post-test; plagiarism tutorial; workbook chapters)
- missing a portion of these assignments can lower your course grade substantially
- for GE courses, the only passing grades are C and above.

Late Assignments

Late assignments will not be accepted for credit except in cases of documented emergencies, serious illness, or a dean’s excuse. If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation.
Classroom Protocol
Read the syllabus!

You are responsible for knowing the details in this green sheet. If you lose it, get another. I am happy to answer questions about the course as they arise, but I expect you will make some effort to find the answers in the syllabus and class materials first, and to pay attention to the answers given.

Skill-Development Course
This class is a workshop on skill development and differs from a standard lecture class that teaches content. I’m your coach. I will give a few lectures and am available for consultation, but I do not "teach" in the traditional lecture sense.

In a workshop, you have primary responsibility for learning the material. I can answer any questions about the material you are learning and I provide feedback on your assignments. You are expected to take the initiative in mastering the material and skills for this class.

Time Management & Regular Attendance
Time management is a major issue for students in this class. As in the workplace, deadlines are real. Assignments are due one after another and you need to keep on top of them! You can fall quickly behind if you fail to turn every assignment in on time.

Although the course has online resources, these resources are not a substitute for coming to class.

Laptops
In-class laptop use should be restricted to course-related activities (e.g., taking notes). Other activities (e.g., web surfing) distract the other students and will not be tolerated. You will be asked to turn off your laptop if you are engaged in non-class activities. You will be asked to refrain from laptop use for the duration of the course if this behavior continues.

Cell phones and other electronic devices
Please be certain to turn off or put in silent mode all cell phones, pagers, and any other devices that produce distraction, prior to entering the classroom.

Late arrivals
If you must arrive late or leave early, please do so quietly and with a minimum of distraction.

I expect you to come to class prepared
"Prepared" means you have completed the readings and any assignment before class starts, and written down any questions you had from the assignment. You should be as prepared as you expect your professor to be.

Communication
Use email!! Use office hours! Talk to me!!

Check the course web site regularly
If I cannot come to class, I will inform you that I will be absent. Please set your spam controls to accept my email address.
University Policies
You 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. 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.

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.

Dropping and Adding
You are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-324.html. Information about late drop is available at http://www.sjsu.edu/sac/advising/latedrops/policy/. Students should be aware of the current deadlines and penalties for adding and dropping classes.

On-campus Resources for you
Library Liaison
Bernd Becker, Psychology Librarian - Bernd.Becker@sjsu.edu
Bernd can answer your questions about how best to use the library’s resources. Note: He’s VERY helpful! Make an appointment with him soon!

Student Technology Resources
Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and 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.

Learning Assistance
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 develop 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/.

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.
**Peer Mentor Center.** The Peer Mentor Center is located on the first 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. The Peer Mentor Center website is located at [http://www.sjsu.edu/muse/peermentor/](http://www.sjsu.edu/muse/peermentor/).