

Spring 2013

**San José State University
Health Science and Recreation
HSR 100W, Sec. 03 & 04 Writing Workshop, Spring 2013**

INSTRUCTOR: Mr. Michael Lange

OFFICE LOCATION: MacQuarrie Hall 437

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OFFICE HOURS: 3:00 a.m. to 4:00 p.m. Monday and Wednesday

CLASS DAYS/TIME: Monday and Wednesday 10:30 to 11:45 p.m.,
Monday and Wednesday 1:30 p.m. to 2:45 p.m.

CLASSROOM: SPX 211 100W Section 02 (12:00 p.m. to 1:15 p.m.)
SPX 211 100W Section 03 (1:30 p.m. to 2:45 p.m.)

FIRST DAY OF CLASS: January 23, 2013

MySJSU MESSAGING: Students registered in the course are responsible for regularly checking the messaging system on their MySJSU home page. Double check and or update your e-mail as it is designated in MySJSU. Failure to be notified of a change in course deadlines or activity could occur if messaging systems are ignored.

COURSE DESCRIPTION

Development of advanced writing skills and creation or organized, persuasive and analytical prose. The course will involve generalized and specialized forms of writing. Students will be required to write critical reviews of published writings, a persuasive letter/communication with an equity/diversity focus, scholarly paper, a cover letter and resume focused on your career in hospitality or recreation. An oral presentation will also be required during the closing of the semester on the research paper.

EMPHASIS OF THE COURSE

HRTM 100W will emphasize (1) advanced skills in writing; (2) the creation of organized, persuasive and analytical prose; (3) the development of writing style; and (4) generalized and specialized forms of writing. The course is a writing workshop, which means that students will read and critique one another's work. Students will complete both in-class and out-of-class writing.

COURSE GOALS AND STUDENT 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.

GE/SJSU STUDIES LEARNING OUTCOMES

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

- LO1 Refine the competencies established in Written Communication 1A and 1B
- LO2 Use proper grammar (syntax, mechanics, and citation of sources) at a college level of sophistication
- LO3 Express (explain, analyze, develop and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
- LO4 Organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources

COURSE CONTENT LEARNING OBJECTIVES

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

- LO1 Formulate Business Letter – Focus Customer Service Error (Diversity/Equity focus)
- LO2 Prepare a “passion paper” to articulate plans for research in written format
- LO3 Engage in In-Class Writing Assignments with peers to provide constructive feedback
- LO4 Successfully complete quizzes to assess student understanding of terms from constructs presented & format/ in-text citations using APA in prep of assignments
- LO5 Prepare a formal paper based on Web based or print news articles – focus on a current industry issue
- LO6 Prepare an Issue Brief paper (audience is upper administration)
- LO7 Prepare a White Paper (and Revision)
- LO8 Visual Representation of Research Paper (Power Point version is acceptable)

REQUIRED 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 replacement of required writing style manual most likely will result in decreased mastery of required APA format and thus will negatively impact student's grade on individual assignments and overall course grade.

COMPUTER NAVIGATION COMPETENCY / SUPPORT OF GREEN PRACTICES

Successful navigation of University Library databases for research and writing.

OPTIONAL COURSE MATERIALS

Collegiate dictionary and Thesaurus highly recommended.

LIBRARY LIAISON

The Library Liaison for Health Science is Christina Peterson. Students may reach her via email at Tina.peterson@sjsu.edu. at the Dr. Martin Luther King Library and/or Christina Mune, Liaison Librarian, Reference/Instruction Librarian, for **Recreation**, Dr. Martin Luther King Jr. Library, San Jose State University, 408-808-2046. She can be reached via email at Christina.mune@sjsu.edu. The Liaison Librarians provide guidance on locating primary references, journals and government documents related to health education and recreation. They also provide orientation to the many culture-related resources within the MLK Library.

Course Requirements

Improving writing requires.....writing! This course provides many opportunities to write – formal and informal papers, research-based, letters, reflections, and the written sections of an visual assignment. Students will read and critique each other's writing. By the end of the semester, students will have met (and probably will exceed) the university's requirement for this course: Minimum 27 pages [8,000 words divided by 300 words per page]. If your individual pages contain less than 300 words, you will be required to have more pages! 27 pages is an estimate. The final page count will depend on your writing.

