Psychology 100W.07  
Department of Psychology  
Fall Semester, 2017  

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Class Time:</th>
<th>Classroom:</th>
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<tbody>
<tr>
<td>Lucinda Cabral</td>
<td>Tuesday and Thursday– 7:30-8:45 AM</td>
<td>DMH 347</td>
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<tr>
<th>Phone:</th>
<th>Email:</th>
<th>Office Hours:</th>
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<tr>
<td>415-370-2810</td>
<td><a href="mailto:Lucinda.cabral@sjsu.edu">Lucinda.cabral@sjsu.edu</a></td>
<td>Tuesdays, Clark 406 C, 9-10 AM and by appointment.*</td>
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**Course Description**  
In this class you will practice and improve writing skills appropriate to the broad field of psychology, including essays, reports and scholarly communication. 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. This class reinforces and advances skills developed in Written Communication 1A and 1B, and then broaden and deepen these to include mastery of the discourse peculiar to the discipline in which the course is taught.

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

**Prerequisites:**

- A3 or equivalent second semester composition course (with a grade of C- or better)
- Completion of core GE
- Upper division standing (60 units)
- Completion of Core GE
- PSYC 1
- STAT 95 or senior standing.
- Psychology Majors/Minors and Behavioral Science Majors only

**SJSU Studies Area Z Goals**  
Advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. The 100W course reinforces and advances the abilities developed in English 1A and 1B, and broadens and deepens these skills to include mastery of the discourse peculiar to the discipline in which the course is taught.
Education is the passport to the future, for tomorrow belongs to those who prepare for it today.
-Malcolm X

Required Texts:
- Dictionary (optional)
- Ruler for APA measuring

Note: This is a specially ordered edition, which comes packaged with access to the accompanying website: bedfordstmartins.com/bedguide

The access is for free. You can access directly on the above link or inside Canvas under the title “Writer’s Help”

Useful websites:
As noted above, the companion website for the course has many useful resources. In addition, you may wish to refer to:
- Guide to Grammar at http://grammar.ccc.commnet.edu/grammar/
- The Purdue Online Writing Lab (OWL) at http://owl.english.purdue.edu.
- www.dictionary.com
- www.englishpage.com
- www.english-4u.de
- www.chompchomp.com

Student Learning Objectives (SLOs):
Upon successful completion of this course, students will be able to:

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

SLO 2. explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

SLO 3. organize and develop essays and documents for both professional and general audiences in APA style
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-Malcolm X

SLO 4. organize and develop essays and documents according to appropriate editorial and citation standards

SLO 5. locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Additional GE/SJSU Content Requirements

- This course must be passed with a C or better as a CSU graduation requirement.
- Diversity. Issues of diversity shall be incorporated in an appropriate manner.
- Writing. Written assignments should include both in-class and out-of-class writing, giving students practice and feedback throughout the semester.
  - A single final term paper would not satisfy the requirement.
  - Assignments will total a minimum of 8000 words assigned throughout the semester, providing frequent practice and feedback for improving application skills.
  - Course syllabi must reflect assignments that meet the 8000 word minimum.
- Reading. Readings used in the course should be models of excellence.
- Discipline. Written Communication II courses are discipline specific. All courses will use language and forms of writing appropriate to the discipline.

Program Learning Outcomes (PLOs)

Upon successful completion of the psychology major requirements:

PLO1 – Knowledge Base of Psychology – Students will be able to identify, describe, and communicate the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.

PLO2 – Research Methods in Psychology – Students will be able to design, implement, and communicate basic research methods in psychology, including research design, data analysis, and interpretations.

PLO3 – Critical Thinking Skills in Psychology – Students will be able to use critical and creative thinking, skeptical inquiry, and a scientific approach to address issues related to behavior and mental processes.

PLO4 – Application of Psychology – Students will be able to apply psychological principles to individual, interpersonal, group, and societal issues.

