

AJ 100W  
Writing Workshop  
Spring, 2002

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Office Hours: [Tues. & Thurs.  
2 p.m.-4:00 p.m. 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

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

**Text:** Johnson, W. A., Rettig, R. P., Scott, G. & Garrison, S. (2001). The criminal justice student writer's manual (2<sup>nd</sup> ed.). Required  
Harris, M. (2000). Writer's FAQ's pocket handbook. Required  
Schmallegger, F (2002). The definitive guide to criminal justice on the world wide web. Recommended  
Merriam-Webster's collegiate dictionary (10<sup>th</sup> edition or newer). Recommended

**Course Requirements:** 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. Students will also make at least one oral presentation, and will evaluate classmates' writing on a variety of assignments. Assignments in AJ100W will include: 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, organizing, 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.

*If you need course adaptation or accommodations because of a disability, or if you have emergency medical information to share with me, or if you need to make special arrangements in case the building must be evacuated, please see me during office hours.*

**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:** Points will be deducted if a paper is up to a week late. After one week, late papers will not be accepted, without prior approval from instructor.

**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. SJSU plagiarism policy located at: [www1.cob.sjsu.edu/7\\_dean\\_office/f88\\_10.html](http://www1.cob.sjsu.edu/7_dean_office/f88_10.html).

**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 diligently exercised 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 7 - 9 page research paper, which will be argumentative in nature. The paper will be based on the agency case study material included in CJSWM. Research for this paper will include a literature review and personal interviews. The research process itself will incorporate several additional writing assignments, which will be graded separately.

**Final Exam** will be Saturday, May 11, 10:00 AM -1:00 PM.  
Make up exam will be Monday, May 13, 2002, 2 – 5:00 PM.  
**Note: Class will meet after the final on Tuesday, May 14<sup>th</sup>!**

## AJ 100 Semester Schedule Spring 2002

| Date          | Tentative Class Schedule  | Due in class   | Homework Assignment   |
|---------------|---|--|---|
| <b>Week 1</b> |   |  |   |
| 1/29          | Introductions<br>Pretest<br>Book Review Explanation<br>Diagnostic I: Article Critique   |  | CJSWM Ch.1 & Ch. 6 pgs. 114-120 & Chapter 8<br>Vocab. List 1 & 2<br>Book Review I<br>Begin thinking about a topic for your research paper   |
| <b>Week 2</b> |   |  |   |
| 2/5           | Electronic Media Review Clark Library 511<br>(Dr. Susana Liu 924-2805)<br>Summarizing Techniques<br>Discuss Books for Review (by interest groups)   | CJSWM Ch. 1 & Ch. 6 pgs. 114-120 & Ch. 8<br>List of 3 potential books for review   | Title and Abstract of Book for Review   |
| <b>Week 3</b> |   |  |   |
| 2/12          | Vocabulary Lists 1 & 2<br>Return and discuss Article critiques.<br>Using APA style, referencing,<br>Research and interview process for semester project.<br>Initial ideas lecture<br>Discuss potential topics | Vocab. Lists 1 & 2 (Definitions and use each word in a sentence.)<br>Name title and agency of Interviewee  | Vocab. List 3<br>Type up tentative outline from Initial Ideas Activity<br>Find Interviewee & schedule date/time<br>CJSWM pp. 147-148<br>Library Search: Find 10 scholarly articles related to your topic<br>Article Critique II                     |
| <b>Week 4</b> |   |  |   |
| 2/19          | Getting the idea – thesis development (handout)<br>Discuss Annotated Literature Review<br>Vocabulary List 3<br>Diagnostic II (using Article from article critique II)   | Vocab List 3;<br>CJSWM Ch. 2;<br>Specific objective of case study choice due<br>Title and abstract of book for review;<br>Summary of initial interview, with date & questions for formal interview;<br>Article Critique II<br>List of 10 articles in APA reference style | CJSWM Ch. 2<br>Worksheet<br>Vocab. List 3<br>Annotated Literature Review<br>CJSWM Ch.4<br>Put together a formal outline for your paper (CJSWM p. 149-150)<br>Vocab. Quiz, Lists 1-3<br>Find & read SJSU policy on plagiarism, & bring to next class |
| <b>Week 5</b> |   |  |   |
| 2/26          | Vocabulary Quiz, Lists 1-3<br>Summarizing scholarly work, paraphrasing;<br>In class: summarize & paraphrase plagiarism policy   | CJSWM Ch.4<br>Annotated Literature Review Due  | CJSWM Ch.5<br>Vocab. List 4   |
| <b>Week 6</b> |   |  |   |
| 3/5           | Catch up day – where are you with regard to research topic, interview, etc.;<br>Vocabulary List 4;<br>Resumes and Letters of Application – Marketing Yourself Effectively                                     | CJSWM Ch. 5;<br>Formal outline of research paper;<br>Vocab. List 4   | Article Critique III<br>Resume Collect Info.  |

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|---------|--|---|--|
| Week 7  |  |   |  |
| 3/12    | Resume writing, workshop;<br>Resume exchange;<br>Critique and evaluation of resumes;<br>Feedback on plagiarism summaries   | Resume information;<br>Interview write up;<br>Book Review   | Vocab. List 5<br>Type resume<br>Refine resume & cover letter   |
| Week 8  |  |   |  |
| 3/19    | Feedback on Plagiarism Summary;<br>Vocabulary List 5<br>Interviewing for and writing effective police reports;<br>Police report workshop: Write a police report based on scenario provided;<br>Debate exercise explained and teams assigned. | Vocab. List 5;<br>Article Critique III;<br>Revised resume & cover letter;<br>Thank you letter final draft | Revise thank you for interview letter;<br>Vocab. List 6;<br>Finish case study paper; due first class after break |
| Week 9  |  |   |  |
| 3/26    | Spring Break   |   |  |
| Week 10 |  |   |  |
| 4/2     | Research paper critique in class – evaluating for impact!<br>Vocab. List 6<br>Debate teams meet  | Research paper in draft form;<br>Vocab. List 6  | Find & read <i>Hirabayashi</i>   |
| Week 11 |  |   |  |
| 4/9     | Lecture on briefing court cases;<br>Briefing a court case – Identifying and detailing the salient issues;<br>Discussion of issues in <i>Hirabayashi</i> ;<br>Debate teams meet   | **Student sign ups for individual conferences to be held next week.                                       | Brief <i>Hirabayashi</i><br>Read: U.S. Constitution  |
| Week 12 |  |   |  |
| 4/16    | **NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS  |   | Vocab. List 7  |
| Week 13 |  |   |  |
| 4/23    | Diagnostic III;<br>Vocab. List 7;<br>Debate preparation  | <i>Hirabayashi</i> brief due;<br>Vocab. List 7  | Prepare for debate;<br>Grammar and Vocab. Quiz, 1 – 7  |
| Week 14 |  |   |  |
| 4/30    | Debate: Teams I & II   | Revised research paper  |  |
| Week 15 |  |   |  |
| 5/7     | Debate Critique<br><br>Grammar and Vocabulary Quiz, Lists 4 – 7<br>Semester Review, preparation for the final  | <i>Hirabayashi</i> Brief  | Get a good night's sleep – and be prepared to think and write!!  |
| 5/11    | Diagnostic IV (Final Exam)   |   |  |
| Week 16 |  |   |  |
| 5/14    | Last Class: Discuss <i>Hirabayash</i> ;<br>Post test; class evaluation, papers returned  |   | <b>Enjoy Summer</b>  |