

AJ 100W  
Writing Workshop  
Spring, 2001

Instructor: Jan Hagemann  
MH 527

Telephone: 924-2954  
Office Hours: Mon. & Wed.  
10:30-11:30, 1:30-2:00 or by appt.

**Course Description:** This is an integrated writing and research course designed to develop advanced communication skills, which will be valuable in a career in the justice field. Upon successful completion of this course, students will be skilled at communicating information in a variety of formats to criminal justice professionals and to general audiences. Effective written and oral communication skills are vital to success in any career, but are particularly important in criminal justice. The best method for improving these skills is through extensive practice, critical feedback, revision, and examination of models of excellence in communication.

The students of AJ 100W will develop:

- a clear, concise, and effective writing style, exhibiting the mastery of the mechanics of writing
- advanced proficiencies in research strategies and methodologies necessary to communicate complex ideas effectively and appropriately to both general and specific audiences
- the ability to read, interpret, and critically analyze scholarly literature within the field, and to respond critically both orally and in writing
- the ability to gather diverse supporting evidence from a variety of sources and appropriately cite these sources
- the ability to effectively and cogently express a 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, students will be required to write a minimum of 8000 words with an overall grade of "C" or better. Thus, students will write in class and outside of class on a regular basis. Students will also make at least one oral presentation, and will evaluate classmates' writing on a variety of assignments.

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

**Text:** Johnson, Rettig, Scott & Garrison: The Criminal Justice Student Writer's Manual  
Harris: Writer's FAQ's Pocket Handbook  
No author: Definitive Guide to Criminal Justice on the World Wide Web  
Merriam-Webster's Collegiate Dictionary (10<sup>th</sup> edition or newer)

**Course Requirements:** Assignments in AJ100W will include, but not be limited to, expository responses to three problem statements, a review of scholarly literature, an argumentative research paper, an interview of someone in the criminal justice field, a brief of and response to a Supreme Court decision, a book review, an oral presentation in the form of a debate, various correspondence, a professional resume, and a final examination. All of these assignments are designed to provide practice in critical reading, thinking and writing strategies necessary to plan and execute purposeful writing (analyzing research, generating ideas, developing a thesis, determining an effective organizing structure, writing a first draft, revising for form and content, editing for grammar, punctuation, spelling and usage, and evaluating, using, and documenting supporting materials). Also required are vocabulary and grammar quizzes.

**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.*

The semester grade in 100W will be based on total points acquired on graded assignments. Not all assignments will be graded. Semester grades will be assigned as follows:

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

Papers will be evaluated in three areas: format, content and mechanics. Students will be given specific criteria for each assignment and will be expected to follow guidelines provided. 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). **Always keep a copy of any out of class writing that is turned in.**

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

**Plagiarism:** Adhere to the SJSU code prohibiting plagiarism. Any plagiarized work will receive no credit and may not be resubmitted. Plagiarism may also result in disciplinary action by the Department or the University.

**Attendance and Participation:** Critical reading, thinking, and writing involve a number of practical skills. These skills must be diligently practiced to be developed and they must be exercised diligently to be maintained. Students are expected to keep up with class readings, to attend all class meetings and to be prepared to contribute to the classroom exchange of ideas and information throughout the semester.

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

**Out of class assignments:** 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:** Students 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 writing and speech.

**Research Paper:** Students will write a 9 - 11 page research paper, which will be argumentative in nature. The 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. The research process itself will incorporate several additional writing assignments, which will be graded separately.

**Final Exam** will be Saturday, May 12, 2001, 10:00 AM -1:00 PM.  
Make up exam will be Monday, May 14, 2001, 2 – 5:00 PM.

