

San José State University
Economics Department
ECON 100W, Writing Workshop: Economic Reports, Sections 80 and 81 Fall 2021

Course and Contact Information

Instructor:	Dr. Triya Seshadri
Office Location:	Online through Zoom meetings.
Email:	Email from Canvas Inbox
Office Hours:	Online, scheduled zoom meetings
Class Days/Time:	Online, scheduled zoom meetings
Classroom:	Zoom Sessions Online
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. Econ 1A and 1B.

Messaging through Canvas:

Since this is an online course, please feel free to contact me through email (**through Canvas**) if you have any questions or concerns about the content or the course. While I do respond to all student questions as soon as I am able, before you send me a message, please read the Syllabus. Most of your questions will have answers in this Syllabus.

Please contact me only through Canvas. I get more than 50 emails in my college id and have no way of identifying student emails. Therefore, your important question may get lost in the sea of other emails I receive. If you email me through Canvas, I can see it as soon as I open Canvas, which I do multiple times a day.

Announcements:

Sometimes if multiple students have the same question, I will make an Announcement on Canvas rather than send individual replies to emails. So, please check the Course Announcements periodically, especially if you have sent me an email and did not receive a response.

Time to Respond:

Please give me at least 24 hours to respond to your emails (48 during the weekend). If you waited a day for my response (2 days if it is the weekend) and I did not reply, please resend the email.

How Often?:

I normally send students two Canvas messages during the week. One on Monday, introducing the topics of the week, and one on Wednesdays reminding you of the assignments due that week.

During the first two weeks of classes, I will email more often to help you get into the rhythm of our Online Canvas course.

Things to Note:

1. After the first day of class, I will communicate exclusively through Canvas messages or Announcements.
2. Please read the syllabus carefully and completely. If you have a question it is most likely answered in the syllabus!! If not, email me through Canvas and I will answer your question.
3. Please make sure your email address is accurate and you check at least twice a week for messages from me. You can add my email address to your contact list so that it does not get filtered as Spam.

Course Description:

Writing skills appropriate to Economics Majors: writing short and long essays and a research paper on various economic topics.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will:

1. Develop writing, reflecting, peer reviewing and editing skills.
2. Apply critical thinking and analysis to current economic issues.
3. Utilize the economic way of thinking in both quantitative and qualitative writing.
4. Learn how to propose, write and edit, and peer review a research paper.

Required Materials

[WS] Writing for Success, Free Online resource, linked through Canvas Course page.

[EW] Deirdre N. McCloskey, *Economical Writing* (2nd or 3rd edition).

Articles, handouts and videos posted on Canvas.

Course Requirements and Assignments

Written Communication II (100W)

*The California State University (CSU) junior-level writing requirement is known as the "Graduation Writing Assessment Requirement" (GWAR). At SJSU, the GWAR is satisfied by (1) passing the Writing Skills Test (WST) or passing with a "C or better" the designated 100A course or by completing the WST Directed Self Placement exercise; **and** (2) passing with a "C or better" (C- not accepted) the designated 100W course.*

Written Communications II (100W) - Courses must develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences.

Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse. Organize and develop essays and documents for both professional and general audiences. Organize and develop essays and documents according to appropriate editorial and citation standards. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Assignments will total a minimum of 8000 words.

Source: <https://www.sjsu.edu/ue/student-petitions/graduation-requirements.php>

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 practical. Other course structures will have equivalent workload expectations as described in the syllabus.

Time Commitment and Writing Expectations in Econ 100W

This is an upper division Writing course. According to SJSU graduation requirements (see previous page), you need to write a *minimum* of 8000 words over the course of the semester. In addition, you are expected to write clearly using correct economic theory since this is an Econ 100W course.

In this course, you will write between 9000 and 10,000 words spread over 16 weeks. Here is a fun little exercise. If you do the math, this is about 600-650 words a week, or 120-130 words each week day. This works out to approximately ten or eleven sentences. I am sure most of you write more words than that everyday in your daily social media accounts (Facebook, Instagram, Twitter, text messages etc.). I am confident that almost all of you can meet the required word count if you complete the assignments on time. :)

About one third of the writing (approximately 3000 words) are submission assignments (if you meet the assignment requirements and word count you get full points). These are divided into several easy to complete 100-200 word weekly assignments. These should take you approximately 10-15 minutes each. So, in a typical week, in addition to watching a 30-40 minute lecture video, you will spend about 30-50 minutes writing. If you spend 10 minutes a day writing you will accomplish this goal.

Then you have three slightly longer essays (~500 words each) which require you to spend a little more time. For these essays, you will spend about an hour on research, at least an hour writing, and another hour or two editing and revising. You will have at least ten days to complete these, and you can spread out your time during the ten days to research, write, edit and revise.