PLO5 – Values in Psychology – Students will value empirical evidence, tolerate ambiguity, act ethically, and recognize their role and responsibility as a member of society.
Assignments and Activities:
Lectures, small and large group discussions, homework and exams will help students develop their research, reflection and synthesis skills in the following areas:

1. Hone writing skills for communicating (from casual to formal) in one’s profession (SLOs 1-4).
2. Formulate written critical analyses of published articles (SLOs 2 and 3).
3. Research and compose a scholarly paper using APA format (SLOs 1-4).
4. Prepare and deliver an oral presentation related to writing or research (SLO 4).
5. Competency Assessment (in-class writing, quizzes, testing and/or exams).

Course Requirements/Major assignments:

**Topic Proposal**
The first step of your research essay is to pick a topic related to Psychology. In order to start preparing you will need to do a topic proposal. This way, we can review it and approve it. Start by giving your proposal a title that describes your research topic. Your proposal should be 1-2 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) Why is this topic important and why should society care? 5) Will your topic include multicultural and/or diversity perspectives? Will you address differences in gender, age, disability, race or ethnicity, sexual orientation, and/or socioeconomic status? 6) What is your proposed thesis statement? What will be the style of your essay? - This assignment is worth 10 points.

**Literature Review**
The second step in writing your research essay is collecting data, once you have decided on your topic. The final draft of your literature review will include a minimum of 10 sources in APA style (approximately 2000 - 2500 words including references). The goal of a literature review is to answer a research question by describing and synthesizing relevant theory and research findings relevant to your question. More instructions will follow. This assignment is worth 85 points.

**Research Essay**
The research essay in this course is an APA style research report (approximately 2500 - 3000 words including references). The goal of a report is to describe the results of an empirical study. More instructions will follow. This assignment is worth 100 points.

**Mini-Conferences**
For each step of the major outcomes I will hold mini conferences. Please see calendar for due dates. Each mini conference is worth 10 points.

Comprehension and analysis of assigned reading selections
Each class you will have reading assignments from your book. You are expected to have read them and answer the questions before class. When I assign you in groups, you should be completely prepared.
Summary-Response Journals
These typed journals are based on class readings in the field of Psychology. These journals will help you practice paragraph structure and development fundamental for your midterm. Each journal is worth 10 points. More instructions will follow.

APA Class Meetings
During the first part of the semester, we will have APA meetings in class. You are required to bring an actual article that you will use in your literature review. During these sessions, we will practice summarizing and source evaluation. This will prep you for your literature review and research essay. Each session is worth 10 points.

Reading Circle:
In this activity students will have an opportunity to be teachers and lead the discussion on a topic related to Psychology. More instructions will follow. This activity is worth 50 points.

Midterm
Your midterm will be in class based on readings from the textbook or in the field of Psychology. The midterm will be letter graded. Rubric available on Canvas.

Final Exam
The final exam will be a brief presentation of your research to class. This presentation will be based on own your research paper. More instructions will follow. The oral exam will be worth 24 points.

Turnitin.com (Literature Review + Research Essay)
Students must submit a hard copy of all their papers including the research paper on the due date(s). Also, the papers must be submitted electronically via www.turnitin.com, which gives students the opportunity to see the level of originality in their ideas and writing. To submit papers, go to the website and create a new account. This is a mandatory step for grading. The class number is 15964007. The password is PSYC100W (CAPS).

INSTRUCTIONS TO REGISTER WITH TURN-IT-IN.COM

1. Go to http://www.turnitin.com
2. In the upper right corner, click on “New Users.”
3. Click on the drop-down menu and select “student.”
4. Enter the Turnitin class ID: 15964007
5. Enter the Turnitin class password: PSYC100W (make sure you DO use caps)
6. Enter your email address. This is your username.
7. Enter your own personal password that you want to use. Type it again to confirm it.
8. Select a secret question (in case you forget your password). Type in the answer to the question.
9. Enter your first and your last name.
10. Click on the “I agree” link.
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-Malcolm X

11. Click on “end wizard and log in” at the bottom center of the screen.

Important reminders:

1. The two most important dates in this class are the due dates of the final drafts of your literature review and research essay. Not only are they listed on the calendar, I will be sending emails and reminding you of these two dates in class. By the time these are due you have been reminded repeatedly and in a variety of ways. Also, in the previous class I will give you a set of printed instructions to remind you again to submit your essay. Therefore, claiming ignorance on the importance of these assignments and their due dates will not be tolerated under any circumstance.

