

ANTH 100W
Writing Workshop (Area Z)
Meets T/Th 10:30-11:45
WSQ4

Dr. Marco Meniketti
Office hours:
T/Th 12:00-1:00 and Wed. 9:30-10:30
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Course Webpage : sjsu.edu/people/marco.meniketti/courses/100W

Writing workshop is designed to help students develop appropriate writing skills for the fields of anthropology and behavioral science. These skills include citation styles, essays, reports, and scholarly communication. There are no required texts for the this course but students are encouraged to obtain personal copies of writing guides. Options will be discussed in class.

This course is required for graduating from San Jose State. Our primary goal is to help students majoring in Anthropology and Behavioral Science, as well as other social sciences, develop advanced writing skills to enhance their ability to communicate effectively with a variety of specialized and general audiences. More to the point, improved writing skills will enhance your academic and professional careers.

Prerequisite: Completion of core GE, ENGL 1B (with grade of C or better) satisfaction of Writing Skills Test (WST) and upper division standing.

Note: Course must be passed with C or better to satisfy the CSU Graduation Writing Assessment Requirement.

Learning Objectives

Students shall be able to refine the competencies established in Written Communication IA and IB as summarized below:

Students shall be able to express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.

Students shall be able to organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Students shall be able to demonstrate proficiency at gathering and critically assessing research materials, including library resources and internet materials.

Specific outcomes include:

- Refining fundamental organizing, writing, and editing skills essential for effectively expressing ideas and data about complex sociocultural topics.
- Clarifying the appropriate focus, language, style, and format for communicating with different scholarly, professional, and public audiences.
- Conducting independent research by locating, evaluating, synthesizing, and presenting information from a mix of primary and secondary sources.
- Demonstrating proficiency to use these skills in a coherent manner to produce a variety of formal and informal pieces for different audiences.

Measured outcomes

- Students will read several articles in the Social Sciences recognize and summarize elements of professional writing, referencing, and citation.
- Students will complete a series of written critiques, summaries, abstracts, précis and research summaries to develop critical skills of communication.

- Students will complete a comprehensive term paper on a topic in the social sciences drawing on original research that includes appropriate citations and reference styles (4000 words including references).

Essential policy points: **No late work will be accepted.** Be prepared. Procrastination is not an option. This class is predicated on the concept that you will build your research paper in a systematic fashion. There are many supplemental assignments and benchmark assignments during the term and these must be submitted for assessment on time in order to have the appropriate and timely feedback before proceeding to more complex steps in the writing process.

Important Websites:

<http://www.saa.org/AbouttheSociety/Publications/StyleGuide/tabid/984/Default.aspx>

http://www.aaanet.org/publications/style_guide.pdf

http://www.chicagomanualofstyle.org/tools_citationguide.html

Course Schedule

Readings should be completed before the week in which they are discussed or used for assignments. Classes consist of written exercises and open discussion. Participation is essential.

Students are encouraged to meet with the instructor throughout the semester.

<u>Dates</u>	<u>Focus</u>	<u>Assignments</u>
Week One Aug 22	Reading in the Social Sciences	pdf Article 1
Week Two Aug 27/29	Précis / abstracts / synopsis	précis
Week Three Sept 3/5	Citation Standards Chicago/AAA/AA Reading in the Social Sciences	pdf Articles 2,3,4 précis
Week Four Sept 10/12	Reference Standards Research paper/ topics/procedures Professional integrity	Citing sources <u>Topics: Draft statement</u> Reduction editing
Week Five Sept 17/19	Research for papers Library/Internet Evaluating sources Reading in the Social Sciences	Source listings Articles 5,6,7 précis Writing research questions
Week Six Sept 24/26	Organizing / outlining Critiquing writing Structuring your paper	Draft notes pdf Article 8 précis
Week Seven Oct 1/3	Thesis writing Audiences	Crafting a statement
Week Eight Oct 8/10	Evaluating research sources Reading in the Social Sciences	Draft thesis statements Reworks and rephrasing
Week Nine Oct 15/17	Common writing errors Punctuation	Draft paper & References Peer review
Week Ten Oct 22/24	Sentence structure Active voice/passive voice Subject/object	Editing pdf Article 9,10 précis Preliminary references due

