San José State University
Psychology 100W: Writing Workshop
Spring 2011

Instructor Information

**Instructor**  Banita Chalabi, M.A.

**Office**  DMH 318

**Phone**  (408) 924-5653

**Email**  chalabi_sjsu_100w@yahoo.com (temporary, see note below)

 banita.chalabi@sjsu.edu

**Course Hours**  Section 9, Mondays & Wednesdays, 9:00-10:15 a.m., DMH 162

**Office Hours**  Mondays 10:30-11:45 a.m., or by appointment.

**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

**Contacting Instructor**

1. **Through regular email.** Note: This is separate from Desire2Learn (D2L) e-mail. I will NOT be utilizing D2L e-mail, so only send e-mails to address listed above.

   I will be using the Yahoo! e-mail address for the first few weeks of class until my SJSU account is activated. Once it is activated, I will announce it in class and will no longer be using the Yahoo! e-mail address.

2. **By phone.** Not the best method.
Course Goals and Student Learning Objectives (SLOs)

This is a course in writing for the Psychology major, however it is also an upper division GE course. As such, this course has a variety of features and student learning goals:

1. Students will develop proficiency at using databases (e.g., PSYCHINFO and MEDLINE) to locate empirical research and research review articles in an area of psychology.

2. Students will demonstrate competency in American Psychological Association (APA) writing style, including grammar, spelling, and syntax.

3. Students will summarize and analyze empirical research articles in an area of psychology.

4. Students will write for a general audience.

5. Students will organize and develop a literature review in an area of psychology.

6. The Board of General Studies, which writes the rules on GE courses, requires that students in 100w write no less than 8000 words in the course of the semester, and do an oral presentation.

7. Students will begin to develop critical thinking skills in psychology including the ability to:
   a. Synthesize disparate research findings into a coherent framework which addresses a question or topic relevant to the discipline of psychology (related to SLO 5)
   b. compare and contrast differing theories and research findings (related to SLO 3,5)

Required Texts/Readings

Required:  (Bring APA Manual and Workbook to every class)

APA Manual:

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

The following book is required reading, however, web supplement is optional:
Other equipment/material requirements

- A 100W binder or other organizational tool (Important: keep all graded work until after your final grade is posted). Any disputes over an awarded grade must be accompanied by the original graded assignment.
- Writing utensils and binder paper.
- SJSU library card
- USB flash drive
- Paper to print assignments upon and access to a printer
- A working voice recorder (tape or electronic) for individual meetings with instructor (optional).
- Regular access to a computer and internet connection
- Handouts will be made available in a timely manner via Desire2Learn (D2L). It is your responsibility to print out and bring copies of handouts to the appropriate lecture.

Desire2Learn (D2L) Site

The Desire2Learn (D2L) site is an online resource supplement for this course. Use of this site and the information provided is not a substitute for attending lectures. The site will be updated regularly throughout the semester. ONLY the following aspects of the site will be used for this course:

- Assignments, handouts, and articles.
- Links to webpages that will be of use to you throughout the course.
- Grade roster

Accessing Course on Desire2Learn (D2L) Site

To access the site go to [http://sjsu.desire2learn.com](http://sjsu.desire2learn.com)

Please note that it should NOT have the “www” at the start of the URL like many other websites.

Username = Usernames will generally be in the form of *firstname.lastname*, but may have an appended number (e.g., *firstname.lastname#*) if there is more than one person with that name at SJSU. Your Desire2Learn username can be found by logging into your [mySJSU](http://my.sjsu.edu) account,
clicking on Self Service > Campus Personal Information > Names, and locating your Desire2Learn name (look for Name Type called D2L) from the list.

**Password** = Your initial D2L password is your 9 digit SJSU ID number.

See the online tutorial for additional login and usage information:

**Desire2Learn Student Tutorial:** [http://www.sjsu.edu/ecampus/students/D2L_students/](http://www.sjsu.edu/ecampus/students/D2L_students/)

It is strongly recommended that you visit the eCampus website at [www.sjsu.edu/ecampus/students/](http://www.sjsu.edu/ecampus/students/). This website offers a number of Quick Start Learning Guides to help you navigate Desire2Learn tools.

For questions regarding the course or course materials, please contact me, the instructor. **For log in, password issues, and technical issues related to Desire2Learn, please contact the University Help Desk**. The Help Desk can give technical support for password reset, browser problems, and other issues encountered in D2L Courses.

- Phone: (408) 924-2377
- Submit a help ticket using the University Help Desk Submit Ticket page

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**Turnitin.com**

Turnitin.com is a website that checks for plagiarism. You will be required to submit many of your assignments to this website, as indicated by the instructor. Directions on how to use this site will be posted on D2L.

**Important:** **Your paper must be uploaded to turnitin.com by 9:00 a.m. (the class start time) of the due date.** Papers that are not submitted by the due date and time will not be graded. That is, failing to upload your paper by the due date and time will result in the grade of zero.

classID: **3771743**

Our class password is: **writingrocks** (case and space sensitive)

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**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, in-class assignments)
- **Writing assignments** (e.g., reflection pieces, article summaries, literature review)
- **APA style mastery** (e.g., APA workbook, quizzes)

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 requisite materials and having completed the assigned readings and assignments.

All papers are due at the beginning of class. No late papers or emailed assignments will be accepted. No exceptions unless in cases of documented emergencies or a Dean’s excuse.

For each assignment, an information sheet outlines the specifics of the assignment. Please print them off the web site when they are available and have them with you on the appropriate lecture days. These information sheets are not a substitute for the lecture.