USE OF TEXT – Demonstration of Mastery - By final version of the White Paper

Demonstrate ability to correctly use APA format in relation to . . .

- Title page composition
- Placement of title on page two of paper
- Ability to correctly in-text cite (give credit to) both in paraphrase and direct quoting format methods.
- Ability to create section headings to separate ideas/content (refer to levels of headings in APA manual)
- Proper listing of source (s) on reference page
- Demonstration of proper grammar/sentence structure construction. Spelling and word choice will be reviewed by your in depth editing. Reading your work out loud in the presence of others will improve your editing capability.

ASSIGNMENTS:

1. Business Letter (1 page; 300 words; LO1; 10 points) (diversity/equity focus)
2. Passion Paper–Research Focus White Paper (2 pages; 600 words; LO2; 10 points)
3. In-Class Writing (4 pages 1200 words – instruction dictated; LO3; 8 points)
4. Quizzes; Variety (LO4; 8 points)
5. 3 Different News Articles – (Woven Paper) (3 pages; 900 words; LO5; 10 points)
6. Issue Brief (4 pages; 1200 words; LO6; 12 points)
7. White Paper- Final Version (7 pages; 2100 words; LO7; 20 points)
8. White Paper – Revisions Only (7 pages; 2100 words; LO8; 16 points)
9. Visual Presentation – Poster Board or Power Point Visual Research (LO9; 6 points)

TOTAL POINTS POSSIBLE 100

Grades will be assigned by the instructor as follows:

- A+ = 96.5-100%
- A = 92.5-96.4%
- A - = 89.5-92.4%
- B+ = 86.5-89.4%
- B = 82.5-86.4%
- B - = 79.5-82.4%
- C + = 76.5-79.4%
- C = 72.5-76.4%
- C - = 69.5-72.4%
- D + = 66.5 – 69.4%
- D = 62.5-66.4%
- D - = 59.5-62.4%
- F = Less than 59.5%

NOTES:

Specific criteria for each assignment is articulated in the course syllabus or announced by the instructor during class sessions. Consistent attendance is crucial to success.

It is up to the student to read the syllabus and understand the criteria required for each assignment, prior to beginning the assignment in order to meet the due date.

Lack of proper time management is not an excuse for lateness. **NO LATE ASSIGNMENTS WILL BE ACCEPTED BY THE INSTRUCTOR.** No assignments will be accepted via e-mail.

DUE DATES for all assignments are listed in the **COURSE CALENDAR** attached at the end of the syllabus. Changes may be made at the discretion of the faculty and based on furlough day policies.

SAVE ELECTRONIC COPIES OF ALL ASSIGNMENTS on a thumb/jump drive or in your email.

BUSINESS LETTER - 300 words – 1 page minimum. Focus must be from a diversity/equity customer service error that could lead to a litigious situation.

Paper to be turned in at the start of the class session. NO BUSINESS LETTERS ACCEPTED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS ACCEPTED.

The purpose of this assignment is to demonstrate competence in writing a professional letter that impacts a company's bottom line. Customer service is a corner stone of the Hospitality, Recreation & Tourism industries.

The possibility of customer service errors exist. The skill of responding in writing to a customer service issue is an important skill to develop. Avoiding a litigious situation is in the best interest of any corporations be they government, private or non-profit.

The following criteria to be included in the letter. 1) Provide full account of the situation 2) Acknowledge damage done; 3) Take responsibility; 4) Provide an appropriate justification - recognize your role or the company's in the situation; 5) Promise the mistake will not be repeated; 6) Include a statement of regret; 7) Provide a form of restitution; 8) If appropriate, a statement that lets the injured party know that you are hoping to continue the professional-business relationship.

PASSION PAPER – 600 words – 2 page minimum. Paper to be turned in at the start of the class session. NO LATE PASSION PAPERS ACCEPTED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS ACCEPTED.

The purpose of this paper is to help you select a topic to explore this semester. Prepare an essay (with multiple paragraphs) addressing specific questions (listed below). Your essay should be a minimum of 600 words, be typed and double spaced, and must contain a clear introduction of the problem, industry/population you tend to explore. Your paper must also include a conclusion stating how you intend to proceed with your research and writing.

