San José State University
Department of Sociology
SOCI 100W, Writing Workshop, Fall 2015

Instructor: Jason DeHaan
Office Location: DMH 237A
Telephone: 408.924.5332
Email: jason.dehaan@sjsu.edu
Office Hours: Monday/Wednesday, 11:00-12:00
Class Days/Time: Tuesday/Thursday, 9:00am-12:50pm
Classroom: DMH 162

Prerequisites: Completion of Core GE, WST, and Junior class standing

GE/SJSU Studies Category: Area Z: Written Communication, Minimum of 8000 written words

Canvas and MYSJSU Messaging
Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the Canvas learning management system course website. You are responsible for regularly checking with the messaging system through MySJSU or for announcements on Canvas to learn of any updates. You access Canvas by visiting sjsu.instructure.com.

Course Description
This course promotes writing skills while also emphasizing their sociological applications. It includes the generic elements of writing (organization, composition, and grammar) but also the conventions that are specific to the professional field of sociology (ASA Style) Experiential learning will require students to prepare sociological and professional manuscripts geared to a variety of audiences through in-class exercises, out of class writing assignments, and research.

If you take this course seriously it will benefit your professional future in a multitude of ways. First, upon the completion of this course you will be a better writer. The only way to improve your writing is through practice. This course will help you improve your papers in other courses and positively affect your evaluations. More importantly, when you finish this class you will have a completed paper that can serve as a sample paper for graduate school and/or as the foundation for a research project or senior thesis. This is an incredibly valuable course. I encourage you to take advantage of all it has to offer.

This is not a traditional lecture course; it is a workshop. You should expect to spend a significant amount of class time working on, or discussing, your writing process. Therefore, if you miss class, you miss key aspects of this course.
Learning Outcomes (Required) and Course Goals

GE Learning Outcomes (GELO)

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

1. GELO 1: Understand and describe contemporary research methods and strategies
2. GELO 2: Express (explain, analyze, develop, criticize) ideas effectively, including ideas encountered in multiple readings

Course Learning Outcomes (CLO)

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

1. CLO 1: Organize and develop essays and documents for both professional and general audiences
2. CLO 2: Format essays using American Sociological Association standards
3. CLO 3: Understand, describe, and write using the different forms of discourse common to sociology
4. CLO 4: Implement skills learned in Core GEs: English 1A and 1B.

<table>
<thead>
<tr>
<th>Learning Objective</th>
<th>Assignment or Activity</th>
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<tbody>
<tr>
<td>CLO 1: Familiarity with contemporary research methods and strategies.</td>
<td>Qualitative/Quantitative Research Comparison (1000 – 1500 words)</td>
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<tr>
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<td>First Draft (1000 – 1500 words)</td>
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<td></td>
<td>Research Paper and Drafts (3000 – 3500 words)</td>
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<td>CLO 2: Express (explain, analyze, develop, and criticize) sociological concepts,</td>
<td>Reading Journals</td>
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<td>methods, and ideas in readings encountered in the discipline.</td>
<td>First Draft (1000 – 1500 words)</td>
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<tr>
<td></td>
<td>Qual/Quant Research Article Comparison (1000 – 1500 words)</td>
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<tr>
<td></td>
<td>Book Review (1000 – 1500 words)</td>
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<tr>
<td></td>
<td>Research Paper and Drafts (3000 – 3500 words)</td>
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<tr>
<td>CLO 3: Organize and develop essays and documents for both professional and general</td>
<td>Library Search and Sources Assignment</td>
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<tr>
<td>audiences, including understanding editorial standards for citing primary and</td>
<td>Citation Style Exercise/Bibliography</td>
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<tr>
<td>secondary sources. Use of different forms of discourse to effectively express</td>
<td>Research Paper and Drafts (3000 – 3500 words)</td>
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<tr>
<td>sociological ideas and analyses.</td>
<td>First Draft (1000 – 1500 words)</td>
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<td>Book Review (1000 – 1500 words)</td>
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<td>Journals</td>
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<td>CLO 4: The mastery of different forms of discourse common to sociology.</td>
<td>Research Paper and Drafts</td>
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<td>Qual/Quant Research Article Comparison (1000 – 1500 words)</td>
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<td>Book Review (1000 – 1500 words)</td>
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<td>Peer Reviews</td>
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<td>CLO 5: Enhancing skills learned in Core GE, English 1A and 1B; written and oral</td>
<td>Reading Journals</td>
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<td>communication.</td>
<td>Library Assignment</td>
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<td>Research Paper and Drafts (3000 – 3500 words)</td>
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<td>Oral Presentations</td>
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<td>Peer Review</td>
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Required Texts/Readings

Textbook

Other Readings
Additional readings will be uploaded to the course Canvas page.