### Written Assignments

An assignment summary table appears at the end of this syllabus. Details for each assignment are provided in lectures and in assignment information sheets. Assignment information sheets (as well as other useful resources) can be found on the course D2L site. You are expected to print and bring copies of each handout to the appropriate class.

The written 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. The major writing assignments for this work include (but are not limited to):

- Dissecting a Literature Review
- Article Summary (Basic)*
- Literature Review* (see detailed description below)
- Peer Reviews
- Brief Research Report Paper (“Methods Paper”)

* Students will be given the opportunity to revise in response to instructor feedback and resubmit.

### Major Scholarly Paper: Literature Review

- The major paper you will be writing for this course is an **APA style literature review** (approximately 2000 - 2500 words including references; 10 or more scholarly references). The goal of a literature review is to answer a research question by describing and synthesizing relevant theory and research findings relevant to the question. **Important! All students must turn in a literature review draft on the due date in order to qualify for the opportunity to turn in the final literature review; that is, a grade of zero will be awarded to a final literature review paper unless a draft has been submitted on time.**
You will be developing your final literature review in several assignments, including (but not limited to):

- **Research Question Assignment** in which you develop, with help from the instructor, a research question appropriate to the discipline of psychology and to the requirements of the course.

- **Database Assignment** in which you identify at least 10 – 15 sources relevant to your literature review topic using databases and other resources appropriate to psychological research.

- **Outline Assignment** in which you organize the main points of your literature review and indicate which sources will be used to support the main point, and how it will do so (e.g., full summary of the article vs. “microsummary” of the article)

- **Literature Review Conferences and Drafts** in which you receive feedback from a variety of sources and revise your paper as needed.

- **Details regarding assignments will be provided in class and/or on D2L**

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<thead>
<tr>
<th>Course Grade</th>
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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. **Grading scale:**

<table>
<thead>
<tr>
<th>Percent</th>
<th>Letter Grade</th>
<th>Points earned</th>
<th>Percent</th>
<th>Letter Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>≥ 98</td>
<td>A+</td>
<td>73</td>
<td>73</td>
<td>C</td>
</tr>
<tr>
<td>93</td>
<td>A</td>
<td>72 or less</td>
<td>NC</td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>A-</td>
<td>88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>B+</td>
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<td>B</td>
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<tr>
<td>78</td>
<td>C+</td>
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**Important Notes about Grading**

- **Important!!** The Department of Psychology has adopted the policy that designated written assignments will be returned ungraded for substantial errors in grammar, punctuation, spelling, clarity, conciseness, and validity of content. Such instances may result in a penalty of 10% on the final grade on rewritten work. The revised paper must be returned within a maximum of seven calendar days and submitted with a copy of the original work. This policy is in effect for all courses 100W and above and by instructor discretion for courses under 100.

- Although some assignments are essentially credit/no credit (i.e., worth up to 1 point), it is very important to complete all of them because:
  - each develops a skill necessary for successful completion of major assignments
cumulatively “credit/no credit” assignments account for approximately 10% of your total grade

- 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
- in terms of GE the only passing course grades are C and above.

Late assignments will NOT be accepted 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.

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**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 SJŠU’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**

Students 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](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/](http://www.sjsu.edu/sac/advising/latedrops/policy/). Students should be aware of the current deadlines and penalties for adding and dropping classes.
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, and to pay attention to the answers given.

Skill-Development Course
It is important that you understand that this class is a workshop on skill development and differs from a standard lecture class that teaches content. I will provide 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 in 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 an online resource, this resource is not a substitute for attending lectures.

Laptops
In-class laptop use should be restricted to course-related activities (e.g., taking notes). Other activities (e.g., web surfing) distract both the instructor and 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. Students using the cell phones during class will be dismissed from the class for the remainder of that class. Please be respectful of this requirement.

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 D2L site regularly
If I become ill, I will inform you the night before that I will be absent. Please email me before class if you will not be in class. Please set your spam controls to accept my email address.

### Student Resources

**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.

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 1st 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/).

**Other Resources**

Your instructor will inform you of any other resources that may be available to you (e.g., online tutorials, etc.).
**Syllabus**

This course will follow this syllabus to the extent possible. The timing and specific nature of topics and activities may change. You are responsible for keeping informed of any changes made to the class syllabus. Such changes will be clearly stated in class. You are responsible for checking the class web site.

Use the table below to keep track of your progress in the class.

<table>
<thead>
<tr>
<th>Assignment name</th>
<th>Date submitted</th>
<th>Points earned</th>
<th>Total points available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pretest- Online Research Skills</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Plagiarism tutorial</td>
<td></td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Dissecting a Literature Review</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Research Question</td>
<td></td>
<td>1</td>
<td></td>
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<tr>
<td>Database Assignment</td>
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<tr>
<td>AS1</td>
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<tr>
<td>AS1 Peer Review</td>
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<tr>
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</tr>
<tr>
<td>AS2 Peer Review</td>
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<tr>
<td>Outline Assignment</td>
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<tr>
<td>Literature Review Draft</td>
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<tr>
<td>Literature Review Peer Review</td>
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<tr>
<td>Method Paper</td>
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<tr>
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<tr>
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<td>5</td>
<td></td>
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<tr>
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<td></td>
<td>2</td>
<td></td>
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<tr>
<td>Conference</td>
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<td>Posttest- Online Research Skills</td>
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<tr>
<td>Take Home Final</td>
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<tr>
<td>In-Class Assignments/Quizzes</td>
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<td>10</td>
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</tbody>
</table>

*There will be 10 points available for in-class assignments and/or quizzes. The number of activities and points available for each activity will be assigned at the discretion of the instructor. Total points possible = 130.*