- 1) What professional issue do you intend to explore this semester?
- 2) Why are you personally interested in this issue? What is your point of view with respect to the issues surrounding this topic? How will it be meaningful to you in your future career?
- 3) Drawing from your previous experience and knowledge base, what do you already know about this topic?
- 4) What do you want to learn about your topic this semester? What specific questions do you intend to explore?

For this paper, it is acceptable to use first person (I/we) language. Please pay careful attention to grammar, mechanics, sentence structure, and flow of ideas.

The title for this paper is "Passion Paper." Prepare an APA formatted title page as page one (1) of your paper. For guidelines and exact format on a title page, see APA page 41.

Use section headings centered in bold font based on words from the numbered prompts.

IN-CLASS WRITING 1200 to 1800 words – 4-6 pages minimum - You are required to be in class in order to receive credit for the variety of writing demonstrations that will occur in the classroom. Peer feedback on drafts of writing is an effective tool to build skills and confidence in your writing skills. **NO LATE WRITING ACCEPTED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS.** Printing rather than cursive writing is highly recommended.

QUIZZES – Variety, taken at various times in the semester. Topics are related to terms/constructs presented in assignments. Format style from the APA manual will also be assessed. More information on specifics of the content of quizzes will be provided by instructor. **NO LATE QUIZZES WILL BE OFFERED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS**

NEWS ARTICLES PAPER 900 Words – 3 pages - Find 3 different news press articles that discuss current industry issues. Paper to be turned in at the start of the class session. **NO LATE NEWS ARTICLE PAPERS ACCEPTED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS ACCEPTED.**

The articles can be supportive or contradictory on a topic but cannot be identical. Some news sources gather information from one source such as Associated Press (AP). Gaining identical information would not meet the intent of the assignment.

Write an introductory statement of the paper purpose, a brief synopsis of each article, and then a discussion about the article content meaning and implications.

- a. Prepare an introduction
- b. Prepare a brief synopsis/summary of each article (about 1 paragraph each).
- c. Prepare a written discussion that includes the following:
 - Identify themes between these articles (similarities)
 - How does this article discuss larger trends?
 - What are the implications of these trends and issues?
- d. Prepare a conclusion. What are you inspired to think or do?

ISSUE BRIEF 1200 words – 4 pages. Paper to be turned in at the start of the class session. **NO LATE ISSUE PAPERS ACCEPTED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS ACCEPTED.**

The brief will outline a rationale for choosing a particular policy alternative or course of action in a current policy debate. Assume it is to be produced in response to a request directly from a decision-maker or within an organization that intends to advocate for the position detailed in the brief.

Include the following elements: 1) Preliminary definition of the issue/problem; 2) Identification of Stakeholders; 3) Issue's history described a. Emergence b. Chronology c. Trends d. Cite 4) Define the issue thoroughly a. problem b. extent c. policy d.

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reference 5) Monitor issues development 6) Executive summary {generated last} 7) Reference page

WHITE PAPER- FINAL VERSION 2100 Words - 7 pages. Paper to be turned in at the start of the class session. NO LATE WHITE PAPERS ACCEPTED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS ACCEPTED.

Submission criteria - The paper will be titled "White Paper." Level 1 and possibly level 2 sections headings will be used to provide separation to the various content sections of the paper.

White paper typically argues / discusses a specific position or solution to a problem. White papers take their roots in governmental policy and in more recent years they have become a common tool used to introduce private industry innovations and products. Non-profits have taken advantage of the format as well.

White papers are powerful marketing tools used to help key decision-makers and influencers justify implementing solutions. A white paper must quickly identify problems or concerns faced by its readers and lead them down the path to a solution provided by your product or service. Different types of readers look at the same problems from different perspectives.

Some elements of the issue brief will be included that build on the requirements below but that are not a total replication of the previous assignment.

Submission Criteria - - 1) A summary of the background of the issue you are trying to solve or feature request you are requesting {the 'why' does this need to be done} 2) An overview of the functional requirements of the change 3) A listing of the goals that are to be achieved (the 'what' needs to be done) 4) Thoughts on how your proposal will affect management and delivery of service or product.