The capstone for this course is your research paper (~2500 words). You will start working on this in the last week of September and write small portions of it all semester. You have intermediate steps (each of which add to the required word count) to help you stay on task. If you complete these steps with adequate effort (complete reading and research on Mondays, Wednesdays, Fridays, and write 150 words Tuesdays and Thursdays), you will have a 2500 word paper by the first week of December.

If you are really organized and efficient, you can spend 6-10 hours each week on this course (including time spent watching lecture videos), and complete the course with at least a C+ and zero stress. On the other hand, if you do put things off until the day before assignments are due, you will be unnecessarily stressed out!

I have been teaching a writing course since 2010, and in every single semester, students who spent 20 minutes writing or researching for this course every single weekday scored at least an A-. I know you can do it too!!

Important Dates for the course:

We will do our best to follow this schedule. However, due dates may change based on lesson progress or due to unforeseen circumstances. Any changes will be communicated through Canvas emails.

Category	Date
Syllabus Quiz, Research Topic Survey	August 26 th 2021
Library Resources and Quizzes	September 2 nd 2021
Grammar Refresher Quizzes	September 16 th 2021
Final Paper Proposal Due	September 23 rd 2021
Annotated Bibliography Due Date	October 21 st 2021
Final Paper Draft Due Date	November 18 th 2021
Peer Reviews of Final Papers Due Date	December 2 nd 2021
Final Paper Due Date	December 9 th 2021
Thought Essays Due Date	Sep 16 th , Sep 30 th , Oct 14 th , Oct 28 th
Peer Reviews Due Date	Sep 23 rd , Oct 7 th , Oct 21 st , Nov 4 th
Free Writing Exercises	Sep 2 nd , Sep 16 th , Oct 7 th , Oct 21 st
Peer Review of Free Writing Exercises	Sep 7 th , Sep 19 th , Oct 10 th , Oct 24 th
Reflection and Revision of Free Writing	Sep 9 th , Sep 23 rd , Oct 14 th , Oct 28 th

Except for Peer Review of Free Writing Exercises, all assignments are due by 12:00pm (noon, midday) on Thursdays.

Peer Reviews of Free Writing Exercises are due by 12:00pm (noon, midday) Sundays

Course Components:

Completion Quizzes: (Total 12% of grade)

You will get a completion grade if you complete each of the following quizzes on Canvas. You can take them as many times as you want till you get a full score. The only requirement is that you complete it by the due date **and** get a full score on each of them.

Syllabus Quiz and Research Topics Survey on Canvas: (2%)

As the names suggest, you need to complete a Syllabus Quiz and Research Topic Survey. The former is to ensure that you understand the course requirements. The survey is designed to help you identify a topic for your research paper. You need to complete this by 12pm (noon) August 26th 2021.

Plagiarism Quizzes: (3%)

Canvas will have a series of exercises with quizzes at the end that help you understand what plagiarism is and learn how to paraphrase. You need to complete all of these exercises and quizzes by 12pm (noon) September 2nd 2021.

Grammar Quizzes: (5%)

I have posted links to some grammar exercises that I believe are important to you. You need to complete all of these exercises and quizzes by September 16th 2021. You need to post your responses a specific way on Canvas to get full points. Please be mindful of that and ask questions if you are not sure.

Library Resources Quiz: (2%)

Our library liaison Ms. Christa Bailey will upload an information video on how to use library resources for this course. You will utilize some of the resources she introduces in the video to complete some graded

assignments for this course. Once you have watched the video, you can take a short quiz on the video. You can take it as many times as you want until you score full points. You need to complete this quiz by 12pm (noon, midday) September 9th 2021.

Completion Exercises: (Total 10% of Grade)

You will get full points if you complete the following exercises on time **and with appropriate effort**. These are designed to be easy to complete. They are only graded for on-time completion **and good-faith effort**.

Free Writing Exercises: (2%)

Each week you will complete a 150 word short answer on an economic topic. These topics are related to current economic events in the US. Do not worry about spelling or grammar. This is an exercise to help you jump start your writing process. You get full points if you complete this exercise with adequate effort and appropriate economic analysis.

This assignment will be open from Wednesdays 12pm-Thursdays 12pm. This assignment does not have a late submission option.

Peer Review of Free Writing: (3%) These are due on Sundays.

You need to complete a 100 word Peer-Review of a classmate's Free Writing Exercise. I will give you instructions on how to complete peer-reviews. This is also a completion grade. **However, if you do not complete a peer review, you do not get points for your Free Writing for that week.**

This assignment will be open from Fridays 12pm - Sundays 11:59pm. This assignment does not have a late submission option.

