

San José State University
Department of Economics
ECON 100W (Section 02) fall 2018
Writing Workshop: Economic Reports

Course and Contact Information

Instructor:	John Linford
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Office Hours:	T/R 3:00PM – 5:00PM and by appointment
Class Days/Time:	T/R 9:00AM – 10:15AM
Classroom:	Duncan Hall (DH) 415
Prerequisites:	A3 or equivalent 2 nd semester composition course (with a min. grade of C-) Completion of core GE Satisfaction of Writing Skills Test Upper division standing
GE/SJSU Studies Category:	Z

Course Format

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the Canvas Learning Management System course login website at <http://sjsu.instructure.com>. You are responsible for checking Canvas regularly. I recommend downloading the app as well as bookmarking the page in your browser. I will update grades in Canvas regularly.

Course Description

Writing skills appropriate to majors in economics of lucid expression in essays, reports, and other types of communication

Course Goal

To ensure all students who complete the course with a passing grade can write economics reports concisely, clearly, and correctly in grammar, syntax, and overall organization of ideas.

Course Learning Outcomes (CLOs)

Students who successfully complete this course have demonstrated that they can...

- Understand and apply critical thinking techniques and analysis to economic problems
- Analyze problems from an economic discipline, upholding high intellectual standards
- Plan, organize, execute, and manage an economic research project
- Write concisely, using words efficiently and economically to convey ideas
- Write and edit for professional and academic audiences

Required Texts/Readings

McCloskey, D. (2000). *Economical writing* (2nd ed.). Waveland Press. ISBN 978-1-57766-063-7.

Nosich, G. (2012). *Learning to think things through: A guide to critical thinking across the curriculum* (4th ed.). Pearson Press. ISBN 978-0-13-708514-9

Williams, J.M., & Bizup, J. (2017). *Style: Lessons in clarity and grace* (12th ed.) (w/access to MyWritingLab). Pearson Press. ISBN 978-0-13-461502-8. (The required access card license to MyWritingLab is bundled with the hardcopy book.)

Other Readings

Other readings will be announced in class and found directly or as a link on Canvas

Other technology requirements

Students must have access to a laptop, computer, or other electronic device with access to MS Word, MS PowerPoint, and an internet browser as well as the ability to upload and submit assignments to Canvas.

Library Liaison

The librarian for the Economics Department is Christa Bailey. She can be reached at Christa.Bailey@sjsu.edu or (408) 808-2422.

Course Requirements and Assignments

ECON 100W has an 8,500 word writing requirement as an area Z course. This requirement will be met through the completion of various writing assignments.

Because this course is structured as a research working group, students are expected to complete all readings before coming to class. Participation will be a large part of the course grade, and students who do not participate will be unable to pass the course.

A breakdown of the various writing assignments is presented below:

Paper	Word Count Minimum	Date Assigned	Due Date
Introductory paper	300	8/21	8/21
Research topic proposal	300	8/30	9/4
Paper 1: Background and Motivation	500	9/6	10/2
<i>Paper 1 peer review</i>	300	9/18	9/22
Paper 2: Literature review and annotated bibliography	Literature review: 850 Annotated bibliography: 250	9/20	10/23
<i>Paper 2 peer review</i>	500	10/9	10/13
Paper 3: Model, results, and conclusions	1,000	10/18	11/6
<i>Paper 3 peer review</i>	700	10/30	11/3
Final project	3,500	8/30	11/13-12/6
<i>Final paper</i>	3,000	8/30	11/13
<i>Final project presentation</i>	500	8/30	11/15-12/6
Presentations summary	500	11/13	12/11
Total:	8,700		

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Final Examination or Evaluation

This course has a culminating final project that consists of a 3,000-word research paper and a 500-word, 15-minute presentation to their classmates.

This course also has an optional final exam. It will be comprehensive, but students may take it if they wish to drop their midterm score. If a student opts to take the final and drop the midterm exam, the final exam will be 15% of the course grade, whether the student performs better or worse on the final than the midterm.

Grading Information

Students will have their grades weighted as follows:

Assignment	Percent of Course Grade
Midterm (or Final) Exam	15%
Participation	32.5%
Writing Assignments	50%
MyWritingLab	2.5%

This course must be passed with a C or better as an SJSU graduation requirement. Course grades are determined as follows:

Percent	Grade	Percent	Grade	Percent	Grade
97.5% - 100%	A+	93% - 97.49%	A	90% - 92.9%	A-
87.5% - 89.9%	B+	83% - 87.49%	B	80% - 82.9%	B-
77.5% - 79.9%	C+	73% - 77.49%	C	70% - 72.9%	C-
67.5% - 69.9%	D+	63% - 67.49%	D	60% - 62.9%	D-
0% - 59.9%	F				

