

Anthropology 100W: Writing Workshop

**Section 1, Fall 2012
San José State University
Department of Anthropology/College of Social Sciences**

Instructor:	Viviana Bellifemine
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Office Hours:	Tuesdays 2:30-6:00PM
Class Days/Time:	Tuesdays 6:00-8:45PM
Classroom:	CL 204
Prerequisites:	Students must have completed core GE, ENGL 1B (with a grade of C or better), satisfaction of Writing Skills Test and upper division standing.
GE/SJSU Studies Category:	GE/SJSU Category Z (Written Communication II) workshop.

Faculty Web Page and MYSJSU Messaging

Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on my faculty web page at <http://www.sjsu.edu/people/firstname.lastname> or accessible through the Quick Links>Faculty Web Page links on the SJSU home page. You are responsible for regularly checking with the messaging system through MySJSU (or other communication system as indicated by the instructor).

Course Description

This is a **SJSU Studies Area Z (Written Communication II)** workshop for students majoring in Anthropology and Behavioral Science. It is only open to upper-division students that have successfully completed English 1A and 1B (or their equivalents) and passed the CSU's Writing Skills Test (WST). Good communication has always been basic to the human experience, but it has become more essential as the world grows more interconnected. Written forms of communication are still the primary mode for exchanging knowledge and perspectives about different issues and even accomplished

writers find that it takes considerable time, focus, and effort to write well – especially when addressing the increasingly complex topics that characterize our global world. For those students beginning continuous enrollment in Fall 2005 or later, completion of or co-registration in a 100W course is required for enrollment in all SJSU Studies courses. Courses used to satisfy Areas R, S, and V must be taken from three separate SJSU departments or other academic units. ANTH 100W has been designed to meet the University's Written Communication II (Area Z) requirements for students majoring in Anthropology, Behavioral Science, and related social science fields.

Succeeding in this Class

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practice. Other course structures will have equivalent workload expectations as described in the syllabus.

Course Goals and Student Learning Objectives

This course is intended to help students develop and refine their writing skills so they can function effectively in an intensely information-oriented society. Upon successful completion of this workshop, students will be able to demonstrate that they possess the requisite organizing, writing, and editing skills to:

- conduct independent research using a mix of primary, secondary, and tertiary sources (including interviews and Internet websites)
- evaluate, analyze, and criticize ideas and data encountered in multiple readings and expressed in different forms of discourse
- express insights and share information about important sociocultural topics by developing, synthesizing, and presenting ideas and data in a coherent and easily understood manner
- organize, develop, and produce complete essays and other polished documents for a variety of scholarly, professional, and public audiences
- properly cite a variety of primary, secondary, and tertiary sources (including interviews and internet websites) using editorial standards for the discipline of anthropology as specified in the *AAA Style Guide*

Our primary focus will be on honing the craft of writing more effective research papers, resumes/cover letters, and other short written assignments.

Course Goals

This course is designed to help you develop advanced proficiency in college-level writing, including appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. In effect, this course builds upon the skills and abilities you developed in earlier, writing-intensive courses (i.e.,

those courses you took to meet the University's Written Communication 1A & 1B requirements). In this course, we will explore writing as both a means of developing knowledge (i.e., writing as a way of learning) and a means of expressing knowledge (i.e., writing as a way of showing that you've learned something). While we will focus on writing in this course, we will also explore the links between spoken and written communication.

Throughout the semester, you will be asked to engage in a variety of spoken and written assignments. SJSU requires that students submit multiple assignments totaling at least 8,000 words in all upper division writing workshops. We will work together to improve communication skills through a combination of teaching, research, and practice that includes the following activities:

- weekly reading assignments and interactive student-led discussions of readings,
- individual research papers prepared for a scholarly audience (5-6,000 words: 12-15 pages) involving a proposal, outline, draft, peer reviews/edits and final paper
- individual position application packages for a professional audience (500+ words) involving a cover letter and resume or *curriculum vitae*,
- individual topical papers for a general public audience (1,500+ words: minimum 4 pages) on a pressing sociocultural issue and/or disciplinary subject,
- an oral presentation for the classroom audience to demonstrate each student's ability to evaluate factual claims or statements used in reasoning and to evaluate the sources of evidence for such claims. In addition to the presentation, each student will prepare an annotated bibliography (500+ words in length).

Required Texts/Readings

Required Textbooks

Kirszner, L. G. and Mandell, S. R. (2002) *A Guide to Documentation and Writing in the Disciplines*. 5th ed. Cengage – Thomson-Wadsworth. ISBN: 9780155066939.

Kirszner, L. G. and Mandell, S. R. (2008). *The pocket Wadsworth handbook* (4th Ed.). Cengage – Thomson-Wadsworth. ISBN: 9781439081815.

Becker, H.S. (2007) *Writing for Social Scientists: How to Start and Finish Your Thesis, Book, or Article*. (2nd Ed). University of Chicago Press. ISBN: 9780226041322.

Recommended Textbooks

Perrin, R. (2007) *Pocket Guide to the Chicago Manual of Style*. Houghton Mifflin. ISBN: 9780618767236.

Classroom Protocol

- Student participation and attendance is essential for academic success. Students are expected to attend class. Although no formal roll will be taken, students are encouraged to attend class regularly. Material presented and discussed in class may be additional to the information presented in the assigned textbook.
- Arriving late and leaving early is not acceptable unless there is an exceptional circumstance or has been previously arranged with the instructor.
- Laptops are only permitted for note taking and under the approval of the instructor. Any other electronics need to be off during class. Activities such as texting, surfing the web, chatting, or emailing during class are disruptive and disrespectful behavior towards the instructor and other students. Please be courteous and respectful.
- **All assignments are due in class the date marked in the class schedule** unless the date has been officially changed by the instructor. **Emailed assignments are not accepted.** Missed in class-assignments may be made up only if there is documentation that can justify the absence (medical emergency, accident, funeral) or previously arranged with the instructor.
- All lectures and course materials, including exams, assignments, quizzes, handouts, and exercises, are copyrighted and may not be distributed without written permission from the instructor.
- Students are responsible for missed lectures and assignments.