2. The FINAL DRAFTS must be submitted into Turnitin.com by the beginning of class time on the due date. No late copies will be accepted.

3. The instructor will not read the hard copy if an electronic copy is not received on the Turnitin.com website by the appropriate time.

4. If you fail to submit your draft on Turnitin.com FOR WHATEVER REASON, your essays will not be eligible for grading. Please do not hand me a copy in class if you failed to submit it on Turnitin.com.

5. It is your responsibility to submit the essays on the due date and check your emails to confirm the receipt of submission.

6. You have 24 hours to submit the final draft, therefore, if something goes wrong (Your internet could be down at home, for example), you still have plenty of time to upload your file at school, a lab, Kinko’s, work, your phone, a friend’s house, etc.

7. If you fail to submit your essay, do not approach me to allow you to submit our paper after the due date. I will not engage in any negotiation or haggling with you, so please DO NOT ASK!! I expect you to take full responsibility for not submitting your assignment.

8. Failure to create an account in advance and submitting your essay on the due date will NOT be accepted as an excuse. Please plan ahead. You can create your account today!
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-Malcolm X

FAQ’s:

How do I submit a paper?
In order to submit a paper to Turnitin, please do the following:

1. Log in to your account and click on the appropriate class.
2. Click on the "submit" icon to the right of your assignment title.
3. Use the pull-down menu labeled "submit a paper by" to choose your submission method. Complete the form and click "submit" to finish.

How do I know I was successful at submitting my essay? How do I get the digital receipt for my paper?
1. Upon submission you will receive a confirmation screen. If your paper has been submitted properly, you will be taken to a screen with your digital receipt, which will also be emailed to you. The date of the submission will be shown under the "submitted" column in your portfolio.
2. When you successfully submit a paper, your confirmation screen contains your digital receipt. The digital receipt is also automatically emailed to you at this time. As this automated email is sometimes filtered as spam, please check your spam/bulk mail folder if you cannot find it in your inbox.

Evaluation:

10%  Response Journals
30%  Literature Review
30%  Research Essay
10%  Midterm
10%  Final Exam
10%  Homework and Participation (including the reading circle, peer reviews, mini-conferences, APA meetings, and other homework.)

Your final grade will be determined as follows:

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<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A+</td>
<td>97-100%</td>
</tr>
<tr>
<td>A</td>
<td>93-96%</td>
</tr>
<tr>
<td>A-</td>
<td>90-93%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>83-86%</td>
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<tr>
<td>B-</td>
<td>80-83%</td>
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<tr>
<td>C+</td>
<td>77-79%</td>
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<tr>
<td>C</td>
<td>73-76%</td>
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<tr>
<td>C-</td>
<td>Below 73%</td>
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In order to pass this course you need to achieve a grade of C or higher.

There will be no grade inflation, so please do not ask. If you do not want to be caught in a situation where you are 1% away from a higher grade, please take advantage of the many resources available at SJSU, including meeting during office hours throughout the semester.

FINAL EXAM: Friday, December 15 7.15-9.30 AM

Make-up Exams
No extensions or make-up exams will be given except in cases of reasonable and documented academic reasons, emergencies, serious illness, or similar seriously disruptive events in the event that assignment can be
rescheduled. If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation.

Late Assignments
Assignments are due at the start of class (turned in during class) on the day indicated on the course schedule. If due dates are changed, the new due date will be announced in lecture in a timely fashion. While you can submit an assignment earlier (previous class for example) I will not accept late assignments. No extensions will be given except in cases of reasonable and documented academic reasons, emergencies, serious illness, or similar seriously disruptive events. Also, assignments that require your presence and oral participation will not be able to be made up, even with a doctor’s note. Examples are peer reviews, activities such as the Reading Circle, Final Exam, etc.

NOTES:

- There will be no make-up exams or extra credit. Regular class work is the “extra credit.” There will be ample opportunity for each major assignment to be revised multiple times before being graded, so take advantage of the many opportunities given in class and at SJSU.