WHITE PAPER – REVISION ONLY 2100 Words - 7 pages. Paper to be turned in at the start of the class session. NO LATE REVISIONS WHITE PAPERS ACCEPTED – NO EXCEPTIONS - NO E-MAIL SUBMISSIONS ACCEPTED.

Title of Assignment - Keep the same title from first submission.

Submission Criteria – Keep the same criteria as listed above and has been described via handouts provided by the instructor.

CLASSROOM PROTOCOL

Individual Meetings with the instructor – Students are expected to come prepared with materials & questions in order to facilitate a more timely and productive session.

GRADING EXPECTATIONS

- 1) Students are expected to review comments provided by instructor. This review will allow you to make the changes needed to improve your writing.
- 2) Students completing the assignments as listed in the syllabus will have met an average grade expectation a "C" grade.
- 3) To advance to the "B" and "A" level a student will need to demonstrate ABOVE AVERAGE writing, original research ideas, and rarely flawed and consistent formatting using the required APA manual.

Several written assignments will use APA format. Refer to the APA "Most Used Pages" handout provided by instructor.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. [Information on add/drops are available at http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-298.html](http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-298.html). [Information about late drop is available at http://www.sjsu.edu/sac/advising/latedrops/policy/](http://www.sjsu.edu/sac/advising/latedrops/policy/). Students should be aware of the current deadlines and penalties for adding and dropping classes.

University Policies

Academic integrity

Students should know that the University's [Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf](http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf). Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require 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 website for [Student Conduct and Ethical Development is available at http://www.sa.sjsu.edu/judicial_affairs/index.html](http://www.sa.sjsu.edu/judicial_affairs/index.html).

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 in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 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

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make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and 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 digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to motivate them to become self-directed learners. The center provides support services, such as skills assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. [The LARC website is located at http://www.sjsu.edu/larc/](http://www.sjsu.edu/larc/).

SJSU Writing Center

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. Center for Faculty Development & Support: [The Writing Center website is located at http://www.sjsu.edu/writingcenter/about/staff/](http://www.sjsu.edu/writingcenter/about/staff/).

Peer Mentor Center

The Peer Mentor Center is located on the 1st floor of Clark Hall in the Academic Success Center. The Peer Mentor Center is staffed with Peer Mentors who excel in helping students manage university life, tackling problems that range from academic challenges to interpersonal struggles. On the road to graduation, Peer Mentors are navigators, offering "roadside assistance" to peers who feel a bit lost or simply need help mapping out the locations of campus resources. Peer Mentor services are free and available on a drop-in basis, no reservation required. [Website of Peer Mentor Center is located at http://www.sjsu.edu/muse/peermentor/](http://www.sjsu.edu/muse/peermentor/).

**HRTM 100W Section 2 Mon. & Wed. Writing Workshop, Fall 2012,
TENTATIVE Course Schedule**

Week	Day/Date	Topics, Readings, Assignments, Deadlines
Intro	Wed. 1/23	Introduction to the Course, Norms, Expectations, Course Overview, SJSU Requirements, MLK, Jr. Library Support
1	Mon. 1/28 Wed. 1/30	1) Intro. Continued 2) Self-Assessment Exercises: Review various examples of "Concept Map" (handouts) to discover your topic focus for the semester and "What I Need to Know".
2	Mon. 2/4 Wed. 2/6	1) 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? 2) Finding my researcher's voice
3	Mon. 2/11 Wed. 2/13	DUE: BUSINESS LETTER (1 page) 1) QUIZ: Perception of Function of Writing, Selecting Sources/APA Manual 2) Passion Paper: A Discovery Experience. Review the syllabus for submission criteria.
4	Mon. 2/18 -Wed.2/20	1) Prepare a "draft" of your passion paper – early in the week. Share the draft of your paper with one peer in the class to receive constructive feedback prior to submission deadline.
5	Mon. 2/25 - Wed. 2/27	1) ASSIGNMENT DUE: PASSION PAPER (Focus for White Paper). NO LATE SUBMISSIONS ACCEPTED; NO E-MAIL SUBMISSIONS ACCEPTED.) 2) Business Letter Discussion (Focus is Diversity/Equity) 2) Self Reflective exercise – "The Outline" What might be my "section headings in my research paper?" 3) Review handout "Taking Notes from Peer Reviewed Journal". While reading a copy of refereed journal you plan to use for your 'News Article/Woven Paper' assignment, practice the art of "taking notes." 4) Review handout "Transitions Between Sections and Paragraphs" 5) Initiate a discussion with Instructor and peers on the words you are finding in peer review journals that appear to be "transition" phrasing between sections or between paragraphs.
6	Mon. 3/4 Wed. 3/6	1) ASSIGNMENT DUE: 'News Article/Woven Paper' (3 sources and 3 pages) NO LATE SUBMISSIONS ACCEPTED; NO E-MAIL SUBMISSIONS

