Writing Workshop  
Sociology 100W (Online)  
San José State University, Fall 2017

Instructor: Rachel Bryant-Anderson, PhD  
Email: rachel.bryantanderson@sjsu.edu  
Office Hours: By appointment  
Prerequisites: Completion of Core GE, WST or ENGL/LLD 100A, Area A3, SOCI 1, and upper division standing  
GE/SJSU Studies Category: Area Z: Written Communication II

COURSE DESCRIPTION
The purpose of this course is to help students become confident and effective writers. Students will develop skills essential for any writer, but we will focus specifically on sociological writing conventions and applications. We will examine and implement rhetorical strategies that are appropriate for specific purposes and audiences through a series of formal writing assignments. In addition to these formal assignments, our class will be organized around continuous informal writing assignments, some completed in class and others outside of class.

Our objective will be continuous improvement of writing skills, which will involve regular reflection on the writing process (through informal assignments, online discussions, and completion of multiple drafts) and reliance on one another to provide and evaluate models of writing (through online discussions, group activities, and peer review).

GE COURSE GOALS AND STUDENT LEARNING OBJECTIVES

SOCI 100W Learning Objectives  
Upon successful completion of this course, students will be able to:

1. Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression

How We’ll Address These Objectives  
Main course activities and assignments that will address these goals:

- Grammar & punctuation workshop
- Writing exercises/handouts
- Feedback on assignments
2. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

- Sociological imagination essay & related workshops
- Annotated bibliography & related workshops
- Research paper & related workshops
- Public sociology blog & related workshops

3. Organize and develop essays and documents for both professional and general audiences

- **Professional academic audiences**: sociological imagination essay, annotated bibliography, & research paper & related workshops
- **Professional audiences**: resume, cover letter, & professional correspondence & related workshops
- **General audiences**: public sociology blog & related workshops

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

- All major assignments
- ASA workshops
- Professional writing workshops
- Public sociology blog workshops

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

- Research paper
- Public sociology blog
- Library workshop

6. Read from sociological and popular literature from different sources

- Assigned reading from classic sociological text
- Assigned reading from sociological journal article
- Journal articles selected/read for research paper
- Assigned reading from Op-Ed
- Assigned reading from blogs
REQUIRED READINGS & OTHER COURSE MATERIALS


Other readings to be posted on Canvas

Very reliable computer/Internet access

Access to technology for video and audio recording

Access to your SJSU Canvas account

CLASSROOM PROTOCOL

Classroom Format

This class will only meet online and will be facilitated through the Canvas Learning Management System. You will not be required to attend class at specific times, as you would in a traditional face-to-face class. Instead of an in-person lecture, you will access course materials on the “Modules” section of Canvas. Instead of in-person class discussions, you will participate in online discussion boards and complete online activities. Because nearly all of our communication will be written (and because this is, after all, a writing class), you will spend a great deal more time reading and writing in this online class than you would in a face-to-face class.

Workload and Time Requirements

You will spend a considerable amount of time writing and reading outside of class. You will have one or more assignments due every Monday, Wednesday, and Friday. In order to satisfy the requirement for SJSU Studies area Z, you must write a minimum of 8,000 words in this class. This requirement will be met through the assignments listed above as well as the informal assignments you complete as homework. Thus, it is essential that you complete all of the formal and informal assignments and include a word count on all assignments completed outside of class.

This is a 3 unit course. 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). Since our class is fully online, you should plan to spend 9 hours each week working independently on this class. Many assignments require interaction with peers, and your classmates will need your regular input during the semester. In order for you to be successful in this course and for the course to run effectively, falling behind is not an option.

More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf.
Guidelines for Conduct

I am committed to fostering a learning environment that is respectful, productive, and inclusive. This requires each person in the class to behave in a way that is professional, respectful, and collegial. In order to achieve this, please observe the following norms:

- Pay close attention to what others have to say.
- Provide encouraging/kind but honest and critical feedback on your peers’ work when asked to do so.
- Allow others to share their opinions and observations, even if you disagree with them. We can respectfully ask others to critically examine their assumptions and beliefs in the face of empirical evidence or faulty logic.
- Do not demean or diminish the experiences that other people are willing to share. We can ask individuals to contextualize their experience within a larger social pattern.
- Participate in discussion board conversations in a thoughtful, timely, and ongoing manner in order to engage in meaningful dialogue with your peers.
- Have a sense of humor about our social world. Be willing to accept other people’s blunders without assuming they are trying to be offensive.
- Be committed to grow and learn about your own social self and world.

