

San Jose State University
HSPM 100W Writing Workshop, Sections 01 & 02

Fall 2014

Contact Information

Instructor:	Shirindokht Nourmanesh
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Office Hours:	Mondays-Thursdays 10:00 – 10:30 A.M.
Class Days/Time:	(Sec. 01) Monday & Wednesday, 10:30 A.M. To 11:45 A.M. (Sec. 02) Tuesday & Thursday, 10:30 A.M. To 11:45 A.M.
Classroom:	BBC 225

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on my faculty web page at <http://www.sjsu.edu/people/shirindokht.nourmanesh>. You are responsible for regularly checking with the messaging system through MySJSU to learn any updates.

Course Description

Developing and enhancing written communication skills in the hospitality, recreation and tourism professions in the following areas: scientific/technical writing, administrative writing, public-relations-related writing and funding proposals.

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

Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement.

This course is designed for the development of advanced writing skills. Students are required to write literature reviews, persuasive letters, a scholarly paper, resume, and cover letter with a focus on hospitality and leisure studies. The course will end with individual presentations on the research paper.

The emphasis is on:

- 1- advanced writing skills
- 2- organization and development of solid academic prose
- 3- the generalized as well as specialized forms of writing
- 4- students' individual and group works

Course Goals and Learning Objectives

Students will develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. Written Communication II should reinforce and advance the abilities developed in Written Communication 1A and 1B, and broaden and deepen these to include mastery of the discourse specific to the discipline in which the course is taught.

Upon successful completion of this program, students will be able to:

- SLO 1 Produce discipline-specific written work that demonstrates upper-division proficiency in: language use, grammar, and clarity of expression
- SLO 2 Express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
- SLO 3 Organize and develop essays and documents for both professional and general audiences
- SLO 4 Organize and develop essays and documents according to appropriate editorial and citation standards
- SLO 5 Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

- CLO 1 Write clear and concise *business letter, report, or proposal*
- CLO 2 Articulate—in writing—a *Problem of Practice* and plans for research
- CLO 3 Successfully complete quizzes to assess student understanding of terms from constructs presented and format/in-text citations using APA
- CLO 4 Prepare a formal paper based on news articles
- CLO 5 Prepare an *Issue Brief* paper—with upper administrative in mind
- CLO 6 Prepare a *White Paper* (and Revision)
- CLO 7 Present research paper to an audience of peers

Required Texts/Readings

Textbook

American Psychological Association (2010). *Publication Manual of the American Association* (6th ed.) Washington, DC: American Psychological Association.

NOTE: Use of “APA” web sites in lieu of the required textbook is not recommended.

Handouts

A number of handouts will be provided throughout semester.

Computer Navigation Competency

Successful navigation of university library database for research and writing

Other Course Materials

Pens/pencils and a composition notebook

This is a writing workshop, which naturally includes lots and lots of writing.
Come prepared.

Collegiate dictionary and Thesaurus (optional)

Library Liaison

Christina Mune, Reference and Instruction Librarian, Liaison for Hospitality, Recreation & Tourism Management

Dr. Martin Luther King Jr. Library, office #4034

Phone: 408-808-2046

E-mail: christina.mune@sjsu.edu

Helpful electronic resource: URL: <http://libguides.sjsu.edu/hospitality>

The Liaison Librarian provides guidance on locating primary references, journals and government documents related to health education and recreation. Ms. Mune also provides orientation to the many culture-related resources within the MLK Library.

Course Requirements and Assignments

You are expected to write an estimate of 27 pages [approximately **8000** words] to meet university’s requirement for the course. You will also read and critique each other’s writing. Note that each typed page contains less than 300 words.

You should be able to correctly use APA style in:

- formatting the title page
- placement of title and subtitles
- in-text citation
- listing of sources on reference page

- demonstration of proper grammar and sentence structure

Assignments:

- *Business Correspondence*
 - Focus of the letter must be on diversity/equity customer service error that could possibly lead to a litigious situation. If you choose to write a business proposal, you must relate it to your field of expertise—food & beverages, hotel management, or event planning.
 - 1 page; 300 words
 - 10 points
- *Problem of Practice*
 - Focus of this assignment is to help you select and explore a topic for your White Paper assignment.
 - Contrary to most writing assignments, you are allowed to use first-person singular personal pronoun *I*, or first-person plural personal pronoun *We*, for this particular assignment.
 - 2 pages; 600 words
 - 10 points
- *In-Class Writing*
 - You are required to be present in order to receive credit for in-class writing practices, which will occur at various times.
 - You are expected to work in groups and provide feedback on each other's writing.
 - 4 to 6 pages; 1200 to 1800 words
 - 8 points
- Quizzes
 - Quizzes will be taken at various times and on topics discussed in class.
 - 8 points
- *Literature Review*
 - Review of three different news articles with current industry issues as its focus. Articles can be supportive or contrary to each other but not identical.
 - 3 pages; 900 words
 - 10 points
- *Issue Brief*
 - The purpose of this paper is to outline a rationale for choosing a particular policy or course of action in current policy debate. This can be a response to a decision-maker or an organization that intends to advocate for a certain position.
 - 4 pages; 1200 words
 - 12 points
- *White Paper*

