

**San José State University
Economics Department
ECON 100W, Writing Workshop: Economic Reports, Fall 2024**

Course and Contact Information

Instructor:	Dr. Triya Seshadri
Office Location:	Online through Zoom meetings.
Email:	Email from Canvas Inbox
Office Hours:	Monday 9am-10am by appointment; as needed scheduled through email
Class Days/Time:	Online, Asynchronous
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.
Library Liaison:	Ms.Christa Bailey

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 regularly get more than 50 emails in my college id Inbox and have no way of filtering 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 Tuesday introducing the topics and assignments for the week and another on Friday with a list of 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. Starting the first day of class (August 21st 2024), 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 you check your Canvas Inbox and Announcements often. Once the course begins, that is where you will find all communication from me.

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. Demonstrate the economic way of thinking in both quantitative and qualitative writing.
4. Summarize research papers and 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.

*This translates to about 20-25 hours each week for this seven week course.

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 6000 and 8000 words spread over 8 weeks. Here is a fun little exercise. If you do the math, this is about 1000 words a week, or 200 words each weekday. This works out to approximately twenty sentences. I am sure most of you write more words than that every day 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 2500 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 40-60 minutes of lecture videos, you will spend about 60-90 minutes writing. If you spend 20 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 late August 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 end of the semester.

If you are really organized and efficient, you can spend 12-16 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!

In Spring 2023, 75% of enrolled students submitted all assignments. 100% of students who submitted all graded assignments passed the course with at least a C. 64% (almost 2/3) scored a B- or higher and 34% (more than 1/3) scored an A- or higher. I have been teaching writing courses for thirteen years, 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	August 23 rd 2024
Plagiarism Quizzes	September 2 nd 2024
Grammar Refresher Quizzes	September 9 th 2024
Literature Review and Draft Sections	October 7 th 2024
Final Paper	October 14 th 2024
Thought Essays Due Date	September 9 th , September 23 rd
Free Writing Exercises	August 26 th , September 2 nd , September 16 th
Reflection and Revision of Free Writing	September 2 nd September 9 th , September 23 rd

All assignments (except the Syllabus Quiz) are due by 9am on Mondays,

Most assignments (with some exceptions) will remain open until 9am on Wednesdays.

Course Components:

Completion Quizzes: (12% of Final 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 on Canvas: (2%)

As the names suggest, you need to complete a Syllabus Quiz. This is to ensure that you understand the course requirements. You need to complete these by 9am August 23rd 2024.

Plagiarism Quizzes: (5%)

You need to complete the Plagiarism and Paraphrasing quizzes and upload the results of your Plagiarism Quiz for credit. In addition, Canvas will have a series of eight videos with quizzes at the end that help you understand how to identify proper sources. You need to complete all of these exercises and quizzes by 9am September 2nd 2024.

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 9am September 9th2024. 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.

Completion Exercises: (15% of Final 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: (5%) (CLO 1, 2, 3)

In weeks 1, 2 and 3 you will complete a 150-200 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. It is also meant to help you refresh your micro and macro principles. You get full points if you complete this exercise with adequate effort and appropriate economic analysis.

You will complete this assignment using Respondus Lockdown Browser and Monitor. This assignment does not have a late submission option.

Reflection: (5%) (CLO 1, 2, 3)

Once you complete your free writing, you will use a set of guidelines to reflect on it. Then you will write your reflections in about 100 words. This is also a completion grade. You get full points if you follow guidelines and complete this exercise with adequate effort.