ASSIGNMENTS

Module Activities

I will regularly assign activities to be completed for class credit. These will be opportunities for you to practice writing and build writing skills in a low-pressure format. The assignments will be posted within the course modules and added to the online Canvas course schedule as they are assigned.

Please note: you will have a “free pass” for one of the homework assignments, but I will not accept homework assignments that are submitted late.

Sociological Imagination Essay

Your first formal writing assignment will be an essay (approximately 1000 words) applying C. Wright Mills’s concept of “the sociological imagination” to some aspect of your life.

Resume, Cover Letter, and Job Interview

As part of the course’s focus on professionalization, you will prepare a resume and cover letter (approximately 500 words). You will also participate in mock job interviews as an interviewee and interviewer.
Public Sociology Blog

You will write a blog entry addressing a pressing social issue to a public audience (approximately 750 words).

Library Research Paper

Your major assignment for this class will be a research paper (approximately 2000 words) on a sociological topic of particular interest to you. You will complete this paper in several stages throughout the quarter, and it will go through multiple drafts before you turn in the final version (see the major steps/assignments below):

- Research proposal
- Annotated bibliography
- Outline
- Draft 1 (for peer review)
- Draft 2 (for graded feedback)
- Final draft (for final grade)

Research Presentation

Another aspect of your professionalization training in this course will be a presentation of the research you do for your final paper.

Participation

Our learning in this class will take part largely through discussion. Thus, your participation in class is vital to its success, as well as to the quality of your overall performance. Your participation grade will be based on the frequency and quality of your contributions to large group and small group discussions, as well as evidence of your completion of the readings and engagement with course themes. Excellent (A-level) participation involves:

- Frequent, respectful, productive contributions to class discussions and activities
- Timely, substantive feedback on peers’ work
- Contributions that make specific reference to course materials

Late Assignment and Make-up Work Policy

**Major Assignments:** I will accept late papers for up to one week after the due date. Late papers will be marked down one full letter grade. They will also receive the lowest priority in terms of the amount of feedback and turnaround time.

**All Other Work:** You may not turn in module assignments or contribute to online discussions after the deadline. You will receive one “free pass” for a missed homework assignment (no points deducted for missing), and I strongly suggest saving this for unforeseen circumstances that arise during the semester.
When Life Events Affect Your Class Performance

If you have an ongoing issue that will compromise your ability to complete the coursework, it’s important that you let me know as soon as possible and stay in touch with me.

Submitting Assignments: Guidelines & Policies

Unless otherwise noted, assignments are due by 11:59pm on the stated deadline. Assignments must be submitted on Canvas.

Please plan to complete all assignments well in advance of the deadline so that you have time to troubleshoot any technical difficulties that arise. E-mail me as soon as possible (before the deadline) if you are experiencing an issue with assignment submission. If you choose to wait until the last minute to submit an assignment, and you run into difficulties that prevent the submission (loss of Internet access, etc.), you are still responsible for any grade penalties that result from the missed deadline.

Assignment Format

Please note that Canvas will not read .pages format. Please submit your work in .doc or .pdf format.

Format your major assignments according to the formatting guidelines Yellin establishes in Chpt. 2. Your papers must also follow ASA conventions for citations and references.

Formal assignments must include a completed assignment cover page (which will be posted on Canvas).

All assignments (formal and informal) should include the word count.

GRADING

Your final course evaluation will be based on your performance on the above assignments. These assignments will be weighted as follows:

- Sociological Imagination Essay 10%
- Resume 5%
- Cover Letter 5%
- Public Sociology Blog 10%
- Presentation 5%
- Final Research Paper 20%
- Research Paper Components 20%
- Research Proposal 2%
Annotated Bibliography 6%
Outline 2%
Draft 10%
Module Activities 15%
Activities & Participation 10%

Final course grades will be assigned based on the following scale; grades below 60% will be considered failing (“F”):

- **A+** = 98 – 100%
- **B+** = 88 – 89.9%
- **C+** = 78 – 79.9%
- **D+** = 68 – 69.9%
- **A** = 92 – 97.9%
- **B** = 82 – 87.9%
- **C** = 72 – 77.9%
- **D** = 62 – 67.9%
- **A-** = 90 – 91.9%
- **B-** = 80 – 81.9%
- **C-** = 70 – 71.9%
- **D-** = 60 – 61.9%

**Passing 100W**

The grading scale for 100W courses is A-F. In order to pass the course, students must write a minimum of **8,000 words** and receive an overall grade of **C or better** (a C- is not a passing grade).