Week	Day/Date	Topics, Readings, Assignments, Deadlines
		<p>ACCEPTED.</p> <p>2) APA Text "most used pages". Mark your pages in your APA textbook PRIOR to completing and submitting your 'News Article/Woven Paper'</p> <p>QUIZ/DISCUSSION: Plagiarism, Bias, Diversity</p>
7	<p>Mon. 3/11</p> <p>Wed. 3/13</p>	<p>QUIZ: Effective Use of Source/Rules of Citation and QUIZ: In-Text Citation/Transitions</p> <p>1) Review the handout: In-Text Referencing. You will need to be able to demonstrate in your writing the difference between the "paraphrase" and the "quote".</p> <p>2) Issue Brief discussion</p>
8	<p>Mon. 3/18</p> <p>Wed. 3/20</p>	<p>1) Quiz: APA Manual</p> <p>2) Review: Grammar Assistance Handout. What are your challenges? Do you feel you need to set up a 1:1 appointment with the Writing Center staff? Meet with Instructor.</p>
9	<p>Mon. 3/25</p> <p>Wed. 3/27</p>	<p>1) Continue searching for remaining sources for research paper. Need help with the library databases?</p> <p>2) Meet with the reference librarians and instructor, as needed.</p>
10	<p>Mon. 4/1</p> <p>Wed. 4/3</p>	<p>HOLIDAY/Review the handout: Primary/Secondary Sources. What are they, how do I format a secondary (and primary) source in my paper?</p> <p>1) Create a discussion with your peers on this handout.</p>
11	<p>Mon. 4/8</p> <p>Wed. 4/10</p>	<p>ASSIGNMENT DUE: ISSUE BRIEF: 4 pages – NO LATE SUBMISSIONS ACCEPTED; NO E-MAIL SUBMISSIONS ACCEPTED</p> <p>1) General review, APA and handouts. Assignments given.</p>
12	<p>Mon. 4/15</p> <p>Wed. 4/17</p>	<p>1) HOLIDAY: VETERANS DAY</p> <p>2) QUIZ: Cover Page/Header/Level Headings</p> <p>3) QUIZ: Working with Sources</p> <p>4) Student preparation for Research Meetings/WHITE PAPER</p>
13	<p>Mon.4/22</p> <p>Wed. 4/24</p>	<p>ASSIGNMENT DUE: WHITE PAPER:</p> <p>NO LATE SUBMISSIONS ACCEPTED; NO E-MAIL SUBMISSIONS ACCEPTED</p> <p>1) Research Meetings: Bring your APA Manual and plan for discussion of revisions. 10:30 – 11:45 p.m. Research continues.</p>
14	<p>Mon. 4/29</p> <p>Wed. 5/1</p>	<p>1) Review Handouts: Electronic Visual Representation of</p> <p>2) Research Paper Prep for electronic "VISUAL"</p>

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		Representation of your research (WHITE PAPER) paper. 3) Continue working on revision elements of research paper
15	Mon. 5/6 Wed. 5/8	1) Prep for electronic "VISUAL" representation of your research paper (WHITE PAPER). 2) Assignment Due: Visual Representation of Research 3) ASSIGNMENT DUE: WHITE PAPER REVISIONS ONLY
	Mon. 5/13	1) ASSIGNMENT DUE: Visual Representation of Research (Continued into Finals Week).
Finals Week	Consult Schedule	Visual Representation of Research (Continued) Class assignments and pace of class assignments may change based on class instruction needs determined at discretion of instructor. Electronic notification will be delivered to each student as necessary changes occur.