- In this assignment, your *Problem of Practice* is discussed and a position/solution offered. Elements of *Issue Brief* may be included as well.
 - 7 pages; 2100 words
 - 20 points

- *White Paper* – Revisions Only
 - Revision with same title as before
 - 7 pages; 2100 words
 - 16 points

- *In-class Presentation*
 - You are expected to present a PowerPoint presentation on your *White Paper* research to an audience of your peers. Everybody must do this; NO EXCEPTIONS.
 - 10 to 15 minutes
 - 6 points

Total possible points: 100

Grading Policy

Grades assigned by the instructor are as follow:

A+ = 100-97%	A = 96-93%	A minus = 92-90%
B+ = 89-87%	B = 86-83%	B minus = 82-80%
C+ = 79-77%	C = 76-73%	C minus = 72-70%
D+ = 69-67%	D = 66-63%	D minus = 62-60%
F = 59-0% Unsatisfactory		

Classroom Protocol

No late assignments and no assignment via e-mail will be accepted. All assignments must be delivered in person, on the due date, and at the start of the session.

You are expected to come prepared and ready to write and discuss.

You are not allowed to photograph or record any portion of lectures, PowerPoint presentations, or class activities.

All electronic devices—cellphones, laptops, etc.—must be turned off during class time unless I grant you permission to use one for research during class or to read an electronic copy of an assignment. If I catch you surfing the net or updating your status, I will ask you to leave and you will be considered absent for that day.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course.

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

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, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the

Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)



SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

HSPM 100W, Section 01 (Mon. & Wed.) & Section 02 (Tues. & Thurs.)

Fall 2014

HSPM 100W Course Schedule
(Subject to change with fair notice)

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	<p>Mon. & Wed. Aug. 25 & 27</p> <p>Tue. & Thur. Aug. 26 & 28</p>	<ul style="list-style-type: none"> ➤ Introduction to the course, norms, expectations, course overview, SJSU requirements, MLK library support, etc. ➤ Assessment exercise(s) ➤ Brainstorming & Outline <p>Handout: <i>Evaluation of Webpages / "Introduction"</i></p> <p>In class writing</p>
2	<p>Mon. & Wed. Sep. 1 & 3</p> <p>Tue. & Thur. Sep. 2 & 4</p>	<ul style="list-style-type: none"> ➤ The function of writing styles. Initiate a conversation with peers regarding differences and preferences when it comes to writing research. What is your style? What are some persuasive techniques you use to present your research? ➤ Finding my researcher's voice and topic ➤ Business letter discussion (Focus is diversity/equity) <p>Handout: <i>The Basics: A Refresher</i> <i>Intro, body, and conclusion</i></p> <p>Handout: <i>Exploring Your Passion</i></p> <p>PPT: <i>Academic Writing: A Short Review</i></p> <p><i>Submit:</i> Tourism/hospitality issues to consider for news article(s) searches and white paper assignment</p> <p>In class writing</p>
3	<p>Mon. & Wed. Sep. 8 & 10</p> <p>Tue. & Thur. Sep. 9 & 11</p>	<p align="right">Due: Business Correspondence</p> <ul style="list-style-type: none"> ➤ Quiz ➤ <i>Problem of Practice:</i> A discovery experience <p>PPT: <i>Formatting, biased & unbiased language</i></p> <p>Class convened at MLK Library, room 219 Wed. 9/10 & Thur. 9/11 — 10:30-11:45</p>