Reflection: (2%)

Once you complete your peer review, you will reflect on your own free writing exercise. Then you will write your reflections in about 50-70 words. I will give you guidelines for reflections. This is also a completion grade. You get full points if you complete this exercise with adequate effort.

Revision: (3%)

You need to revise your Free Writing Exercise based on the feedback you received and your reflection. This is when you will correct content, grammar and spelling mistakes. **No points if your revision is the same as your original response.**

Thought Essays and Peer Reviews: (18% of Total Grade)

You will complete three Thought Essays (one in September and two in October). These are longer essays (~500 words) on Economic Topics. These are graded based on a rubric and I will have comments for each of you. In addition, each of you will complete a Peer Review of a classmate's Thought Essay. My expectation is that you will utilize comments from me and your classmate (peer) to improve your future writing. I will have an example Thought Essay and Peer Review on Canvas for you to peruse through and understand the style. The lowest of the first two Thought Essays and Peer Reviews will be dropped. The third Thought Essay and Peer

Review will not be dropped. **If you do not complete a Peer Review, your Thought Essay score will default to a zero regardless of what you scored.**

Final Paper (25% of grade):

Each student will complete a research paper on an Economic Topic. You can choose from a list of Economic Topics. The paper can either be a theoretical exploration or an empirical analysis of the topic. The Final Paper is due on **December 9th 2021**. All Final papers should be at least 2500 words, approximately 9-10 pages (not longer than 12 pages excluding tables/charts etc.) double-spaced, Times New Roman Font size 12 with 1-inch margins. The paper should be submitted on Canvas and on Turnitin by the due date and time. **If your Turnitin similarity score is 10% or higher you need to revise and resubmit your paper.** The grading rubric for the Final Paper will be posted on Canvas.

Parts of the Final Paper (25% of grade)

To help you complete your Final Paper in a timely manner, we will work on it in stages throughout the semester. Therefore, instead of trying to write everything in one week, we will pace ourselves with checkpoints along the way. In addition, you score grade points for every checkpoint you meet. Here are the different parts you will work on.

Part 1: Proposal (10% of grade)

You will be assigned a topic by September 9th 2021. Once you have the topic, you will complete preliminary literature search on the topic, and write a proposal for your research paper. Your proposal needs to follow some guidelines I will discuss in my lecture. Your proposal needs to be at least 300 words and at most 500 words. It is due on September 23rd 2021. I will give you feedback on your proposal by October 4th.

Part 2: Annotated Bibliography (10% of grade)

You need to complete and submit an annotated bibliography and list of citations for your Final Paper. You need to summarize three peer-reviewed articles and provide at least 10 citations in the APA format. This assignment is due on October 21st 2021. You can add to this literature review as you continue writing your Final Paper.

Part 3: Introduction and Literature Review (2% of grade)

You will submit a preliminary Introduction, and Literature Review sections to your paper by November 4th 2021. Each section needs to be at least 200 words.

Part 4: Main Content (2% of grade)

You will submit a draft of two main content sections by November 11th 2021. These need to be at least 600 words total (~300 words per section).

Part 5: Conclusion (1% of grade)

You will submit a preliminary Conclusion section to your paper by November 18th 2021. This needs to be at least 200 words.

Final Paper Draft, and Draft Peer Review (10% of your grade)

Final Paper Draft: (5% of grade)

All students need to submit a Final Paper Draft by November 18th 2021. This draft needs to be as close to completion as possible. You will continue to improve on this draft. However, your peers and I will have comments on this version. Everyone will also complete a Peer-Review of his or her buddy's draft.

Final Paper and Peer Review (25% and 5% respectively)

Your Final Paper is due on December 9th 2021.

Each of you needs to complete a peer-review of your buddy's Final Paper Draft. This is due on December 2nd. I will give you guidelines on how to complete this.

Late Submissions:

Please plan for these due dates early and submit assignments on time. We are all online all the time and there are significant demands on your time and my time outside of class as well. I have scheduled grading time when I am not disturbed by my family. When you submit assignments on time, I will be able to give you timely feedback to help improve your final research paper. I am unable to offer comments on late submissions.

However, I understand that sometimes life events get in the way. All assignments will remain open until 9am Friday morning. Late submissions will automatically be assessed a 5% penalty. However, if *at the end of the semester*, you have **three or fewer late submissions**, I will waive the late submission penalty.

Free Writing, Peer Review of Free Writing and Final Papers do not have a late submission option.

Participation:

Successful students usually follow the weekly course schedule and complete all or most assignments on time. They also engage with the professor during office hours and other scheduled interactive sessions and through emails.

