

AJ 100W
Writing Workshop
Fall 2003
MW 730-845am. MH526

Instructor: Leslie H. Townsend
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Telephone: (408) 924-2951
Office Hours: Monday 9-9:30 a.m.;
Wednesday 4:30-5:00pm

Course Description: This is an integrated writing and research course designed to develop advanced communication skills, which will be valuable for a career in criminal justice. Upon successful completion of this course, students will be skilled at communicating information to criminal justice professionals and to general audiences in a variety of formats. Effective written and oral communication skills are vital to success in any career, but are particularly important to the criminal justice professional. 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;
- proficiency 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 effectively and cogently to 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 6000 words with an overall grade of "C" or better. Students will also make at least two oral presentations, and will evaluate classmates' writing on a variety of assignments. Assignments in AJ100W will include: expository responses to problem statements, a review of scholarly literature, an argumentative research paper, interviews of professionals in the criminal justice field, a brief of and response to a Supreme Court decision, 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. Purposeful writing includes analyzing research, generating ideas, developing a thesis, organizing and writing a first draft, revising for form and content, editing for grammar, punctuation, spelling and usage, and evaluating, using, and documenting supporting materials. There will also be vocabulary and grammar quizzes.

Important: 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 A/B/C/N/C. Performance that merits a grade lower than a "C" will receive a "No Credit". 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 a weighted average method. Not all assignments will be weighted. Grades are determined based upon the following criteria:

- A: Excellent presentation, with well-reasoned analysis, comparing and contrasting ideas.
- B: Good presentation, with somewhat less consistency.
- C: Adequate, but needs improvement.
- N/C: Incomplete work or serious and persistent errors in word choice, mechanics, usage and sentence structure.

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 you submit.

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.

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. Attendance is mandatory.

In class writing assignments: Be prepared to write in each class. 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 interviews, literature review, brief of and response to Supreme Court decisions, presentation of opinion in debate format, research paper critique, and the research paper itself.

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 an 8 - 10 page research paper, which will be argumentative in nature. The paper will be on a topic chosen by the instructors and based on the 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 Tuesday, December 16, 7:15-9:30 AM
Make up exam will be Thursday, December 18, 2003, 2 - 5:00 PM.


AJ 100 Semester Schedule Fall 2003
Monday – Wednesday

Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 1			
8/25	Introductions Vocabulary List Handout and Details		<ul style="list-style-type: none"> • CJSWM Ch.1 & Ch. 6 pp. 114-120 • Vocab. List 1
8/27	Diagnostic I: Article Critique	CJSWM Ch.1 & Ch. 6 pgs. 114-120	<ul style="list-style-type: none"> • Ch. 2.
Week 2			
9/1	Labor Day Holiday – no class		<ul style="list-style-type: none"> •
9/3	Electronic Media Review – Clark Library 511 (Dr. Susana Liu 924-2805)	Ch. 2	<ul style="list-style-type: none"> • CJSWM Ch. 4, pp. 83 – 99 • Register with library and • Find articles related to Diagnostic I
Week 3			
9/8	Research Paper Particulars Return and discuss Diagnostic I. Vocabulary List 1 Using APA style, referencing,	Vocabulary List 1 Chapter 4, pp. 83 – 99	<ul style="list-style-type: none"> • Vocabulary List 2; • Topic & Thesis Presentations
9/10	More APA style Research and interview process for semester project. Discuss potential topics Getting the idea – thesis development Outlining		<ul style="list-style-type: none"> • Find Interviewee & schedule date/time; • CJSWM Chapter 5 & pp. 147-152; • Article Critique I
Week 4			
9/15	Vocabulary List 2 Research Methods Discuss Annotated Literature Review	Vocabulary List 2; CJSWM Ch. 5 & pp. 147 - 152; Topic Presentation.	<ul style="list-style-type: none"> • CJSWM Ch. 7 • Worksheet • Vocabulary List 3 • Library Search: Find 10 scholarly articles related to assigned topic
9/17	Diagnostic II (using Article from Diagnostic I and Article Critique I)	Article Critique I	<ul style="list-style-type: none"> • Vocabulary Quiz, List 1-3 • CJSWM Ch.7
Week 5			
9/22	Vocabulary Quiz, Lists 1-3		<ul style="list-style-type: none"> • Find online & read SJSU policy on plagiarism, & bring to next class • Thesis presentation, including a list of 10 articles in APA reference style and the annotated literature review Annotated Literature Review
9/24	Summarizing scholarly work, paraphrasing; In class: summarize & paraphrase plagiarism policy	CJSWM Ch. 7 SJSU policy on plagiarism	<ul style="list-style-type: none"> • Vocabulary List 4 • CJSWM Ch. 3

