

San José State University
Department of Economics
ECON 100W-05, (29828), Economic Writing Workshop, Spring 2020

Course and Contact Information

| | |
|---------------------------|---|
| Instructor: | Song-Ho Tran |
| Office Location: | DMH 214 |
| Email: | song-ho.tran@sjsu.edu |
| Office Hours: | Mondays, Wednesdays, 6:00-6:30pm |
| Class Days/Time: | Mondays, Wednesdays, 6:30-7:45pm |
| Classroom: | Hugh Gillis Hall 217 |
| Prerequisites: | A3 or equivalent second semester composition course (with a grade of C- or better); Completion of core GE, satisfaction of Writing Skills Test and upper division standing. |
| GE/SJSU Studies Category: | Area Z Written Communication II |

Course Description

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

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will:

1. Develop writing, editing, and presentation skills
2. Utilize an economic framework and approach in both qualitative and quantitative writing
3. Apply critical thinking and analysis to current economic issues
4. Learn how to propose, develop, edit and write a research paper

Required Materials

Textbook

[RWM] Henderson, E., Rosero, L., Snyder, B. (2019). Real World Macro

Other Readings

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

Other technology requirements / equipment / material

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. I will only accept .doc, .docx, .pdf, .ppt, and .pptx files.

Library Liaison

Economics 100W requires students to conduct scholarly research. Christa Bailey is the librarian for the Economics Department. She can be reached at Christa.Bailey@sjsu.edu or (408) 808-2422

Course Requirements and Assignments

SJSU courses are designed such that 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. Other course structures will have equivalent workload expectations as described in the syllabus.

Assignments will be evaluated in terms of a student's ability to express a focused idea clearly and persuasively. This will require a clear thesis, careful organization, appropriate diction and sentence structure, substantial support for one's points, polished expression, and an awareness of one's audience. Library research will form a key component of several assignments.

Homework Assignments

I will regularly assign homework. These will be opportunities for you to practice writing and build writing skills in a low-pressure format. I have listed some, but not all, of these homework assignments on the course schedule. I will announce homework assignments in class, and you can check the Canvas website for detailed homework instructions.

Please note: I will not accept homework assignments that are submitted late or outside of class.

Major Assignments

Economics: The User's Guide Essay

In this essay (approximately 1000 words) you will be analyzing Chapters 1-4 and the Epilogue of *Economics: The User's Guide*.

Resume and Cover Letter

As part of the course's focus on professionalization, you will prepare a resume and cover letter (approximately 500 words).

Response Papers to Articles in *Real World Macro*

You will submit 2 essays (approximately 500 words each) that are responses to articles of your choice in *Real World Macro*.

Library Research Paper

Your major assignment for this class will be a research paper on an economic topic of particular interest to you. You will complete this paper in several stages throughout the semester, and it will go through multiple drafts before you turn in the final version. See major steps/assignments below.

- Research Proposal (approximately 500 words)

- Annotated bibliography (approximately 1000 words)
- Outline
- Draft for graded feedback (approximately 2000-2500 words)
- Final draft (approximately 2000-2500 words)

Research Presentation

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

Extra Credit

Response Paper to either *Talking to My Daughter about the Economy* or *Writing Economics*

You will have an opportunity to submit a response paper (approximately 400-500 words) to either of these readings for extra credit. The extra credit will be graded and, depending on how high you score, can be used to boost your grade from your *Economics the User's Guide* Essay.

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 group discussions as well as evidence of your completion of the readings and engagement with course themes. Excellent (A-level) participation involves:

- Excellent punctuality
- Respectful, engaged listening during lectures and discussions
- Frequent contributions to large and small group discussions
- Contributions that make specific reference to course materials
- Thoughtful completing of in-class activities

Late Assignment and Make-up Work Policy

Major Assignments: I will accept late papers for up to one week after the due date if a request for an extension is requested a week in advance. Late papers without a request or after the extension will be marked down a full letter grade for each day that it is late. They will also receive the lowest priority in terms of the amount of feedback and turnaround time. In order to be considered on-time, your paper must be submitted in class on the due date, or in class or office hours before the due date, or by the agreed upon extension due date.

Homework: You must get approval to turn in homework assignments late. If the submission format is hard copy and Canvas, you must be present in class on the due date and post on Canvas; this is because many of the homework assignments are designed to facilitate in-class activities. A documented excuse, sickness accompanied by a doctor's note, is also valid for an extension.

In-class Work: You may not make up work you miss in class.

What to Do if You're Absent

If you are a student who has frequent absences, this will not be an appropriate course for you: you will need to attend class in order to get participation credit, submit homework, and learn material that is not presented in the course readings. However, I recognize that absences are sometimes unavoidable. If you miss a class, you should:

- Check with a classmate for notes about what you missed.
- Check Canvas to see if anything has been posted.
- Make arrangements to submit any major assignments to me early.

Please note that you will NOT be able to:

- Make up any homework assignments or in-class activities
- Receive a review of missed materials from me.

