

AJ 100W
Writing Workshop
Spring, 2002

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Office Hours: Tues. & Thurs.
11:00 a.m.-2:00 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 (2nd 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 (10th 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, 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.

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.

AJ 100 Semester Schedule Spring 2002

Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 1			
1/24	Introductions Pretest Book Review Explanation		CJSWM Ch. 1 Vocab. List 1 Book Review I
Week 2			
1/29	Diagnostic I: Article Critique	List of 3 potential books for review	Begin thinking about a topic for your research paper
1/31	Vocabulary List 1 Return and discuss Article Critiques. Summarizing Techniques Discuss Books for Review (by interest groups)	Vocab. List 1 CJSWM Ch. 1	CJSWM Ch. 6 pgs. 114-120 & Chapter 8 Title and Abstract of Book for Review
Week 3			
2/5	Research and interview process for semester project. Initial ideas lecture Discuss potential topics	CJSWM Ch. 6 pgs. 114-120 & Ch. 8	Vocab. List 2 Type up tentative outline from Initial Ideas Activity Find Interviewee & schedule date/time CJSWM pp. 147-148
2/7	Electronic Media Review – Clark Library 511 (Dr. Susana Liu 924-2805)	Name title and agency of Interviewee	Library Search: Find 10 scholarly articles related to your topic
Week 4			
2/12	Vocabulary List 2 Getting the idea – thesis development (handout)	Vocab List 2 Specific objective of case study choice due Title and abstract of book for review	CJSWM Ch. 2 Worksheet Vocab. List 3 Article Critique II
2/14	Using APA style, referencing, Discuss Annotated Literature Review Vocabulary List 3	CJSWM Ch. 2; Summary of initial interview, with date & questions for formal interview	Annotated Literature Review
Week 5			
2/19	Diagnostic II (using Article from article critique II)	Vocab. List 3; Article Critique II List of 10 articles in APA reference style	CJSWM Ch. 4 Put together a formal outline for your paper (CJSWM p. 149-150) Vocab. Quiz, Lists 1-3
2/21	Vocabulary Quiz, Lists 1-3	CJSWM Ch. 4	Find & read SJSU policy on plagiarism, & bring to next class
Week 6			
2/26	Summarizing scholarly work, paraphrasing; In class: summarize & paraphrase plagiarism policy	Annotated Literature Review Due	CJSWM Ch. 5 Vocab. List 4
2/28	Catch up day – where are you with regard to research topic, interview, etc.	CJSWM Ch. 5; Formal outline of research paper	

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Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 7			
3/5	Vocabulary List 4 Resumes and Letters of Application – Marketing Yourself Effectively	Vocab. List 4	Article Critique III Resume Collect Info.
3/7	Resume writing, workshop	Resume information	Vocab. List 5 Type resume
Week 8			
3/12	Resume workshop, continued: resume exchange Critique and evaluation of resumes Feedback on plagiarism summaries	Interview write up Book Review	Refine resume & cover letter
3/14	Vocabulary List 5 Interviewing for and writing effective police reports	Vocab. List 5 Article Critique III	Revise thank you for interview letter
Week 9			
3/19	Police report workshop: Write a police report based on scenario provided		Vocab. List 6
3/21	Police report workshop continued; Debate exercise explained and teams assigned.	Revised resume & cover letter Thank you letter final draft	Finish case study paper; due first class after break
Week 10			
3/26 3/27	Spring Break		
Week 11			
4/2	Research paper critique in class – evaluating for impact!	Research paper in draft form	
4/4	Vocab. List 6 Debate teams meet	Vocab. List 6	
Week 12			
4/9	Lecture on briefing court cases Debate teams meet		Find, read & brief <i>Hirabayashi</i>
4/11	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		
Week 13			
4/16	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		Vocab. List 7
4/18	Discussion of issues in <i>Hirabayashi</i> Briefing a court case – Identifying and detailing the salient issues		Read: U.S. Constitution
Week 14			
4/23	Diagnostic III	<i>Hirabayashi</i> brief due	Prepare for debate I
4/25	Vocab. List 7 Review Diagnostic III Debate preparation	Vocab. List 7	Prepare for Debate II. Grammar and Vocab. Quiz, 1 – 7
Week 15			
4/30	Debate: Team I	Revised research paper	
5/2	Debate: Team II		

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Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 16			
5/7	Debate Critique Discuss <i>Hirabayashi</i> Grammar and Vocabulary Quiz, Lists 4 – 7	<i>Hirabayashi</i> Brief	
5/9	Semester Review, preparation for the final		Get a good night's sleep – and be prepared to think and write!!
5/11	Diagnostic IV (Final Exam)		
Week 17			
5/14	Last Class: Post test; class evaluation, return papers and grades		Enjoy Summer

AJ 100W
Writing Workshop
Fall, 2001

Instructor: Jan Hagemann
MH 527
email: metalman@garlic.com

Telephone: 924-2954
Office Hours: Mon. & Wed.
9:00-10:00, 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.

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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 7 - 9 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, December 8, 2001, 10:00 AM -1:00 PM.
Make up exam will be Monday, December 10, 2001, 2 – 5:00 PM.