**Note: Class will meet after the final on Monday, May 14!**

**AJ 100 Semester Schedule Spring, 2001**

<b>Date</b>	<b>Tentative Class Schedule</b>	<b>Due in class</b>	<b>Homework Assignment</b>
Wed. 1/24	Introductions Pretest		CJSWM Ch. 1 Vocab. List 1 Book Review I
Mon. 1/29	Diagnostic I: Article Critique		
Wed. 1/31	Vocab. List 1 Return and discuss Article Critiques. Summarizing techniques	<ul style="list-style-type: none"> <li>• Vocab. List 1</li> <li>• CJSWM Ch. 1</li> <li>• Title and Abstract of Book for Review</li> </ul>	CJSWM Ch. 6 & 7 Initial Ideas Handout
Mon. 2/5	Research and interview process for semester project. Discuss potential topics	<ul style="list-style-type: none"> <li>• CJSWM Ch.6 &amp; 7</li> <li>• Initial Ideas</li> </ul>	Vocab. List 2 Research Paper Guide
Wed. 2/7	Electronic Media Review – Clark Library (Dr. Robert Harmon)		Library Search Activity
Mon. 2/12	Vocab. List 2 Getting the idea – developing your thesis, conceptual mapping, organizing your paper	<ul style="list-style-type: none"> <li>• Vocab List 2</li> <li>• Library Search Activity</li> </ul>	CJSWM Ch. 4 Initial Ideas II & Outline Proposed Interviewee & questions
Wed. 2/14	Using APA style, referencing, summarizing scholarly work, paraphrasing	<ul style="list-style-type: none"> <li>• CJSWM Ch. 4</li> <li>• Interview questions</li> </ul>	Article Critique II
Mon. 2/19	Vocab. List 3 Editing – how to make productive notes and comments	<ul style="list-style-type: none"> <li>• Vocab List 3</li> </ul>	CJSWM Ch.2
Wed. 2/21	Diagnostic II (using Article from article critique II)	<ul style="list-style-type: none"> <li>• CJSWM Ch.2</li> <li>• Article Critique II</li> </ul>	Vocab. Quiz, Lists 1-3
Mon. 2/26	Vocab. Quiz, Lists 1-3	<ul style="list-style-type: none"> <li>• Initial Ideas II &amp; Outline of research paper</li> </ul>	CJSWM Ch.5 Vocab. List 4
Wed. 2/28	Catch up day – where are you with regard to research topic, interview, etc. ???	<ul style="list-style-type: none"> <li>• Book Review</li> <li>• CJSWM Ch. 5</li> </ul>	Read the paper for issues Article Critique III
Mon. 3/5	Vocab. List 4 Letters: Consider your audience, make your point	<ul style="list-style-type: none"> <li>• Vocab List 4</li> <li>• Interview write up</li> </ul>	
Wed. 3/7	Write Letter to the Editor		Vocab. List 5
Mon. 3/12	Critique and evaluate letters – what works? Refining your letter for impact	<ul style="list-style-type: none"> <li>• Annotated List of References</li> </ul>	
Wed. 3/14	Vocab. List 5 Crime and Puzzlement – sorting out a crime scene	<ul style="list-style-type: none"> <li>• Vocab. List 5</li> <li>• Revised thank you letter</li> <li>• Revised letter to the Editor</li> </ul>	Revise Thank you letter
Mon. 3/19	Effective Police Reports	<ul style="list-style-type: none"> <li>• Article Critique III</li> </ul>	Vocab. List 6
Wed. 3/21	Write a police report based on scenario provided		Debate II: Teams and Topics
3/26- 3/30	<b>SPRING BREAK ☺</b>		

## AJ 100 Semester Schedule Spring, 2001

Mon. 4/2	Research paper critique in class – evaluating for impact!	<ul style="list-style-type: none"> <li>• Research paper</li> </ul>	
Wed. 4/4	Vocab. List 6 Debate teams meet	<ul style="list-style-type: none"> <li>• Vocab. List 6</li> </ul>	
Mon. 4/9	Resumes and Letters of Application – Marketing Yourself Effectively		
Wed. 4/11	Resumes and Letters		Resume and Letter of Application CJSWM Ch 13/Hirabayashi
Mon. 4/16	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		Vocab. List 7
Wed. 4/18	Briefing a court case – Identifying and detailing the salient issues Discussion of issues in Hirabayashi	<ul style="list-style-type: none"> <li>• CJSWM Ch.13</li> <li>• Resume</li> <li>• Letter of Applic.</li> </ul>	Read: U.S. Constitution Write up court brief
Mon. 4/23	Diagnostic III	<ul style="list-style-type: none"> <li>• Court brief I</li> </ul>	Prepare for debate I Court Brief II
Wed. 4/25	Vocab. List 7 Debate I	<ul style="list-style-type: none"> <li>• Vocab. List 7</li> </ul>	Prepare for Debate II. Grammar and Vocab. Quiz, 1 – 7 (Bring CJSWM & FAQ's)
Mon. 4/30	Grammar and Vocab. Quiz, Lists 1 – 7 (You may use CJSWM & FAQ's)	<ul style="list-style-type: none"> <li>• Revised research paper</li> </ul>	
Wed. 5/2	Debate II : Team I		
Mon. 5/7	Debate II: Team II	<ul style="list-style-type: none"> <li>• Court Brief II</li> </ul>	
Wed. 5/9	Preparation for the final: Review Diagnostic III		Get a good night's sleep – come in prepared to think and write!!
Sat. 5/12	<b>Diagnostic IV (Final Exam)</b> <b>10:00 AM – 1:00 PM</b>		
Mon. 5/14	Last Class: Post test, class evaluation, return papers and grades		<i>HAVE A WONDERFUL SUMMER !!! ☺</i>