

AJ 100W  
Writing Workshop  
Spring 2000

Instructor: Jess B. Guy  
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Friday 730-830 AM.  
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Section – 03 Code 00169

Course Description

This is a workshop-style writing course designed to help you develop advanced communication skills, which will be useful to you as you pursue your career in the administration of justice. Upon 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 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 8000 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 (First Edition, 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.

Grading: 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.*

Papers will be graded holistically. This means that the paper will be graded on the overall impression that it makes on the reader. This impression is influenced by the depth and accuracy of the information presented in the paper (content), the organization of the paper, style (grammar, clarity of expression, format), and appearance. Students will not receive detailed feedback with respect to grammar except in selected sections of a paper. It is expected that the student will look into and correct grammatical errors.

### **Grading will be as follows:**

**A (90-100)** The paper contains no grammatical or typographical errors. It is outstanding in clarity, style and organization. The depth and accuracy of the information covered is appropriate to the assignment. The style and format of the paper are suitable to the assignment.

**B (80-89)** The paper may contain minor grammatical errors. It is clearly written and logically organized. The topic is covered in reasonable depth and information is accurate. The style and format of the paper is appropriate to the assignment.

**C (70-79)** The paper may contain some minor grammatical and typographical errors. For the most part, it is clearly written and logically organized. The depth of coverage of the topic may be inadequate, however the information is accurate. The style and format of the paper are suitable to the assignment.

**No Credit (0-69):** A grade of NC may be received for any of the following reasons: The paper contains significant grammatical or typographical errors. It is not clearly written or logically organized. The train of thought is difficult to follow. The depth of coverage reflects little or no effort. The information presented is inaccurate. The style or format of the paper is not appropriate to the assignment. Some or all parts of the paper have been plagiarized from another student's paper or from a published paper or book. **Plagiarism may also be followed by disciplinary action by the Department or the University.**

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

### **Course Grade**

Your semester grade in 100W will be based on total points acquired on graded assignments. Not all assignments will be graded.

**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, quizzes, 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 in your writing.

**Research Paper:** You will write a 10-12 page research paper, which will be argumentative in nature. Your research for this paper will include a literature review and a personal interview with someone 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, 10:00AM-12:00 Noon. Make up exam will be Wednesday, May 17 at a time to be announced.



**Important due dates for Research project**  
**THESE ARE TENTATIVE!!**

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| Fri.2/25 | Preliminary outline of paper (as per Manual p.18-19)<br>Proposed interview questions  |
| Fri.3/17 | Interview write up: Interview questions, summary of interview and<br>proposed Thank You letter (See required format in handout) |
| Fri.4/7  | Revised Thank You letter (Must be flawless, or no credit)   |
| Fri.4/14 | Paper due   |
| Fri.5/5  | Revised paper due, with first draft and critique attached.  |