Lecture Videos:

All weekly lessons will become available on Mondays, in the form of recorded lectures on the Canvas Course page.

Extra Credit or Bonus Assignments

I will occasionally offer Bonus Assignments or Extra Credit Assignments. This will be available to all students. Individual Extra Credit Assignments are unfair to students who do not ask for them. Therefore, any extra credit option will be available to all students in the course.

Some Examples of Valid Reasons to request due date extensions:

1. If you are sick and unable to complete an assignment, you need to email me immediately, please do not wait till the day the assignment is due.
2. If you have been sick for more than three weeks, please email me so we can draw up a plan to help you complete the course on an alternate schedule or Withdraw.
3. Caring for a family member. If your family member (children, parents, grandparents, in-laws) need medical attention (doctor's appointments, etc.) and you are caring for them.
4. You were in an accident.
5. Jury Summons and subsequent jury duty attendance sheet.
6. Other court mandated presence (for example: incarceration) that requires you missing school for several days in a row.

Grading Information

Determination of Grades

This course must be passed with a C or better as an SJSU graduation requirement. These weights are fixed - improvement in other categories will not raise your grades elsewhere. Late work will not be accepted. I do not offer individual extra credit, or extensions on due dates unless you have valid documented reasons. The final grade in the course will be based on the following weights:

Category	Percentage of Course Grade
Free Writing, Peer Review, Reflection and Revision*	10%
Topic Survey, Syllabus, Grammar and Plagiarism Quizzes*	10%
Library Resources Quiz*	2%
Final Paper Proposal	10%
Annotated Bibliography	10%
Parts of the Research Paper*	5%
Thought Essays (Lowest of first two dropped)	12%
Peer Reviews of Thought Essays (Lowest of first two dropped)	6%
Final Paper Draft	5%
Peer Review of Final Paper Draft	5%
Final Paper	25%

*You get full credit for these assignments if you submit (with adequate effort) on time.

Grading Scale:

Grade	Percentage
A plus	97 to 100%
A	94 to 96%
A minus	90 to 93%
B plus	87 to 89 %
B	84 to 86%
B minus	80 to 83%
C plus	77 to 79%
C	74 to 76%
C minus	70 to 73%
D	60 to 69%
F	Less than 60%

Academic Honesty

The Department of Economics takes academic honesty very seriously and follows the policies posted online at <https://www.sjsu.edu/senate/docs/S07-2.pdf>. It is the responsibility of all students to read and understand what constitutes a violation of academic honesty. **Claims of ignorance cannot be used to justify dishonest behaviors.** Any student caught engaging in activities which violate the University academic honesty policy will receive zero credit for the assignment which violates the academic honesty policy, and up to a semester grade of "F" for this course. Faculty are required to report cheating, plagiarism and all instances of academic misconduct (including self-plagiarism) to the Office of Student Conduct and Ethical Development and to the Chair of the Department of Economics who tracks violations. All students must also complete or retake the SJSU Plagiarism Tutorial & Quiz at <https://libguides.sjsu.edu/plagiarism> by the second week of the semester.

All Written work for the course has to be students' original work. If you use a paper writing service and/or purchase papers written by someone else it is a violation of Academic Integrity. If you cut and paste from online sources, and/or use sources without appropriate references it is a violation of Academic Integrity.

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. I am not qualified to evaluate and determine special learning requirements. Therefore, all academic accommodation requests need to be officially processed by AEC.

Attendance:

I will organize small group sessions and office hours during the semester. While, attendance is not mandatory, in my experience, successful students are present (physically and mentally) and participate in all class activities. Multi-tasking when you are listening to recorded lectures will not help you learn from this course. Since this course is completely asynchronous, you need to be organized and complete weekly tasks on schedule to be successful.

Email me (through Canvas) anytime you have a question. I welcome student emails and respond to them as soon as I see them. I love interacting with my students, so please do not hesitate to reach out if you have any questions or concerns at any time during the semester.

Online Class Etiquette:

1. Students will show respect for others at all times. I will report all disruptive behavior, and students will not be removed from the classroom if they are not respectful.
2. Please leave videos on and engage with the class.
3. Please stay muted until it is your turn to talk.
4. All course communication **has to be through Canvas**.
5. Please email me using your SJSU email **through Canvas**. All attachments need to be through Canvas.
6. I will usually reply within 24 hours except during weekends.
7. I will use Canvas messages and announcements frequently.

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](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/> Make sure to review these policies and resources.

ECON 100W 80 and 81, Writing Workshop: Economic Reports, Fall 2021 Course Schedule

Please Click on Syllabus or Calendar on Canvas to see due dates for all assignments.

Any changes to this schedule will be communicated through Canvas.