**A Grades**

Grades in the A range will be granted only for exceptional work. Exceptional, or A, work refers to exemplary work that goes above and beyond basic requirements, demonstrating critical thinking, clarity, and sophistication in form (e.g., language use, structure, format) as well as substance (e.g., logically developed arguments, use of appropriate examples). This is work that could serve as a model for other students. To receive an A as a course grade, the student must write 8,000 words or more over the semester.

**B Grades**

Grades in the B range are earned with work submitted on time that is of good quality. B work meets all the requirements and involves clear, coherent, carefully edited writing; for oral presentations, it involves executing a clear, informative, and engaging presentation. The work has a clear purpose and appropriate development, but may lack in originality or insightfulness. Written work demonstrates careful editing and a solid grasp on grammar and mechanics. To receive a B as a course grade, the student must write 8,000 words or more over the semester.

**C Grades**

Grades in the C range are earned with work submitted on time that fulfills basic requirements and is of satisfactory quality. This work is competent: the author establishes a purpose and supporting
ideas, but argument may be somewhat vague, unclear, or uneven. There may be structural issues and problems with the clarity of prose and incorrect use of grammar. To receive a C as a course grade, the student must write 8,000 words or more over the semester.

GETTING YOUR QUESTIONS ANSWERED

General Questions

Most of your course-related questions should be answered on this syllabus. If you have additional general questions about the course or particular assignments, please post them on the discussion board thread “General Questions and Sharing.” This will allow your peers to quickly answer the question and for everyone to view the responses to questions that more than one student may be wondering about. If your question on the General Questions and Sharing board doesn’t receive a response within 24 hours, feel free to contact me through e-mail to let me know.

Technical Issues

For technical questions with Canvas, check the Canvas Student Resources or contact eLearning for help.

Office Hours

I strongly encourage you to check in with me. We’ll be using the “Conference” feature in Canvas for office hours, and one or more students can virtually meet with me at a time. In order to best meet the needs of students with varied schedules, I will be scheduling office hours as requested by students wishing to meet with me.

E-mail

You are welcome to e-mail me, but please note that I do not provide assignment/draft feedback over e-mail. Before you send your e-mail, please check to make sure that you have:

- Included the course (SOCI 100W) in the subject line.
- Followed general correspondence guidelines, such as including a salutation.
- Proofread your message.
- Reviewed the course syllabus and any relevant assignment prompts to make sure your question hasn’t already been answered in one of those documents and, if you have a general course question, posted your question on the “General Questions and Sharing” discussion board.

I will respond to your e-mail within 24 hours on weekdays IF you follow the above guidelines. If you don’t, I may ask you to review these guidelines and send a revised version.
How NOT to Contact Me

Canvas gives you lots of options for leaving me messages; unfortunately, many of these methods never reach me. Using “Conversations” (your Canvas “Inbox”) will send me an e-mail, and I will regularly check the “General Questions and Sharing” discussion board. **These are the only effective methods for reaching me from within Canvas.**

If you leave a comment on an assignment that has already been graded, reply to an announcement that I post, or use a method other than those listed in the paragraph above, I will likely not receive your message.

UNIVERSITY POLICIES AND PROCEDURES

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. To learn important campus information, view University Policy S90–5 at http://www.sjsu.edu/senate/docs/S90-5.pdf and SJSU current semester’s Policies and Procedures, at http://info.sjsu.edu/static/catalog/policies.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 address the issue, it is recommended that the student contact the Department Chair as the 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. Common courtesy and professional behavior dictate that you notify someone when you are recording her/him. You must obtain the instructor’s written 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 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 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.

UNIVERSITY RESOURCES

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](http://peerconnections.sjsu.edu) 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](http://www.sjsu.edu/writingcenter) at http://www.sjsu.edu/writingcenter.

**SJSU Counseling Services**

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential 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 and Psychological Services website [http://www.sjsu.edu/counseling](http://www.sjsu.edu/counseling).

**COURSE SCHEDULE**

This schedule is subject to change. Please note that this schedule only lists the major assignments associated with each module; there will be additional smaller assignments due
every Monday, Wednesday, and Friday (the full list of assignments and due dates will be outlined at the beginning of each module). There will also be quite a bit of reading to complete within the module content. Since I will be communicating with you primarily through writing rather than oral lectures, your “lessons” within each module will involve lots of reading. You will also be regularly reading your peers’ work.

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