The participation grade will work as follows:

- 15% of the course grade (~1/2 of the participation grade) will be earned during normal class days. Days possible of earning participation points are indicated on the course schedule. Students are expected to attend having read the material. Most class meetings will involve class discussion of topics. If a student is called on and cannot contribute to the conversation or discuss something from the reading for that day, the student will lose 3% of the available 15%. This may occur no more than 5 times during the semester.
- 2.5% of the course grade will be earned during a library day, which is detailed on the course schedule. Students are expected to come to the library day with ideas about research they want to do.
- 10% of the course grade (~1/3 of the participation grade) will be earned during a single class day, during which students must sign in at the start of class. Each student must speak at least once; doing so will earn the student up to 7% (of the available 10%). Speaking additional times will earn students additional credit, but no student can earn more than the full 10%.
- 5% of the course grade will come from asking questions at the end of other students' presentations. Students must ask at least one question per day of presentations, excluding the day each student presents.

Students will lose points each day an assignment is submitted late: 10% of possible points the first day late, 20% of possible points the second day late, and 30% of possible points the third day late. Students will receive no credit for assignments submitted more than three days late.

Writing assignments are weighted as follows:

Writing Assignment	Percent of Course Grade
Introductory paper	1%
Research topic proposal	4%
Paper 1: Background and motivation	5%
<i>Paper 1 peer review</i>	<i>10% of Paper 1 grade</i>
Paper 2: Literature review and annotated bibliography	10%
<i>Paper 2 peer review</i>	<i>10% of Paper 2 grade</i>
Paper 3: Model, results, and conclusions	12.5%
<i>Paper 3 peer review</i>	<i>10% of Paper 3 grade</i>
Final project	15%
<i>Final paper</i>	<i>80% of final project</i>
<i>Final project presentation</i>	<i>20% of final project</i>
Presentations summary	2.5%
Total:	50%

Rubrics for writing assignments will be distributed with the prompts.

Students can earn extra credit by attending Provocative Lectures and submitting a summary.

Classroom Protocol

I will begin class at the scheduled start time. Coming to class late will result in missed material and potentially missed participation credit—if you arrive to class late and are called on to speak before you arrive, you will lose possible points for that day. If you must come to class late (or need to leave early), please, sit at the back of the class to avoid disrupting your fellow students.

Students are expected to have completed the readings before coming to class. The course will rely heavily on students' ability to contribute to discussions and relate concepts back to the required readings.

If you wish to use an audio recorder, ask for my permission first. Laptops and tablets are allowed to be used for taking notes, but using them gives me permission to call upon you at any time during class to answer questions. Use of headphones in class is strictly not permissible.

The classroom should have an environment for group learning. Please, respect your classmates by not interrupting, avoiding offensive language, and silencing all electronic devices.

University Policies (Required)

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' Syllabus Information web page at <http://www.sjsu.edu/gup/syllabusinfo/>.