Revision: (5%) (CLO 1, 2, 3)

You need to revise your Free Writing Exercise based on my feedback 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: (20% of Final Grade) (CLO 1, 2, 3)

You will complete two Thought Essays. 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. You will have the option to revise and resubmit the first Thought Essay. My expectation is that you will utilize comments from me to improve your future writing. I will have an example Thought Essay for you to peruse through and understand the style. *The second Thought Essay is a data collection and analysis assignment.*

Literature Review and Draft Sections: (20% of grade)

As a preliminary step towards your Capstone Research paper for the Online BA program, you will read and review Economic articles by two Nobel laureate (or otherwise famous) economists. You will draft these as annotated bibliographies, then learn how to revise them into literature reviews. You will submit these literature reviews for grade and use the ideas in your research paper for this course. You will start reading these two papers in the first two weeks of classes and submit your completed literature reviews by **October 7th 2024.**

You will also submit draft sections of your final paper by **October 7th 2024.**

Final Paper (30% of Final grade) (CLO 1, 3, 4)

Each student will complete a research paper on an Economic Topic. You can choose from the following list of Economic Topics. If you have a different topic in mind, please draft a proposal and reach out to me by 9am September 2nd so we can discuss the topic and draw up a plan.

- *What are the economic consequences of minimum wage laws?*
- *What are the economic consequences of high inflation rates?*
- *What are some economic reasons and consequences of the gender pay gap?*

The paper can either be a theoretical exploration or an empirical analysis of the topic. You can create an outline and start drafting your paper as early as September. All students should submit a paper proposal (to get feedback) by September 9th 2024.

The Final Paper is due on Monday, October 14th 2024.

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 (Turnitin enabled) 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.

Late Submissions:

Please plan for these due dates early and submit assignments on time. I know several of you have jobs and families to support. There are significant demands on your time and my time outside of class. 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 timely comments on late submissions.

However, I understand that sometimes life events get in the way. Many assignments will remain open until 9am Wednesday morning. Late submissions will be assessed a 5% penalty.

Assignments submitted past the grace period can only earn up to a maximum of 70%.

Free Writing Assignments and Final Paper do not have a late submission option.

Participation and Lecture Videos:

This is a completely Online course. There are no on-campus meeting dates. Any other meetings will be through online sessions via Zoom.

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.

In my experience 100% of students who submit assignments on time get at least a B- in this course.

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

Extra Credit or Bonus Assignments

For most lecture videos, I will post homework assignments. These will count towards Bonus or Extra Credit Points. This will be available to all students. Individual Extra Credit Assignments are unfair to shy 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.
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, Reflection and Revision*	15%
Syllabus, Grammar and Plagiarism Quizzes*	15%
Thought Essays	20%
Literature Review	20%
Final Paper	30%

*You get full credit for these assignments if you submit (with adequate effort) on time. You can earn up to 30% of your Final Grade by submitting these assignments on time (with adequate effort).

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. Using ChatGPT and/or AI generative programs to write is considered cheating. I will report all instances of suspected cheating to the Office of Student Conduct and Ethical Development. No exceptions!

Disability Notice

Please contact me as soon as possible if you need course adaptations or accommodations because of a disability, or if you need to make special arrangements.

The 1997 SJSU policy document, [Presidential Directive 97-03](#), states that "students shall be given academic adjustments and auxiliary aids as necessary to ensure access to all SJSU services, programs and activities." SJSU students with disabilities requesting accommodations should register with the [Accessible Education Center](#) to establish a record of their disability.

I am not qualified to evaluate and determine special learning requirements. Therefore, all academic accommodation requests (for example if you are unable to present your paper due to social anxiety etc.) need to be officially processed by Accessible Education Center (AEC).

Attendance:

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. If you are organized and complete weekly tasks on schedule you will be successful.

Email me (through Canvas) anytime you have a question or concern. I welcome student emails and respond to them as soon as I see them.

Attendance and Online Class Etiquette:

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. If you are organized and complete weekly tasks on schedule you will be successful.

Email me (through Canvas) anytime you have a question or concern. I welcome student emails and respond to them as soon as I see them.

1. All course communication **has to be through Canvas Inbox**.
2. I will usually reply within 24 hours except during weekends and holidays.
3. I will use Canvas messages and announcements frequently.
4. I will report all disruptive behavior, and students will be removed from the classroom if they are not respectful.

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.

ECON 100W, Writing Workshop: Economic Reports, Fall 2024 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.