Other Resources

Style Guide
While it is not required, I highly recommend that you use the American Sociological Association Style Guide. It is the “rule book” for all of the technical requirements of ASA Style writing and is a convenient resource.

The most recent version is the 5th edition. You can find it in the bookstore or purchase an electronic copy (for $10) on Amazon. You will find previous editions available in the library and for sale online. If you plan to purchase it, I suggest that you pick up the most recent edition.

Microsoft Word
I strongly suggest that you use Microsoft Word as your word processor for this course. Other word processors are perfectly capable but there are a number of formatting requirements you will be expected to comply with that can be difficult to figure out. If you are using Word, I can walk you through this process. If you use Pages, WordPerfect, or Google Docs, you will have to figure it out on your own and students tend to struggle with this.

As an SJSU student, you can download the Microsoft Office suite (which includes Word) for free. Visit this link (http://products.office.com/en-us/student/office-in-education). You will need to provide your SJSU email address to get access. If you do not know it, you can find it here (http://my.sjsu.edu/students/email/).

Library Liaison
Kathryn Blackmer Reyes, kathryn.blackmer.reyes@sjsu.edu, 408.808.2097

Kathryn is the library liaison for the Sociology department and is available to help you better take advantage of library resources. She is very knowledgeable about sociological topics and you should not hesitate to contact her if you need help using the library catalog, databases, or other resources.

Assignments
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.

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<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Points</th>
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<tr>
<td>Essays</td>
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<tr>
<td>Paper Topic and Title Page</td>
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<td>3</td>
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</table>
Complete instructions for every assignment described below can be found on Canvas. I do not provide physical copies of assignment prompts. I will discuss assignments in class but it is your responsibility to print them if you want a physical copy.

All assignments must be submitted on Canvas and I require that they be submitted in Microsoft Word format (.doc or .docx). I will not accept physical or emailed copies of papers. **Unless specifically noted otherwise, all papers must be submitted on Canvas, on the due date provided above, one hour before class starts (11:00am).**

All feedback on your essays will be provided electronically. Edited versions of your papers with highlighting and comments will be uploaded to Canvas.

**Essays**

These include all of the paper listed in the “Essays” section detailed in the table above. Each paper is assigned a different point value, with the longer papers and more complex assignments worth more points. Many of these assignments build on each other. For example, the topic paper will later become a part of your first draft, which will become your second draft, and so on. Therefore, if you miss assignments early on, your grade will likely be exponentially affected.

**Exams**

There will be two midterm exams. These will be based primarily on the content of the assigned readings but will also cover material from lectures. The midterms will be multiple choice and you will need to bring a Scantron form (882-E) and pencil with you to class to complete them. The midterms will also be open book/open note. There will be no makeup exams offered.
Journals
The journals are five minute freewrite activities that will be completed in class. I often begin class with the journals and, if you are late, you will lose the opportunity to complete them. You will complete 15 journals over the length of the course.

Peer Reviews
The peer reviews will also be completed in class. You will evaluate your peers’ work and leave them feedback.

Presentation
At the end of the class, you will complete an 8-10 minute oral presentation based on your research paper.

Grading Policy

Policy on Late Assignments
Late work will not be accepted. Due to the accelerated nature of this class, late work will put you significantly behind. It will also prevent me from providing you timely feedback that you will need to complete future assignments.

If you find that other things going on in your life may prevent you from submitting an assignment in a timely manner, I am willing to discuss alternative arrangements. However, you must provide me advance notice. Note that the evening before is not sufficient notice.