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Week 6			
9/29	Catch up day – where are you with regard to research topic, interview, etc. Explanation of Article Critique II assignment	CJSWM Ch. 3 Thesis presentation, including a list of 10 articles in APA reference style and the annotated literature review	<ul style="list-style-type: none"> Article Critique II Collect Information for Resume
10/1	Vocabulary List 4 Resumes and Letters of Application – Marketing Yourself Effectively	Vocabulary List 4	<ul style="list-style-type: none"> Put together a formal outline for your paper;
Week 7			
10/6	Resume writing workshop	Resume information Interview write up Formal Outline	<ul style="list-style-type: none"> Type resume and letter of application
10/8	Resume exchange Critique and evaluation of resumes	Draft resume and cover letter.	<ul style="list-style-type: none"> Vocabulary List 5 Refine resume & cover letter Revise thank you letter for interview
Week 8			
10/13	Vocabulary List 3 Interviewing for and writing effective police reports	Vocabulary List 5 Article Critique II Thank you letter final draft	<ul style="list-style-type: none"> Vocabulary List 6 Finish case study paper; draft due next week. No exceptions!
10/15	Police report workshop: Write a police report based on scenario provided Debate exercise explained and teams assigned	Revised resume & cover letter	
Week 9			
10/20	Research paper critique in class – evaluate for focus and impact!	Research paper in draft form; No Exceptions!	<ul style="list-style-type: none"> Find & read assigned court case
10/22	Vocabulary List 6 Debate teams meet	Vocabulary List 6	<ul style="list-style-type: none"> Vocabulary List 7
Week 10			
10/27	Lecture on briefing court cases Briefing a court case – Identifying and organizing the salient features of the case		<ul style="list-style-type: none"> Brief assigned court case, using U.S. Constitution to identify controversial issues in the case
10/29	Debate teams meet Vocabulary List 7	Vocabulary List 7	
Week 11			
11/3	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		
11/5	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		
Week 12			
11/10	Grammar and Vocabulary Quiz, 1 – 7	Court case brief due	<ul style="list-style-type: none"> Prepare for debate Find and read case for Diagnostic III
11/12	Discuss Court Brief Debate Preparation		

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Week 13			
11/17	Diagnostic III		
11/19	Debate Prep.	Revised, final research paper	<ul style="list-style-type: none"> • Debators: Dress your part! Also, bring name tags for your desk so the audience will know who you are
Week 14			
11/24	Debate: Team 1		
11/26	Debate: Team 2		
Week 15			
12/1	Debate Critique Diagnostic III Critique		<ul style="list-style-type: none"> • Diagnostic IV article
12/3	Semester Review, preparation for the final		<ul style="list-style-type: none"> • Be prepared for the final – read and critique the article. • Get a good night's sleep – give yourself plenty of time to get to SJSU and find a parking spot. • Come to class relaxed and prepared to think and write!!
12/6	Diagnostic IV (Final Exam)		
Week 16			
12/8	Last class – SOTES 100W Post test, class evaluation, return papers, & discuss grades Diagnostic IV (Make-up Final)		HAVE A GREAT HOLIDAY & CONGRATS TO YOU GRADS!!