Note: Class will meet after the final on Monday, December 10!

AJ 100 Semester Schedule FALL 2001

Date	Tentative Class Schedule	Due in class	Homework Assignment
8/27	Introductions Pretest		<ul style="list-style-type: none"> ➤ CJSWM Ch.1 ➤ Vocab. List 1 ➤ Book Review I
8/29	Diagnostic I: Article Critique		<ul style="list-style-type: none"> ➤ Begin thinking about a topic for your research paper
9/3	HOLIDAY		
9/5	Vocab. List 1 Return and discuss Article Critiques. Summarizing techniques Developing initial ideas	<ul style="list-style-type: none"> • Vocab. List 1 • CJSWM Ch. 1 	<ul style="list-style-type: none"> ➤ CJSWM Ch. 6 & 7 ➤ Title and Abstract of Book for Review
9/10	Research and interview process for semester project. Discuss potential topics Initial Ideas II in teams	<ul style="list-style-type: none"> • CJSWM Ch. 6 & 7 • Title and abstract of book for review 	<ul style="list-style-type: none"> ➤ Vocab. List 2 ➤ Type up tentative outline from Initial Ideas Activity ➤ Find Interviewee and secure date/time
9/12	Electronic Media Review – Clark Library 511 (Dr. Susana Liu 924-2805)	<ul style="list-style-type: none"> • Outline for paper due 	<ul style="list-style-type: none"> ➤ Library Search: Find 10 scholarly articles related to your topic
9/17	Vocab. List 2 Getting the idea – Conceptual mapping, thesis development	<ul style="list-style-type: none"> • Vocab List 2 • List of 10 articles • Name and title of interviewee, date of interview 	<ul style="list-style-type: none"> ➤ CJSWM Ch. 4 ➤ Vocab. List 3
9/19	Using APA style, referencing, summarizing scholarly work, paraphrasing Discuss Annotated Literature Review	<ul style="list-style-type: none"> • CJSWM Ch. 4 	<ul style="list-style-type: none"> ➤ Article Critique II ➤ Annotated Literature Review
9/24	Vocab. List 3 Editing – how to make productive notes and comments	<ul style="list-style-type: none"> • Vocab List 3 • Interview questions 	<ul style="list-style-type: none"> ➤ CJSWM Ch.2 ➤ Put together a formal outline for your paper (CJSWM p. 19)
9/26	Diagnostic II (using Article from article critique II)	<ul style="list-style-type: none"> • CJSWM Ch.2 • Article Critique II 	<ul style="list-style-type: none"> ➤ Vocab. Quiz, Lists 1-3
10/1	Vocab. Quiz, Lists 1-3	<ul style="list-style-type: none"> • Formal outline of research paper 	<ul style="list-style-type: none"> ➤ CJSWM Ch.5 ➤ Vocab. List 4
10/3	Catch up day – where are you with regard to research topic, interview, etc.	<ul style="list-style-type: none"> • Book Review • CJSWM Ch. 5 	<ul style="list-style-type: none"> ➤ Read the paper for issues ➤ Article Critique III
10/8	Vocab. List 4 Letters: Consider your audience, make your point	<ul style="list-style-type: none"> • Vocab List 4 	
10/10	Write Letter to the Editor on current issue	<ul style="list-style-type: none"> • Annotated List of References • Argu/Lit handout 	<ul style="list-style-type: none"> ➤ Vocab. List 5

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10/15	Critique and evaluate letters – what works? Refining your letter for impact	• Interview write up	
10/17	Vocab. List 5	• Vocab. List 5	➤ Revise Thank you letter
10/22	Effective Police Reports	• Article Critique III	➤ Vocab. List 6
10/24	Write a police report based on scenario provided	• Revised thank you letter	➤ Debate II: Teams and Topics
10/29	Research paper critique in class – evaluating for impact!	• Research paper	
11/3	Vocab. List 6 Debate teams meet	• Vocab. List 6	
11/5	Resumes and Letters of Application – Marketing Yourself Effectively		
11/7	Resumes and Letters		➤ Resume and Letter of Application ➤ Hirabayashi
11/12	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		➤ Vocab. List 7
11/14	Discussion of issues in Hirabayashi Briefing a court case – Identifying and detailing the salient issues	• Resume • Letter of Application	➤ Read: U.S. Constitution
11/19	Diagnostic III	• Court brief I	➤ Prepare for debate I ➤ Court Brief II
11/21	Vocab. List 7 Review Diagnostic III Debate I	• Vocab. List 7	➤ Prepare for Debate II. ➤ Grammar and Vocab. Quiz, 1 – 7
11/26	Grammar and Vocab. Quiz, Lists 1 – 7	• Revised research paper	
11/28	Debate II : Team I		
12/3	Debate II: Team II	• Court Brief II	
12/5	Semester Review, preparation for the final		➤ Get a good night's sleep – come in prepared to think and write!!
12/8	Diagnostic IV (Final Exam)		
12/10	Last Class: Post test, class evaluation, return papers and grades		HAPPY HOLIDAYS!!