If you have an ongoing issue that will require multiple absences, it's important that you let me know as soon as possible and stay in touch with me.

Submitting Papers

Major writing assignments must be submitted to me in class or office hours. I do not accept papers via email, and the Economics office will not accept papers you try to turn in there. All assignments will be submitted electronically (through Canvas) and some will be submitted both on Canvas and on paper.

Paper Format

Your papers must follow APA conventions for citations and references. All assignments must be typed and (when exceeding more than one page) stapled. Pages may be double-sided or single-sided. All formal written assignments (i.e. essays) for this class must be double spaced, written in Times New Roman 12 pt. font, have 1" margins, and include a word count on the title page.

Formal assignments must include a title page that includes:

- Title of Assignment
- Your name
- ECON 100W
- Lecturer Tran
- Date
- Word Count

Informal assignments (homework) should include a header at the top of the first page with:

- Your name
- ECON 100W
- Lecturer Tran
- Date
- Word Count

Workload and Requirements

You will spend a considerable amount of time writing and reading outside of class. You will have at least one assignment due almost every week. 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 as you complete as homework. Thus, it is essential that you complete all the formal and informal assignments and include a word count on all assignments completed outside of class.

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 the class, participating in course activities, completing assignments, and so on. More details about student workload can be found in the University policy S12-3 at <http://www.sjsu.edu/senate/docs/S12-3.pdf>

Final Examination or Evaluation

The final draft of your research paper will fulfill the required SJSU culminating activity.

Grading Information

Determination of Grades

The grading scale for 100W courses is A-F. In order to pass the course, students must write a minimum of 8,000 words. This course must be passed with a C or better as an SJSU graduation requirement. The final grade in the course will be based on the following weights:

| Category | Percentage of Course Grade |
|---|----------------------------|
| Writer's Autobiography | 5% |
| <i>Economics: The User's Guide</i> Essay | 15% |
| Response Paper to chosen article #1 in Real World Macro | 10% |
| Response Paper to chosen article #2 in Real World Macro | 10% |
| Final Research Paper Proposal | 5% |
| Annotated Bibliography | 5% |
| First Draft of Final Research Paper | 5% |
| Final Research Paper | 25% |
| Oral Presentation | 10% |
| Homework/ Class Participation | 10% |

Grading Scale:

| Grade | Percentage |
|---------|--------------|
| A plus | 98 to 100 |
| A | 92 to 97.9 |
| A minus | 90 to 91.9 |
| B plus | 88 to 89.9 |
| B | 82 to 87.9 |
| B minus | 80 to 81.9 |
| C plus | 78 to 79.9 |
| C | 72 to 77.9 |
| C minus | 70 to 71.9 |
| D | 60 to 69.9 |
| F | Less than 60 |

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 course of 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 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 course of 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 arguments 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 course of the semester.

Grade Checks

In general, you should keep track of your own grade by keeping your returned assignments, noting the scores, and using the course grading breakdown listed above. If you need formal verification of your grade (for paperwork associated with a scholarship, student organization, etc.) you should email me at least 24 hours ahead of time. If you ask me in class with no advance notice, I will not provide a grade estimate for you. I do not discuss grades by email.

Contacting Instructor Tran

Office Hours

I strongly encourage you to visit me during my office hours. You're welcome to stop by for clarification on any course materials/concepts, further discussion of course topics, guidance as you prepare for upcoming assignments, questions about feedback on previous assignments, or just to check in. Please note that I do not provide reviews of material you missed due to absences (check with your classmates for notes if you are absent).

Email

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

- Included the course and section (ECON 100W-05) in the subject line.
- Followed general correspondence guidelines, such as including a salutation.
- Include a message (don't send an attachment with no message).
- Proofread your message
- Review the course syllabus and any relevant assignment prompts to make sure your question hasn't already been answered in one of those documents.

I will respond to your email within 48 hours if you follow the above guidelines. If your email does not follow these guidelines, I may ask you to review these guidelines and send a revised version.

Classroom Protocol

Our class time will take a variety of formats, including lecture, large group discussion, small group discussion, and in-class exercises. I encourage you to ask questions during lectures. Because most our time together will be interactive, your participation will be essential.

The classroom should have an environment conducive to group learning. I will begin class at the schedule start time each day. Coming to class late will result in missed material and potentially missed participation credit.

In order to make our class discussions and activities successful, you should complete all required readings and homework assignments before each class period, and bring these readings to class with you. To facilitate your respectful, engaged listening and active participation, cell phones, laptops and other electronic devices must be put on silent and put away during class time, unless needed for classwork. Students using electronic devices for non-class purposes will be asked to leave the classroom. 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 is strictly not permissible. If you wish to use an audio recorder, please ask for my permission first.

I take academic honesty very seriously and will follow the policies as published by SJSU. These policies are online and available at <http://www.sjsu.edu/senate/S07-2.htm>. It is the responsibility of the student to read and understand what constitutes a violation of the honor code. Claims of ignorance cannot be used to justify dishonest behaviors. All instances of academic dishonesty will be reported through the appropriate channels. In this course, any student caught engaging in activities which violate the honor code as written by the University will receive a semester grade of "F" for this course.