Assignments and Grading Policy

Students will be graded on the following assignments:

Assignments and Grade Break-down

Cover letter	100	10%
Resume/CV	100	10%
Scholarly paper	300 (total)	30%
Proposal	30	3%
Outline	30	3%
Abstract	30	3%
References/citations	30	3%
Draft	30	3%
Final	150	3%
Popular paper	200 (total)	20%
Draft	50	5%
Final	150	15%
Presentation	150	15%
Reviewing	75	7.5%
Class participation	75	7.5%
Total	1000	100%

Instructions for each assignment will be provided and explained in class. Students are encouraged to contact the instructor for missing guidelines or further questions via email or during office hours. This class requires intense work and student attendance and participation are essential to the success of the class.

Grading:

Grades are given based upon a standard grading scale as follows:

	A	B	C	D	F
+	97-100	87-89	77-79	67-69	
	93-96	83-86	73-76	63-66	0-59
-	90-92	80-82	70-72	60-62	

Your percentage is your total points divided by the total points possible on the assignments. Each assignment will contain its grading criteria within the instructions. Please note that all scores below 60% will receive failing grades. Completion of all assignments does NOT guarantee a passing grade in the course.

University Policies

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University's Academic Integrity policy](http://www.sjsu.edu/senate/S07-2.htm), located at <http://www.sjsu.edu/senate/S07-2.htm>, 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/>.

Instances of academic dishonesty will not be tolerated. **Cheating** on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy S07-2 requires approval of instructors.

At SJSU **plagiarism** is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to: the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substances of another's work, without giving appropriate credit, and representing the product as one's own work; and representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, painting, drawing, sculptures, or similar works as one's own. In written works this may include the over use of quoted materials to build a paper that is otherwise lacking in original content. *The instructor*

reserves the right to fail the assignment or assign a failing grade for the entire course depending on the assessed severity of plagiarism.

Classroom recording policy (S12-7): “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. 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.”

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the [Disability Resource Center](http://www.drc.sjsu.edu/) (DRC) at <http://www.drc.sjsu.edu/> to establish a record of their disability.

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](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the [current academic calendar](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/) web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/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](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. The Center's tutors are trained and nationally certified by the College Reading and Learning Association (CRLA). They provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group, individual, and drop-in tutoring are available. Please visit [the LARC website](http://www.sjsu.edu/larc/) for more information at <http://www.sjsu.edu/larc/>.

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our 'writing specialists' have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The [Writing Center website](http://www.sjsu.edu/writingcenter/about/staff/) is located at <http://www.sjsu.edu/writingcenter/about/staff/>.

Peer Mentor Center

The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering "roadside assistance" to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop-in basis, no reservation required. The [Peer Mentor Center website](http://www.sjsu.edu/muse/peermentor/) is located at <http://www.sjsu.edu/muse/peermentor/>

Anth 100/ Writing Workshop, Fall 2012, Course Schedule

Schedule is subject to change with fair notice- notice will be made available by email from the instructor and class announcements.

Table 1 Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Aug. 28	Topic: Course introduction. Writing mechanics. Basics. Reading: PWH: Glossary iii-viii, Appendix A and B. Becker 1. Assignment:
2	Sept. 4	Topic: Writing effectively. Plagiarism. Tools: Resume/CV Reading: PWH parts 2-4. Becker 2-3 Assignment:
3	Sept. 11	Topic: Cover letters. Job and Graduate School Applications. Editing. Reading: PWH 42a, b. Becker 4 Assignment: Resume/CV drafts
4	Sept. 18	Topic: The writing process. Formulating an argument. Reading: PWH chapters 2-4, 38-39. GDWD 1, 2. Assignment: Cover letter draft. Final Resume/CV due.
5	Sept. 25	Topic: Organizing/outlining. Drafting/revising. Reading: PWH chapters 29h-30. Assignment: Cover letter due
6	Oct. 2	Topic: AAA and APA Style. Research sources. Reading: PWH part 6 and chapters 35-36. Becker 8. Assignment: Proposal SP draft
7	Oct. 9	Topic: Understanding audience (public vs. professional). Reading: PWH chapter 1. Becker 5. Assignment: Outline SP draft
8	Oct. 16	Topic: Writing for research. Reading: PWH chapter 29. GDWD pages 1-10, 109-156. Assignment: Proposal due

Week	Date	Topics, Readings, Assignments, Deadlines
9	Oct. 23	Topic: Abstract vs. annotated bibliography. Reading: Assignment: Scholarly paper draft
10	Oct. 30	Topic: Effective oral presentations. Reading: PWH chapter 43. Assignment: Citations/ references draft
11	Nov. 6	Topic: Persuasive speech. Reading: Assignment: Abstract due
12	Nov. 13	Topic: Persuasive speech. Preparing final draft. Reading: Becker 9-10 Assignment: Popular paper draft
13	Nov. 20	Topic: Speech/Presentations. Panel Peer Reviews. Reading: Assignment:
14	Nov. 27	Topic: Speech/Presentations. Panel Peer Reviews. Reading: Assignment: Scholarly paper due.
15	Dec. 4	Topic: Review Reading: Assignment: Popular paper due.
16	Dec 18	Scheduled Final