Calculation of Final Course Letter Grade
There are 100 total assignment points available in this class. This means that the points value for each assignment (in the table above) is equivalent to its percentage of total points available in the class. To calculate your final grade, you need to only add up the number of points you received on your graded assignments and divide that by the total number of points available up to that point.

I enter all assignment scores on Canvas and use that grading system to track your grade. You can review your scores there at any time.

Note: when reviewing your grade on Canvas it is important to note that any missing work that has not been assigned a zero will not be factored into your grade. I sometimes forget or do not immediately get around to assigning zeroes for missing work. Do not let this mislead you into thinking your grade is higher than it actually is.
Letter grades will be assigned by on the following ranges:

<table>
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<th>Percentage</th>
<th>Letter Grade</th>
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<tbody>
<tr>
<td>92-100%</td>
<td>A</td>
</tr>
<tr>
<td>90-91%</td>
<td>A-</td>
</tr>
<tr>
<td>88-89%</td>
<td>B+</td>
</tr>
<tr>
<td>82-87%</td>
<td>B</td>
</tr>
<tr>
<td>80-81%</td>
<td>B-</td>
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<tr>
<td>78-79%</td>
<td>C+</td>
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<tr>
<td>72-77%</td>
<td>C</td>
</tr>
<tr>
<td>70-71%</td>
<td>C-</td>
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<tr>
<td>68-69%</td>
<td>D+</td>
</tr>
<tr>
<td>62-67%</td>
<td>D</td>
</tr>
<tr>
<td>60-61%</td>
<td>D-</td>
</tr>
<tr>
<td>Below 60</td>
<td>F</td>
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</tbody>
</table>

This course must be passed with a C or better as a CSU graduation requirement.

**Classroom Protocol**

1. I expect you to come to class prepared. This means having all the tools you need to participate (books, notebooks, computers, and so on) as well as having completed the readings and/or assignments.

2. Your cell phones and other electronic devices should be silenced before class starts. I will respect your desire to use/check your phones during class if you are willing to respect me and your peers and keep this use at a minimum.

3. I strongly discourage you from using laptops to take notes during class. They are distracting and I know, from experience, that the temptation to check your email or browse Facebook, Reddit, and other sites is strong. If you have other business (including work for other classes) that you need to attend to, please do not come to class. During times that laptops are required for coursework, I ask that you refrain from using them for any other purpose.

**Plagiarism**

I take plagiarism very seriously and recommend that you review [SJSU's Academic Dishonesty Policy](#) very carefully. Plagiarism refers to any instance of presenting someone else’s ideas as your own and is more than simply copying and pasting text without giving credit. While I provide instruction about plagiarism in class, it is your responsibility to understand what it is and to take appropriate steps to avoid it. Ignorance is not an excuse.

All plagiarism checking will be performed through Canvas, using the Turnitin.com functionality built into the website. The student submission and review process happens only through Canvas—there is no reason for you to submit anything directly to Turnitin.com.

I allow students to submit multiple drafts of their work through Canvas and will only grade the most recent draft that was submitted. I also allow students to review their Turnitin plagiarism reports immediately (note: they often take at least an hour to process). This means that, if you submit your work far enough in advance, you can review your plagiarism report and make any necessary changes. So long as your work is submitted before the due date/time, no penalty will be applied.

Following is my procedure for dealing with plagiarism:

1. First instance: You receive a zero on your assignment and must meet with me to discuss your assignment.

   Upon completion of the meeting, you’ll be given the opportunity to redo work and resubmit it for ¾ credit.
2. Second instance: You receive a zero on your assignment and must meet with me again. You will not be given the opportunity to redo your work.

3. Third instance: You will be given a failing a grade for the course.

   Note: In many instances, plagiarism is not clear-cut and every match that Turnitin flags is not necessarily plagiarism. I try to give students benefit of the doubt and if I find your work questionable, I will start with a conversation and a warning. I do not accuse students of plagiarizing unless I am certain of it.

University Policies

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU’s policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. See University Policy S90–5 at http://www.sjsu.edu/senate/docs/S90-5.pdf. More detailed information on a variety of related topics is available in the SJSU catalog, at http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

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/.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “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.”

- “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 at 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 is available at http://www.sjsu.edu/studentconduct/.