<p style="text-align: center;">4</p>	<p>Mon. & Wed. Sep. 15 & 17</p> <p>Tue. & Thur. Sep. 16 & 18</p>	<ul style="list-style-type: none"> ➤ Prepare a draft of the <i>Problem of Practice</i> early in the week. Share the draft of your paper with one peer in class to receive constructive feedback prior to submission deadline. <p>Handout: <i>Cover page</i> PPT: <i>Cover page, Headings & Subheadings</i></p> <p>In class writing</p>
<p style="text-align: center;">5</p>	<p>Mon. & Wed. Sep. 22 & 24</p> <p>Tue. & Thur. Sep. 23 & 25</p>	<p style="text-align: right;">Due: <i>Problem of Practice</i></p> <ul style="list-style-type: none"> ➤ Self reflective exercise The Outline: What might be my section headings in my research paper? ➤ Taking notes from peer reviewed journals While reading a copy of refereed journal you plan to use for your <i>Literature Review</i> assignment, practice the art of <i>taking notes</i>. ➤ Transitions between sections and paragraphs ➤ Initiate a discussion with instructor and peers on the words you are finding in journals that appear to be “transitions” phrasing between sections or between paragraphs. <p>Handout: <i>Five Steps to Successful Writing</i> Handout: <i>Literature Review</i></p> <p>PPT: <i>Write an Outline</i></p>
<p style="text-align: center;">6</p>	<p>Mon. & Wed. Sep. 29 & Oct. 1</p> <p>Tue. & Thur. Sep. 30 & Oct. 2</p>	<ul style="list-style-type: none"> ➤ Quiz ➤ APA Text: <i>Most Used Pages</i> Mark your pages in your APA textbook prior to completing and submitting your <i>Literature Review</i> <p>In class writing</p>
<p style="text-align: center;">7</p>	<p>Mon. & Wed. Oct. 6 & 8</p> <p>Tue. & Thur. Oct. 7 & 9</p>	<p style="text-align: right;">Due: <i>Literature Review</i></p> <ul style="list-style-type: none"> ➤ Quiz ➤ In-text referencing ➤ You will need to be able to demonstrate in your writing the difference between the “paraphrase” and the “quote” <p>Handout & PPT: <i>Issue brief / Policy Brief</i></p> <p>In class writing</p>

<p style="text-align: center;">8</p>	<p>Mon. & Wed. Oct. 13 & 15</p> <p>Tue. & Thur. Oct. 14 & 16</p>	<ul style="list-style-type: none"> ➤ Review: Grammar What are your challenges? Do you need to set up 1:1 appointment with the Writing Center staff? Meet with instructor. <p>PPT: <i>Citing Sources</i></p> <p>In class writing</p>
<p style="text-align: center;">9</p>	<p>Mon. & Wed. Oct. 20 & 22</p> <p>Tue. & Thur. Oct. 21 & 23</p>	<p style="text-align: right;">Due: <i>Issue Brief</i></p> <ul style="list-style-type: none"> ➤ Quiz <p>PPT: <i>White Paper</i></p> <p>In class writing</p>
<p style="text-align: center;">10</p>	<p>Mon. & Wed. Oct. 27 & 29</p> <p>Tue. & Thur. Oct. 28 & 30</p>	<ul style="list-style-type: none"> ➤ General review, APA & handouts Assignments given ➤ Research meeting * Continue searching for remaining sources * Meet with the reference librarians and instructor
<p style="text-align: center;">11</p>	<p>Mon. & Wed. Nov. 3 & 5</p> <p>Tue. & Thur. Nov. 4 & 6</p>	<p style="text-align: right;">Due: <i>White Paper</i></p> <ul style="list-style-type: none"> ➤ Quiz ➤ Students preparation for Research Paper (White Paper) <p>In class writing</p>
<p style="text-align: center;">12</p>	<p>Mon. & Wed. Nov. 10 & 12</p> <p>Tue. & Thur. Nov. 11 & 13</p>	<ul style="list-style-type: none"> ➤ Bring your APA manual and plan for discussion of revisions <p>PPT & Video Recording</p>
<p style="text-align: center;">13</p>	<p>Mon. & Wed. Nov. 17 & 19</p> <p>Tue. & Thur. Nov. 18 & 20</p>	<p style="text-align: right;">Due: <i>White Paper Revision Only</i></p> <ul style="list-style-type: none"> ➤ Prep for visual presentation ➤ Research paper prep for Visual Presentation ➤ Continue working on revision elements of research paper <p>In class writing</p>
<p style="text-align: center;">14</p>	<p>Mon. & Wed. Nov. 24 & 26</p> <p>Tue. & Thur. Nov. 25 & 27</p>	<p style="text-align: right;">Due: <i>Visual Presentation</i></p>

15	Mon. & Wed. Dec. 1 & 3 Tue. & Thur. Dec. 2 & 4	Due: <i>Visual Presentation</i> (Continued into final week)
Final Week	Mon. & Wed. Dec. 8 & 10 Tue. & Thur. Dec. 9 & 11	Due: <i>Visual Presentation</i> Class assignments and pace of class assignments may change based on class instruction needs determined at discretion of instructor. ** FINAL EXAM **