- Essays must be submitted in correct APA format with sources documented in correct APA format. Students must have substantive drafts ready for peer response on the indicated days.

- All assignments must be typed (unless indicated otherwise) and submitted in class. Do not submit work via email or dropped in my office.

- This is a writing course that is participation heavy. While earning points is very easy, it is also very easy to lose them, so please plan ahead.

Peer Review Credit (10 points)
A peer review is exactly that, an activity where you work with a peer. Your peers evaluate your work, while you evaluate theirs by filling out a peer review sheet. To earn full credit for a peer review, you need the following:

- Be in class on time (NO EXCEPTIONS) and have a pair (do not miss the pairing)
- Have a printed copy of your draft (computers/ tablets, pencil drafts, etc will not be acceptable. Do NOT ask your partner or myself to read a draft on a computer).
- Fill out a peer review sheet.
- There must be substantial improvements from draft to draft to receive the points.
- I will read and mark each essay on the day peer reviews are due.

Warnings:

- There are no make up points for a missed peer review, even with a doctor’s note.
- A peer review is an activity you do in class with your peers. Seeing me during office hours or talking to me in person while helpful is not a peer review nor makes it one, therefore, you will not get points for talking to me in person. This is not a substitute for a peer review.
- Please do not engage in point negotiation if you fail to meet any of the above requirements for full credit.
Note on Assignment Criteria, Revising, and Grammar
Specific guidelines, criteria, and samples will be provided for each assignment. All major assignments will undergo planning, draft-to-draft revising, proofreading, and editing before final submission. However, this process isn’t solely independent. Throughout the course, you will participate in peer reviews and receive feedback to further refine your work. Students who struggle with writing should take advantage of the resources on campus – and early on. Organization and grammatical accuracy are important in formal writing. Grammatical errors are not only distracting to readers, but can disrupt the flow and delivery of ideas. With this stated, grammar and mechanics can carry up to a 50% weight on all final drafts.

Library Liaison Psychology
The SJSU library has a librarian who specializes in psychology (and other social sciences), and this librarian can serve as a very valuable resource for helping you to develop research ideas and locating appropriate research materials. The library also has an abundance of resources for doing psychology research:

Psychology Librarian:

Bernd Becker
408.808.2348
Bernd.Becker@sjsu.edu
http://libguides.sjsu.edu/psychology

ATHLETES
If you are an athlete I hold you to the same deadlines as everyone else. If you are missing class due to a game, you are more than welcome to give me the due assignments (a journal for example) before the due date by either bringing them to class beforehand or dropping them off at my box before the due date. The only exception is the midterm. If you bring me evidence of a game, I will allow you to do the midterm later. You will have one class period to make up your midterm (assuming you are back in town). YOU need to make an appointment to make up the work (I WILL NOT REMIND YOU nor will I keep track of your schedule.) Your schedule is YOUR RESPONSIBILITY, so please plan in advance. Again, communication is key.

FERPA- For more details, please refer to the school site. However, some basics: If your coach/ counselor requires a meeting. here are some rules:

- I expect the questions that are grade related to come from you. After all, your grade is ultimately your responsibility.
- I will NOT meet alone with your coach or counselor without you being present unless there are extenuating circumstances.
- I will NOT negotiate your grade with your counselor/coach or classroom practices.
- If you have any questions about the above, feel free to ask.
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-Malcolm X

University Policies

Dropping and Adding
Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s Catalog Policies 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 at http://www.sjsu.edu/provost/services/academic_calendars/. The Late Drop 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 at http://www.sjsu.edu/advising/.

If you decide to drop, please plan ahead. In order to drop, there are forms that need to be filled out and signatures that are collected. Allow yourselves enough time to fill out the paperwork. Admin and Records will not accept late applications.

Also, it is your responsibility to contact them for the status of your application.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, 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.”

It is suggested that the greensheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.

In classes where active participation of students or guests may be on the recording, permission of those students or guests should 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) 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/](http://www.sjsu.edu/studentconduct/).

