

**AJ 100W**  
**Writing Workshop**  
**Spring 2000**

Instructor: Jan Hagemann  
MH 527

Telephone: 924-2954  
Office Hours: Mon. & Wed.  
10:30—11:30 or by apt.

**Course Description**

This is a workshop-style writing course designed to help you develop advanced communication skills, which will be useful as you pursue your career in the administration of justice. Upon successful completion of this course, you will be skilled at communicating information in a variety of formats to fellow criminal justice professionals as well as to general audiences. Effective communication skills are vital to success in any career, but are particularly important in criminal justice.

The main objectives of AJ100W are for you to:

- improve your ability to write clearly, concisely and effectively
- develop topics about which you wish or need to communicate
- use electronic databases to perform literature and online searches for information regarding these topics
- use this information to formulate clear, logical theses and arguments about your topics
- gather diverse supporting evidence from a variety of sources and appropriately cite these sources
- effectively and cogently express your position, using organized, clear and concise wording in a variety of formats to target different audiences

To satisfy the University's Written Communication II requirement, you will be required to write a minimum of 3000 words with an overall grade of "C" or better. The best method for improving your communication skills is through extensive practice, critical feedback, and revision. Thus, you will write in class and outside of class on a regular basis. You will also make at least one oral presentation, and evaluate your classmates' writing on a variety of assignments.

**Text**

Johnson, Rettig, Scott & Garrison The Criminal Justice Student Writer's Manual (1st Ed., 1999)  
Rosa & Eschholz, The Writer's Brief Handbook  
Dictionary of your choice

**Course Requirements**

Prerequisites: English 1A and 1B or equivalent; passing score on Writing Skills Test.

**Course Grade** All writing workshops are graded ABC/NC. Performance that merits a grade lower than a "C" will receive a "No Credit" for 100W. *Please note that University and Departmental guidelines require a serious and compelling reason to drop a course. A course cannot be dropped because of grades alone.*

Your semester grade in 100W will be based on total points acquired on graded assignments. Not all assignments will be graded. Papers will be evaluated in three areas: format, content and mechanics. You will be given specific criteria for each assignment and will be expected to follow guidelines provided.

Semester grades will be assigned as follows:

A	(90 – 100%)
B	(80 – 89%)
C	(70 – 79%)
NC	(anything below 69%)

Late paper policy: 5 points will be deducted from points received on a paper (except the research paper) if that paper is up to a week late. **After one week, late papers will not be accepted, under any circumstances.**

Academic Dishonesty: At SJSU, plagiarism is the act of representing the work of another as one's own (without giving appropriate credit) regardless of how the work was obtained, and submitting it to fulfill academic requirements. If an instructor suspects a paper may be plagiarized, that paper will receive a failing grade. *Plagiarism may also be followed by disciplinary action by the Department or the University. (For more on plagiarism, see SJSU Catalog.)*

In class writing assignments: Plan on writing in each class, therefore regular attendance is extremely important! In class assignments will include abstracts, letters, case summaries, position papers, quizzes, drafts of cover letter and resume, critiques, and the final examination.

Out of class assignments: All assignments completed outside of class must adhere to the following guidelines unless otherwise specified: typed, double-spaced, single sided, white paper, 1 inch margins, 12 pt, standard font (i.e.: Times, New York, Palatine, Geneva). Out of class assignments will include a book review, oral presentation, literature review, brief of and response to Supreme Court decisions, presentation of opinion in debate format, research paper, interview.

Vocabulary Development: You will be expected to master 150-175 new vocabulary words this semester. Mastery will be evidenced through vocabulary quizzes and correct usage of vocabulary words in your writing.

Research Paper: You will write a 10-12 page position paper in which your position must be substantiated by research. Your research for this paper will include a literature review and a personal interview with someone outside the academic community who would be considered an expert in a field related to the topic you plan to write on. The research process itself will incorporate several additional writing assignments, which will be graded separately.

**Final Exam** will be Saturday, May 13, 10:00-12:00 noon.  
Make up exam will be Wednesday, May 17, time TBA

**Note: Class will meet after the final on Monday, May 15 and Wednesday, May 17.**