Week Eleven Oct 29/31	More common errors Editing your paper	Draft paper & References Peer review
Week Twelve Nov 5/7	Vocabulary/redundancy/ punctuation Headings and sub headings Cover pages?	pdf Article 11 discussion
Week Thirteen Nov 12/14	Communicating with different audiences	Final paper due (4000 words including references)
Week Fourteen Nov 19/21	Your CV Skills based/experience based/goals based	
Week Fifteen Nov 26 (Thanksgiving 28th)	Cover letters Letters of intent	Draft CV due
Week Sixteen Dec 3/5	Reading in the Social Sciences Critiques	pdf Article 12
Finals weeks Dec 10-18	Final Exam [Open Note]	

Assessments

Précis 8x 5pts (40 pts)
 Research exercise 10pts
 Editing exercise 10pts
 Draft 25 pts
 CV 15 pts
 Final paper 200 pts
 Final Exam 50 pts

Total: 450 pts.

Grades will be based on score percentages. 92-100% 4.0; 88-91% 3.5; 82-87% 3.0; 76-81% 2.5; 70-75% 2.0; 64-69% 1.5; 57-63% 1.0; <56% 0.0

Below are basic guidelines for grading. Additional criteria may apply depending on assignments.

To earn an A: All assignments must be completed, on time, and demonstrate mastery of conceptual as well as critical content. Assignments will exhibit thoughtful and critical analysis, effort at conceptual synthesis, and originality. Papers will be carefully proofed for grammatical and typographical errors and exhibit exemplary writing appropriate to the discipline. Seminar responsibilities achieved. Assignments must be of consistently high quality in terms of content and execution. Examinations will score in the range of 90% and above. Final project complete, original, or innovative.

To earn a B: All assignments must be completed, on time, and demonstrate general comprehension of conceptual as well as critical content. Assignments will exhibit thoughtful analysis and effort should be made at conceptual synthesis. Seminar responsibilities achieved. Papers will be carefully proofed for grammatical and typographical errors and exhibit very few writing problems. Assignments must be of good quality in terms of content and conform to standards appropriate to the discipline. Exams may score in the 80% and above range. Final project completed and original or innovative.

To earn a C: At least 80% of assignments must be completed, on time, and demonstrate general understanding of critical content. Knowledge of basic conceptual material should be demonstrated. Seminar responsibilities achieved. Assignments will exhibit thoughtful effort with few errors in content. Papers will likely contain grammatical and typographical errors and exhibit general writing problems. Citation standards incorrect. Exams may score in the 75% and above range. Final project completed at average level of competence.

To earn a D: Failure to turn in assignments in a timely manner or to complete more than 70% of assignments. Only basic knowledge of conceptual material demonstrated. Critical analysis not exhibited, suggesting minimal effort by student. Assignments lack careful or thoughtful effort and several errors in content. Failure to achieve seminar responsibilities or barely acceptable effort. Minimal engagement in class projects. Papers will likely contain grammatical and typographical errors and exhibit general writing problems. Citation standards ignored. Exams may score below 75% range. Final project completed.

To earn an F: Failure to turn in assignments in a timely manner or to complete and submit more than 50% of assignments. Basic knowledge of conceptual material and critical analysis not demonstrated. Assignments exhibiting a lack of careful or thoughtful effort and major errors evident in content. Papers will likely contain grammatical and typographical errors along with general writing problems, especially in word usage. Citation standards incorrect. Exams may score below the 60% range. Final project possibly incomplete or late. Or, failure to take the final exam.

Grade I: Special circumstances. Failure to complete and submit better than 60% of assignments owing to extraordinary causes as defined by University policy. Must complete Final Exam. To make up this grade will require an additional project at instructor's discretion.

Policies:

- Students will be held to the highest standards of academic integrity and intellectual ethics. The chief product in the social sciences is new knowledge and original thinking. Plagiarism is intellectually dishonest and a form of theft. It will not be tolerated and will be dealt with in accordance with university Academic Integrity Policy.
- Clear criteria for grading will be provided for each assignment format. Feedback to students will be immediate and as detailed as manageable. The instructor will make every reasonable effort to provide timely and constructive feedback to students concerning performance throughout the semester, especially with written work.
- Students are encouraged to ask questions before, during, and after class and to take full advantage of scheduled office hours or to make appointments.
- Students who hand in research draft papers for pre-assessment will have the opportunity to make revisions and improvements before final grading.
- Assignments will not be accepted by email or after the last scheduled class.
- Students may not leave the room during an examination. This will be a signal to the instructor that the student has completed the exam and it will be collected without further opportunity to continue.
- Participation is a vital element in a social science environment and attendance is foundational to academic success. Students are expected to attend class. Although no formal role will be taken, informal attendance records will be monitored.
- As a courtesy and in respect for fellow students and instructor please turn off your cell phones and other electronics. Text messaging during class is disruptive and not only disrespectful, but insulting. It also prevents you from concentrating on the lecture. If you must, then please leave the room.
- Discussions of controversial topics can become emotional. Such discussion demands respect and intellectual honesty toward and between fellow students, instructor, and from instructor toward students. Personal attacks on individuals holding non-conventional/controversial ideas will not be tolerated.
- A missed exam may be made-up only if a student provides appropriate documentation for legitimate excused from scheduled exam dates (funeral, medical emergency, family crisis). Make-up exams will be by scheduled appointment at the convenience of the instructor. Absolutely no makes-up exams for reasons not governed by university policy. If a student has multiple exams scheduled for the same day consideration will only be given if sufficient advance notice has been given. A grace period of one class for late research papers will be allowed, but 25 % or more may be deducted. Late assignments will not be accepted without valid excuse.* No papers will be accepted after the last day of classes.
- The instructor reserves the right to adjust the syllabus, exam dates, or course content as deemed necessary to facilitate the highest achievement and performance of the class, or to explore timely topics.
- Students are encouraged to ask questions before, during, and after class and to take full advantage of scheduled office hours or to make appointments.

- There will be no extra credit assignments for this course. There is already plenty to do.
- Incomplete (I) can not be given to avoid an F grade (University Policy).

Copyright

This syllabus, class materials, lectures, and exams for this course are copyrighted. Students are not authorized to copy class materials for any purpose other than their personal use in this class. No class materials, study guides, exams, or lecture may be scanned, photographed, copied, or posted to the Internet in any form without permission of the instructor. Course material is the intellectual property of the instructor and cannot be shared publicly without his approval. Common courtesy and professional behavior dictate that you notify the instructor when you are recording lectures. You must obtain the instructor's permission to record or make videos of the class. Such permission allows recordings for personal and private study purposes only. It does not allow reproduction or distribution of the material.

Academic Integrity

Academic integrity is essential to the mission of San José State University. As such, students are expected to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources. Students are not permitted to use old tests or quizzes when preparing for exams, nor may they consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded. Violations to Academic Integrity Policy undermine the educational process and will not be tolerated. It also demonstrates a lack of respect for oneself, fellow students and the course instructor and can ruin a university's reputation and the value of the degrees it offers.

We all share the obligation to maintain an environment which practices academic integrity. Violators of the Academic Integrity Policy will be subject to failing this course and being reported to the Office of Judicial affairs for disciplinary action which could result in suspension or expulsion from San Jose State University.

Cheating

At SJSU, cheating is an act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating at SJSU includes but is not limited to:

Copying in part or in whole from another's test or other evaluation instrument; Submitting work previously graded in another course unless this has been approved by the course instructor or by departmental policy; Submitting work simultaneously presented in two courses unless this has been approved by the course instructor or by departmental policy; Altering or interfering with grading or grading instructions; Sitting for an examination by a surrogate, or as a surrogate; any other act committed by a student in the course of his or her academic work which defrauds or misrepresents, including aiding or abetting in any of the actions defined above.

Plagiarism

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.

Add/Drop Policy

The university has specific procedures for dropping a class. It is the student's responsibility to make sure classes are dropped. You are able to do this through My SJSU. Navigate to "Self Service>Student center>Drop a class" Check the schedule and be sure to drop prior to submitting fees to ensue your registration fees are properly assessed.

Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, they are not required to do so. For students who wish to drop a course it is the student's responsibility to make sure classes are dropped. For more information about "add" and "drop" deadlines go to: <http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-2.html>

STUDENTS WITH DISABILITIES

Any student with a condition or situation that requires special accommodations must make arrangements through the Disability Resource center. This includes learning and physical disabilities that prevent you from fulfilling course requirements under expected conditions. If you feel you have a disability, you must go to the DRC and follow their guidelines in order to receive assistance. I will work with the DRC to assist you based on their recommendations. I am not authorized to make assessments of personal situations regarding disabilities, and request that you prepare well in advance for any special needs you may have, particularly for taking exams. You can find more information on SJSU's policy and the programs available as well as your rights at: <http://www.drc.sjsu.edu/>