ECON 100W (Section 02) Fall 2018 Course Schedule

Week	Date		Topics and Assignments	Readings and Due Dates
1	8/21		<ul style="list-style-type: none"> Introduction and syllabus <p style="text-align: center;"><i>Introductory paper assigned</i></p>	<i>Introductory paper due at end of class</i>
		8/23 [†]	<ul style="list-style-type: none"> What is critical thinking? 	<ul style="list-style-type: none"> Nosich Ch. 1 “I, Pencil” – Leonard Read
2	8/28 [†]		<ul style="list-style-type: none"> The elements of reasoning 	<ul style="list-style-type: none"> Nosich Ch. 2
		8/30 [†]	<ul style="list-style-type: none"> The elements of reasoning Writing a research question <p style="text-align: center;"><i>Research Topic paper and Final Project assigned</i></p>	<ul style="list-style-type: none"> Nosich Ch. 2 <p style="text-align: center;">Last day to drop course w/o W: 8/31</p>
3	9/4		<ul style="list-style-type: none"> Punctuation Common grammar errors 	<ul style="list-style-type: none"> Williams and Bizup Appendix 1 <p style="text-align: center;"><i>Research Topic paper due 9/4 by 9:00AM on Canvas and in class</i></p>
		9/6 [†]	<ul style="list-style-type: none"> What is critical thinking within a regime or discipline? <p style="text-align: center;"><i>Paper 1 (Background/motivation) assigned</i></p>	<ul style="list-style-type: none"> Nosich Ch. 3 <p style="text-align: center;">Last day to add course w/o fee: 9/10</p>
4	9/11 [†]		<ul style="list-style-type: none"> Standards of critical thinking 	<ul style="list-style-type: none"> Nosich Ch. 4
		9/13 [†]	<ul style="list-style-type: none"> Standards of critical thinking 	<ul style="list-style-type: none"> Nosich Ch. 4
5	9/18		Paper 1 peer review session in class	
		9/20 [†]	<ul style="list-style-type: none"> Using and finding sources Literature review, annotated bibliography <p style="text-align: center;"><i>Paper 2 (Lit. review, annotated bib.) assigned</i></p>	<ul style="list-style-type: none"> Williams and Bizup Appendix 2 <p style="text-align: center;"><i>Paper 1 peer review due 9/22 by 11:00PM on Canvas</i></p>
6	9/25		<ul style="list-style-type: none"> APA format 	<ul style="list-style-type: none"> Purdue OWL APA style pages
		9/27 ^{††}	<i>Library day (MLK Library, King 219 @ 9:00AM)</i>	<ul style="list-style-type: none"> <i>Come with research topics in mind</i>
7	10/2 [†]		<ul style="list-style-type: none"> Putting it all together: Answering critical-thinking questions 	<ul style="list-style-type: none"> Nosich Ch. 5 <p style="text-align: center;"><i>Paper 1 due 10/2 by 9:00AM on Canvas and in class</i></p>
		10/4 ^{†††}	<ul style="list-style-type: none"> Economical writing discussion 	<ul style="list-style-type: none"> McCloskey pp. 1 – 89 “The Day You Became a Better Writer” – Scott Adams (of Dilbert)
8	10/9		Paper 2 peer review session in class	
		10/11 [†]	<ul style="list-style-type: none"> Understanding style Correctness 	<ul style="list-style-type: none"> Williams and Bizup Lessons 1, 2 <p style="text-align: center;"><i>Paper 2 peer review due 10/13 by 11:00PM on Canvas</i></p>
9	10/16		Midterm Exam	
		10/18 [†]	<ul style="list-style-type: none"> Review midterm answers 	

Week	Date	Topics and Assignments	Readings and Due Dates
		<ul style="list-style-type: none"> Discussing economic models, results, and conclusions <p><i>Paper 3 (Model and conclusions) assigned</i></p>	
10	10/23 [†]	<ul style="list-style-type: none"> Actions Characters 	<ul style="list-style-type: none"> Williams and Bizup Lessons 3, 4 <p><i>Paper 2 due 10/23 by 9:00AM on Canvas and in class</i></p>
	10/25 [†]	<ul style="list-style-type: none"> Cohesion and coherence Emphasis 	<ul style="list-style-type: none"> Williams and Bizup Lesson 5, 6
11	10/30	Paper 3 peer review session in class	
	11/1 [†]	<ul style="list-style-type: none"> Motivation Global coherence 	<ul style="list-style-type: none"> Williams and Bizup Lessons 7, 8 <p><i>Paper 3 peer review due 11/3 by 11:00PM on Canvas</i></p>
12	11/6 [†]	<ul style="list-style-type: none"> Concision Shape 	<ul style="list-style-type: none"> Williams and Bizup Lessons 9, 10 <p><i>Paper 3 due 11/6 by 9:00AM on Canvas and in class</i></p>
	11/8 [†]	<ul style="list-style-type: none"> Elegance The ethics of style <p><i>Presentation days chosen</i></p>	<ul style="list-style-type: none"> Williams and Bizup Lessons 11, 12
13	11/13	<ul style="list-style-type: none"> Presentation expectations <p><i>Presentations summary paper assigned</i></p>	<i>Final Paper due 11/13 by 9:00AM on Canvas and in class</i>
	11/15 [†]	<ul style="list-style-type: none"> Student presentations 	<i>Student presentations due via email the day before presenting</i>
14	11/20 [†]	<ul style="list-style-type: none"> Student presentations 	<i>Student presentations due via email the day before presenting</i>
	11/22	No class: Thanksgiving break	
15	11/27 [†]	<ul style="list-style-type: none"> Student presentations 	<i>Student presentations due via email the day before presenting</i>
	11/29 [†]	<ul style="list-style-type: none"> Student presentations 	<i>Student presentations due via email the day before presenting</i>
16	12/4 [†]	<ul style="list-style-type: none"> Student presentations 	<i>Student presentations due via email the day before presenting</i>
	12/6 [†]	<ul style="list-style-type: none"> End student presentations 	<i>Student presentations due via email the day before presenting</i>
17	12/11	No class: Dead day	<i>Presentations summary paper due 12/11 by 11:00PM on Canvas</i>
Final Exam		Thursday, 12/13/2018: 7:15AM – 9:30AM	Grades viewable 12/22*

Course schedule is liable to change with advanced notice in class and on Canvas.

† Participation points awarded for normal course meetings

†† Participation points awarded for attending and participating in library day

††† Participation points awarded for attending and participating in class discussion day

* Grades viewable with timely completion of SOTEs