**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 at 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 (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

**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 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 Peer Connections**

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit Peer Connections website at http://peerconnections.sjsu.edu for more information.
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. (Note: You need to have a QR Reader to scan this code.)

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.
SOCI 100W / Writing Workshop, Fall 2015, Course Schedule

Schedule is subject to change with fair notice. Announcements will be made in class and shared via MySJSU messaging.

SWG – A Sociology Writer’s Guide (course text)
Canvas – Electronic readings uploaded to Canvas

Course Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Readings and In-Class Activities</th>
<th>Assignments Due</th>
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<tbody>
<tr>
<td>2</td>
<td>Aug. 24</td>
<td><strong>Course Introduction</strong></td>
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<td></td>
<td><strong>Understanding Writing and Research In Sociology</strong></td>
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<td>Aug. 26</td>
<td>SWG- Chapter 1: Starting Your Paper</td>
<td>Journal 1</td>
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<td>3</td>
<td>Aug. 31</td>
<td><strong>Library Research</strong></td>
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<td>SWG- Chapter 3: Library and Internet Research</td>
<td>Journal 2</td>
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<td>4</td>
<td>Sep. 7</td>
<td><strong>Labor Day – No Class</strong></td>
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<td>Sep. 9</td>
<td><strong>Library Research Presentation</strong></td>
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<td>Sep. 14</td>
<td>SWG- Chapter 5: Writing a Library Research Paper or Term Paper</td>
<td>Journal 3</td>
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<td>Sep. 16</td>
<td><strong>Paper Topic</strong></td>
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<td><strong>Journal 4</strong></td>
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<td>5</td>
<td>Sep. 21</td>
<td><strong>Structure and Style</strong></td>
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<td></td>
<td>Sep. 23</td>
<td>SWG- Chapter 2: Structure and Style in Writing</td>
<td>Journal 5 Journal 6</td>
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<td><strong>Annotated Bibliography</strong></td>
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<td>6</td>
<td>Sep. 28</td>
<td><strong>Sources and Reference Lists / Plagiarism</strong></td>
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<td>Sep. 30</td>
<td>SWG- Chapter 4: Citations and References</td>
<td>Journal 8</td>
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<td>Oct. 5</td>
<td><strong>Midterm Exam #1</strong></td>
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<td>7</td>
<td>Oct. 7</td>
<td><strong>Book Reviews and Critiques</strong></td>
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<td>Oct. 12</td>
<td>SWG- Chapter 9: Writing a Compare/Contrast Paper</td>
<td>Journal 13</td>
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<td>8</td>
<td>Oct. 14</td>
<td><strong>Compare and Contrast Papers</strong></td>
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<td>Journal 14 Peer Review #1</td>
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<td><strong>Second Draft Peer Review #1</strong></td>
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<tr>
<td>Week</td>
<td>Event/Assignment</td>
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</table>
| 10   | Quantitative Papers  
Oct. 19  
SWG- Chapter 6: Writing a Quantitative Research Paper  
Canvas: Lee: Which Kids Can “Become” Scientists  
Journal 15  
Oct. 21  
Journal 16 |
| 11   | Qualitative Papers  
Oct. 26  
SWG- Chapter 7: Writing a Qualitative Research Paper  
Journal 17  
Oct. 28  
Journal 18 |
| 12   | Writing an Abstract  
Nov. 2  
SWG- Chapter 8: Writing an Abstract  
Journal 19  
Journal 20  
Peer Review #2  
Nov. 4  
Midterm Exam #2  
Third Draft Round Two Journals Peer Review #2 |
| 13   | Midterm  
Nov. 9  
Nov. 11  
Veterans Day – No Conferences  
Nov. 16  
Nov. 18 |
| 14   | Nov. 22  
Nov. 24  
Book Review |
| 15   | Nov. 30  
Dec. 2  
Dec. 7  
Dec. 10  
Compare and Contrast Final Paper  
Presentations – Only attend class if presenting  
Nov. 30 |
| 16   | Dec. 2  
Dec. 7  
Dec. 10  
Presentations – Only attend class if presenting  
Dec. 2 |
| 17   | Nov. 30  
Dec. 2  
Dec. 7  
Dec. 10  
Presentations – Only attend class if presenting  
Dec. 2 |