*If you plagiarize a major essay I automatically fill out a plagiarism report and you will receive zero credit for the assignment.*

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

**Time commitment**

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf).

**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
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-Malcolm X

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 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 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 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 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.

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 at http://www.sjsu.edu/counseling.
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**Classroom Protocol and Policies**

1. Regular attendance is necessary to do well in the course and I expect you to understand that.

2. Late arrivals are disruptive. If you are going to be late, please enter the class as quietly as possible. On the days students are presenting, please wait until a student finishes and then enter the room.

3. If you are late, you will miss important class announcements. It’s your responsibility to ask a classmate what you missed. I expect you to take responsibility for missed announcements.

4. I will answer emails M - F, 9:00 - 5:00. If you email me at night or on the weekends, do not expect a response until the next weekday, at the earliest. It your responsibility to approach me and communicate with me if you need to discuss something important. **If you feel I ignored an email from you, please approach me in class.** I am the easiest person to find!

5. Check your email regularly. All class cancellations are done via email. Also, important docs are emailed to you and uploaded on Canvas.

6. 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.

7. 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.

8. If you are using technology on the day of your final (PowerPoint for example), it is your responsibility to make sure your device works in the classroom. Make sure you have the right attachments. For example, SJSU is not Apple friendly, so you need the right adapter. This verification needs to happen before the final.

9. Be respectful of others - Respect differing points of view offered by students. Independent discussions should not be happening when someone is addressing the class.

10. 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.

11. Check the course Canvas site regularly - All your grades are kept on Canvas and updated weekly. If I inputted something wrong, please tell me right away. Grade corrections need to be done right away and with evidence that I made a mistake.

12. AEC students - AEC students are required to do their assignments on the same day as the rest of the class and in the same format. The only exception is if AEC is flooded with appointments and cannot accommodate our schedule. If this happens, have your AEC counselor email me and request a formal change of date.

13. Recording of Class Lectures & Sharing/Distribution of Course Content - Common courtesy and professional behavior dictates 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. This 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.
14. Grade questions – I return all assignments. If you are curious on why your received a certain grade or just need to meet, these questions/meetings need to happen in a timely fashion. The time period to meet on any graded assignment should be happen within the first 1-3 class periods (as the assignment is still fresh in your head and mine). If you fail to do so, your questions will go unanswered. **Take advantage of your time while the course is still active.**

15. Grade disputes- Before making an appointment with the Chair/Dean, there a few questions you need to ask yourselves: 1- Did the instructor violate the syllabus or have I, in other words, how has the instructor violated the terms of the syllabus? 2- Is my grade the result of my own doing or the instructor’s? 3- If the instructor shows my grade and academic report to the Chair/Dean, will it be obvious who has not engaged academically? If after answering these you still feel the need to air out a grievance, keep this in mind: I am the ultimate person in charge of your grade and I keep very good records on all my students. To quote our Chair “It is important to know that a department chair does not override grades given by a professor or require a professor to offer extra work when a student is concerned about their grade, as each professor provides the course criteria in their syllabi and carries the responsibility for assigning grades based on performance. However, I am always willing to help to make sure you are aware of the basis for your grade and to address any concerns about grading that you believe were inconsistent with the course syllabus or not aligned with the university grading policy.”—Lynda Heiden. Also, **final grade questions/meetings must happen while the course is still in session.** After the final exam, I give one last office hours to pick up exams and discuss any grade questions. This is the time to solve any issues. If not, the grade in the system is your final grade and assumed correct.

16. During office hour meetings I expect you to be prepared with questions.

17. I expect you to be in charge of your work and assignments.

18. Communication is key. If you feel you are falling behind, let’s talk. I’m here to help you.

19. There are no surprise assignments and all important dates are listed in your calendar. As such, excuses for not doing the assignments will not be tolerated. If you miss an assignment, take responsibility, learn from it, and do better next time.

**Tentative Weekly schedule**

(I hold the right to make appropriate changes. If so, I will inform you in advance.)