Disability Notice

Please see me as soon as possible 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. 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 Disability Resource Center at <http://www.drc.sjsu.edu/> to establish a record of their disability.

University Policies

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/> Make sure to review these policies and resources.

Economics 100W-05, Writing Workshop, Spring 2020 Course Schedule

The schedule is subject to change with fair notice via email and in-class.

| Week | Date | Topics, Readings, Assignments, Deadlines |
|------|---------|---|
| 1 | M 1/27 | Introduction to the Course: Syllabus, Course Overview, Introductions Discussion: Why did you decide to study/major in Economics? Reading: Read all items in the Week 1 module |
| 1 | W 1/29 | Discussion: What is Economics? What are Economic Issues? What Economic Issues are important to you? Reading: Canvas, <i>Economics the User's Guide</i> , Chapter 1 and 2; pp. 15-34 Due: Set your notifications in Canvas, Introduce yourself in the Introductory Forum Due: Orientation Quiz (Canvas) Due: Syllabus Quiz (Canvas) |
| 2 | M 2/03 | Discussion: The Diversity of Approaches to Economics Reading: Canvas, <i>Economics the User's Guide</i> , Chapter 3 and 4; pp. 37-122; Epilogue, pp.327-334 Due: Writer's Autobiography (Canvas) |
| 2 | W 2/05 | Discussion: Writing a Response Paper Reading: Canvas, <i>Talking to My Daughter About the Economy</i> , selected excerpts Reading: Canvas, <i>Writing Economics</i> , pp. 1-49 |
| 3 | M 2/10 | Reading: Read an article of your choice from <i>Real World Macro</i> . This article should be something you may be interested in writing about. Due: <i>Economics the User's Guide</i> Essay (Hard Copy and Canvas) |
| 3 | W 2/12 | Discussion: Discuss the article you chose from <i>Real World Macro</i> . Due: Extra Credit Response Paper (Hard Copy and Canvas) |
| | Su 2/16 | Due: Preliminary Research Question (Canvas) |
| 4 | M 2/17 | Writing Conference (class does not meet, individual student meetings) |
| 4 | W 2/19 | Writing Conference (class does not meet, individual student meetings) |
| 5 | M 2/24 | Workshop: Resume and Cover Letters |
| 5 | W 2/26 | Library Research Seminar (Meet in MLK, Room 219) Due: Library Worksheet (Canvas) Due: Response Paper to first article of choice (Hard Copy and Canvas) |
| 6 | M 3/02 | Writing Conference (class does not meet, individual student meetings) Reading: Read a second article of your choice from <i>Real World Macro</i> . Due: Plagiarism Quiz (Canvas) Due: Resume and Cover Letter (Hard Copy and Canvas) |
| 6 | W 3/04 | Writing Conference (class does not meet, individual student meetings) Due: Resume and Cover Letter (Hard Copy and Canvas) |
| 7 | M 3/09 | Discussion: Discuss the second article you chose from <i>Real World Macro</i> . Discussion: How to Write a Research Proposal |
| 7 | W 3/11 | Discussion: Annotated Bibliography and APA Citation Style Due: Response Paper to second article of choice |
| 8 | M 3/16 | Discussion: How to Write Research Papers |

| Week | Date | Topics, Readings, Assignments, Deadlines |
|-------------|-------------|--|
| 8 | W 3/18 | Discussion: Student Research Paper Progress Due: Final Draft of Research Proposal |
| 9 | M 3/23 | Discussion: Student Research Paper Progress |
| 9 | W 3/25 | Due: Completed Draft of Research Paper (Hard Copy and Canvas) |
| 10 | M 3/30 | Spring Break- No Class |
| 10 | W 4/01 | Spring Break- No Class |
| 11 | M 4/06 | Writing Conference (class does not meet, individual student meetings) |
| 11 | W 4/08 | Writing Conference (class does not meet, individual student meetings) |
| 12 | M 4/13 | Discussion: Revising |
| 12 | W 4/15 | Due: Revised Draft of Research Paper (Hard Copy and Canvas) |
| 13 | M 4/20 | Writing Conference (class does not meet, individual student meetings) |
| 13 | W 4/22 | Writing Conference (class does not meet, individual student meetings) |
| 14 | M 4/27 | Due: Canvas, Research Paper Post-Conference Reflection & Plan |
| 14 | W 4/29 | Discussion: Effective Oral Presentations |
| 15 | M 5/04 | Due: Final Research Paper (Hard Copy and Canvas) Due: Abstract (Canvas) |
| 15 | W 5/06 | Oral Presentations |
| 16 | M 5/11 | Oral Presentations Due: Presentation Reviews (Canvas) |
| Final Exam | | Final Exam: No Final Exam. Final Research Paper is due 5/04/20 |