

JS 100W
Writing Workshop
Fall, 2004

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Office Hours:
Mon.Wed 12:00-2:30 p.m. Monday only: 4:00-5:30
or by appointment

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. 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. 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.

The students of JS 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, using APA style format
- 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. (2005). *The criminal justice student writer's manual* (3rd ed.). Upper Saddle River: Prentice Hall. **Required** (older editions OK)
Harris, M. (2004). *Writer's FAQs: A pocket handbook*. Upper Saddle River: Prentice Hall.
Required (older editions OK)
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 two oral presentations, and will evaluate classmates' writing on a variety of assignments. Assignments in JS100W will include: expository responses to problem statements, a review of scholarly literature, a research project, interviews of professionals in the criminal justice field, a brief of and response to a 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 ABC/NC. 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 upon points accrued during the semester. Not all assignments will be graded. Grades are determined based upon adherence to the specific criteria for each assignment. Points will be assigned in three areas: format, content and mechanics. 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). **IMPORTANT NOTE: Always keep a copy of any out of class writing that you submit.**

Content is a most important area for which points are assigned. Content points will be given as follows:

- **Top score:** Excellent presentation, with well-reasoned analysis, comparing and contrasting ideas. Demonstrates clear understanding of the reading(s), the issue(s) and the purpose of assignment.
- **Above average:** Good presentation, with somewhat less consistency, but clearly understands assignment, issue(s) and reading(s).
- **Average:** Adequate demonstration of basic understanding of assignment and issues, but needs improvement. Ideas may be underdeveloped or paper may have serious grammar problems.
- **Failing score:** Incomplete work or persistent lack of ability to demonstrate an understanding of the assignment, reading(s) or issue(s) and to articulate a response to the assignment.

Late paper policy: Papers are due at the beginning of class on date indicated. 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.

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 maintained. Students are expected to keep up with class readings, to attend all class meetings well prepared to contribute to the classroom exchange of ideas and information. Attendance is mandatory in order to pass 100W.

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, preparation of debate, article critiques, and the case study.

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 (case study), 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. The specifics of this assignment are included on a separate handout.

Final Exam will be Saturday, December 11, 2004, 10:00 AM -12:00 PM.

Make up exam must be arranged in advance with your instructor

**JS 100W Semester Schedule, Monday Night
Fall 2004**

Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 6			
10/4	Discuss Diagnostic II Paraphrasing and Plagiarism Vocabulary Quiz, Lists 1-3 Catch up – where are you with regard to research topic, interview, etc. Grammar Presentation 9. 10. 11. Handout: Article Critique III assignment	CJSWM Ch.5 SJSU policy on plagiarism Annotated Literature Review	<u>Vocabulary List 4</u> <u>Article Critique III</u> Collect information your resume <u>Type up</u> a formal outline for your paper
Week 7			
10/11	Vocabulary List 4 Resumes and Letters of Application – Marketing Yourself Effectively: Resume writing workshop Grammar Presentation 12. 13. 14. Handout: Resume packet	Vocabulary List 4 Resume information Final Interview write up Outline of paper	<u>Type</u> resume and letter of application -- bring 3 copies to class for review
Week 8			
10/18	Resume exchange Critique and evaluation of resumes Vocabulary List 5 Police Report Writing Grammar Presentations 15. 16. 17.	Bring 3 copies of resume and letters to class Vocab List 5 Article Critique III Revised resume & letter of application Thank you letter	<u>Vocabulary List 5 & 6</u> <u>Refine</u> resume & cover letter <u>Revise</u> thank you letter for interview <u>Research paper</u> due Monday!!
Week 9			
10/25	Vocabulary List 6 Police Report Writing Research paper peer review in class – evaluate for focus and impact! Grammar Presentations 18. 19. Handout: Court case assignment	Vocabulary List 6 Research paper draft due	<u>Find & read</u> assigned court case
Week 10			
11/1	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		
Week 11			
11/8	Lecture on briefing court cases Briefing a court case – Identifying and organizing the salient features of the case Debate Assignment Vocabulary List 7 Grammar Presentations 20. 21. 22.	Vocabulary List 7 Final draft of resume and letter of application	<u>Brief #1:</u> brief assigned court case <u>List</u> 5 potential topics for class debate (typed, with pro/con) <u>Study</u> for Vocabulary Quiz II