<table>
<thead>
<tr>
<th>Week 1</th>
<th>Tuesday 8/22</th>
<th>Thursday 8/24</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>General Course Introduction</td>
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<tr>
<td>Week 2</td>
<td>Tuesday 8/29</td>
<td>Thursday 8/31</td>
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<tr>
<td></td>
<td>Diagnostic Essay</td>
<td>Writing Processes</td>
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<tr>
<td></td>
<td></td>
<td>Topic proposal instructions</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch. 30- Planning Your Research Project</td>
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<tr>
<td></td>
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<td><a href="http://library.sjsu.edu/tutorials/online-tutorials">http://library.sjsu.edu/tutorials/online-tutorials</a> - Plagiarism tutorial due. Bring printed results. (3rd box)</td>
</tr>
</tbody>
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Page 14
<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesday 9/5</th>
<th>Thursday 9/7</th>
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</table>
| 3    | Ch. 32- Finding Sources in the Library, on the Internet, and in the Field.  
    Ch. 33- Evaluating Sources  
    Ch. 37- APA Style for Documenting  
    Literature Review Instructions | Library Orientation  
    (MLK Library, Room 125, 8 AM) |
|      |             |              |
| 4    | Ch. 9 – Taking a Stand  
    Summary –response journal 1  
    Sign up for mini conference  
    Assign groups* | Mini conferences to discuss topic proposal -  
    (Make sure you bring your typed topic proposal)  
<pre><code>|
</code></pre>
<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesday 10/17</th>
<th>Thursday 10/19</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>- Summary- Response Journal 4</td>
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<td>- APA meeting</td>
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<th>Tuesday 10/24</th>
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<td>- Summary- Response Journal 5</td>
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<td>- APA meeting</td>
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<td></td>
<td></td>
<td>- FINAL DRAFT LITERATURE REVIEW + SUBMIT TURNITIN</td>
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<td>- MIDTERM</td>
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<td></td>
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<td>- Sign up for mini conference</td>
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<tr>
<th>Week</th>
<th>Tuesday 10/31</th>
<th>Thursday 11/2</th>
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<tbody>
<tr>
<td>11</td>
<td>- Outline mini conferences</td>
<td>- Outline mini conferences</td>
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<tr>
<th>Week</th>
<th>Tuesday 11/7</th>
<th>Thursday 11/9</th>
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<tbody>
<tr>
<td>12</td>
<td>- Outline mini conferences</td>
<td>- Peer Review 1 – Research Essay</td>
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<td>- Reading circle</td>
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<thead>
<tr>
<th>Week</th>
<th>Tuesday 11/14</th>
<th>Thursday 11/16</th>
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<tbody>
<tr>
<td>13</td>
<td>- Reading Circle</td>
<td>- Peer Review 2 – Research Essay</td>
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<td>- Reading Circle</td>
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<tr>
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<th>Tuesday 11/21</th>
<th>Thursday 11/23</th>
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<tr>
<td>14</td>
<td>- Peer Review 3 (I will collect)- Research Essay</td>
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<tr>
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<td>- Sign up for mini conferences</td>
<td>- THANKSGIVING (No class)</td>
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<tr>
<th>Week</th>
<th>Tuesday 11/28</th>
<th>Thursday 11/30</th>
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<tbody>
<tr>
<td>15</td>
<td>- Research essay mini conferences</td>
<td>- Research essay mini conferences</td>
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<tr>
<th>Week</th>
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<th>Thursday 12/7</th>
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<tbody>
<tr>
<td>16</td>
<td>- Research essay mini conferences</td>
<td>- Peer Review 4– Research Essay</td>
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<td>- Reading Circle</td>
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<tr>
<td></td>
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<td>- Final exam instructions</td>
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<td>- Final day of instruction</td>
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Education is the passport to the future, for tomorrow belongs to those who prepare for it today.

-Malcolm X

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<thead>
<tr>
<th>Week 17</th>
<th>Tuesday 12/12</th>
<th>FRIDAY 12/15</th>
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|         | ● No class (end of semester 12/11) | ● FINAL DRAFT RESEARCH ESSAY + SUBMIT TURNITIN.COM  
● FINAL EXAM (7:15-9:30 AM) |