

AJ 100W  
Writing Workshop  
Spring, 2004

Instructor: Jan Hagemann  
Office: MH 527  
Email: metalman@garlic.com  
Web site: www.danpeak.com/jan\_hagemann

Telephone: (408) 924-2954  
Office Hours:  
Mon.Wed 1:30-2:30 p.m. Monday only: 5:00-5:30  
or any time 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 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, 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. (2001). The criminal justice student writer's manual (2<sup>nd</sup> ed.). *Required (packaged with: Writer's FAQ's pocket handbook, C.J. Resources Guide and TIME C.J. Special Edition)*  
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 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 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:

- 90-100%: Excellent presentation, with well-reasoned analysis, comparing and contrasting ideas.
- 80-89%: Good presentation, with somewhat less consistency.
- 70-79%: Adequate, but needs improvement.
- N/C: Incomplete work or serious and persistent lack of ability to demonstrate an understanding of the material assigned and to articulate a response to the assignment.

**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. 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, 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, May 15<sup>th</sup>, 2004, 10:00 AM -12:00 PM.  
**Make up exam** will be Monday, May 17<sup>th</sup>, 2005, 2 PM – 5:00 PM


**AJ 100 Semester Schedule, Monday  
Spring 2004**

Date	Tentative Class Schedule	Due in class	Homework Assignment
<b>Week 1</b>			
2/2	<p>Introductions Green Sheet/100W Pretest Research Paper handout &amp; particulars</p> <p>Diagnostic I: Article Critique (1/2 hour) Vocabulary List Handout and Details</p>		<p>Due 2/9:</p> <ul style="list-style-type: none"> <li>• CJSWM Ch.1, Ch. 6 pgs. 114-120, Chapter 8 &amp; Chapter 4, pp. 83 – 99</li> <li>• Begin thinking about a topic for term project.</li> <li>• Vocabulary List 1</li> </ul>
<b>Week 2</b>			
2/9	<p>Electronic Media Review – MLK Library (Dr. Susana Liu (408) 808-2088)</p> <p>Return and discuss Diagnostic I. Vocabulary List 1 Using APA style, referencing Write paragraph about possible topic Grammar usage and style</p>	<p>CJSWM Ch. 1, Ch. 6 (pgs. 114-120), Chapter 8 &amp; Chapter 4, pp. 83 – 99 Vocabulary List 1 Name of agency for case study</p>	<p>Due 2/16:</p> <ul style="list-style-type: none"> <li>• Find interviewees/agency for initial interviews, schedule date/time</li> <li>• Find and list in APA format 10 scholarly articles related to your topic</li> <li>• Vocabulary List 2</li> </ul>
<b>Week 3</b>			
2/16	<p>Vocabulary List 2 Paragraph Summaries/Outlining Oral presentation of topics</p> <p>Interview process for semester project Discuss Annotated Literature Review</p>	<p>Vocab. List 2 List of 10 articles in APA reference format CJSWM Ch. 2 Oral Presentation of topic</p>	<p>Due 2/23</p> <ul style="list-style-type: none"> <li>• Type up tentative outline for research paper based upon info from interviews and prelim. literature review</li> <li>• Conduct follow-up interview and prepare summary of the interview</li> <li>• CJSWM Chapter 2 &amp; pp. 147-152</li> <li>• Article Critique II</li> <li>• Vocabulary List 3</li> </ul> <p>Due 3/1:</p> <ul style="list-style-type: none"> <li>• Annotated Literature Review</li> </ul>
<b>Week 4</b>			
2/23	<p>Diagnostic II</p> <p>Vocabulary List 3 Present summary of initial interviews and outline of research paper Summarizing scholarly work, paraphrasing</p>	<p>Article Critique II Vocabulary List 3 Summary of initial interviews, with specific objective of paper topic Outline of research paper Questions for follow-up interview</p>	<p>Due 3/1:</p> <ul style="list-style-type: none"> <li>• CJSWM Ch.5</li> <li>• Find online &amp; read SJSU policy on plagiarism, &amp; bring to next class</li> <li>• Vocabulary Quiz, List 1-3</li> <li>• Annotated Literature Review</li> </ul>
<b>Week 5</b>			
3/1	<p>Vocabulary Quiz I, Lists 1-3 Discuss Diagnostic II Paraphrasing and Plagiarism</p> <p>Catch up – where are you with regard to research topic, interview, etc. Explanation of Article Critique III assignment</p>	<p>Bring FAQ's to class CJSWM Ch.5 SJSU policy on plagiarism Annotated Literature Review CJSWM Ch. 5</p>	<p>Due 3/8:</p> <ul style="list-style-type: none"> <li>• Vocabulary List 4</li> <li>• Collect Information for Resume</li> </ul> <p>Due 3/15:</p> <ul style="list-style-type: none"> <li>• Article Critique III</li> <li>• Follow-up interview write up</li> </ul>

**AJ 100 Semester Schedule, Monday  
Spring 2004**

Date	Tentative Class Schedule	Due in class	Homework Assignment
<b>Week 6</b>			
3/8	Vocabulary List 4 Resumes and Letters of Application – Marketing Yourself Effectively  Resume writing workshop	Vocabulary List 4 Resume information Interview write up	Due 3/15: <ul style="list-style-type: none"> <li>• Type resume and letter of application</li> <li>• Vocabulary List 5</li> </ul>
<b>Week 7</b>			
3/15	Vocabulary List 5 Resume exchange: Critique and evaluation of resumes  Police Reports	Bring 3 copies of resume and letters to class Vocab List 5 Article Critique III	Due 3/22: <ul style="list-style-type: none"> <li>• Vocabulary List 6</li> <li>• Revise thank you letter for interview</li> <li>• <b>Research paper!!!</b></li> </ul> Due 4/5: <ul style="list-style-type: none"> <li>• Refine resume &amp; cover letter</li> </ul>
<b>Week 8</b>			
3/22	Vocabulary List 6 Police Reports  Research paper peer review in class – evaluate for focus and impact!	Vocabulary List 6 Interview Thank you letter <b>Research paper in draft form [major deduction for late papers!]</b>	Due 4/5: <ul style="list-style-type: none"> <li>• Refine resume &amp; cover letter</li> </ul> Due 4/12: <ul style="list-style-type: none"> <li>• Find &amp; read assigned court case</li> <li>• Vocabulary List 7</li> </ul>
<b>Week 9</b>			
3/29	Spring Break	 Have a Safe Holiday!	Due 4/12: <ul style="list-style-type: none"> <li>• Find &amp; read assigned court case</li> <li>• Vocabulary List 7</li> <li>• Check what time you have signed up to me to go over your paper – be sure to be there!</li> </ul>
<b>Week 10</b>			
4/5	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS	Turn in revised resume and letter of application at your appointment	
<b>Week 11</b>			
4/12	Vocabulary List 7 Lecture on briefing court cases Briefing a court case – Identifying and organizing the salient features of the case  Debate planning session: Teams/Topics	Vocabulary List 7	Due 4/19: <ul style="list-style-type: none"> <li>• Brief #1: find read and brief assigned court case</li> <li>• Study for Vocabulary Quiz II, Lists 1-7</li> </ul>
<b>Week 12</b>			
4/19	Grammar and Vocabulary Quiz, 1 – 7  Court Brief Critique Debate preparation in teams	Bring FAQ's to class Brief #1 due.	Due 4/26: <ul style="list-style-type: none"> <li>• Obtain and read Court Case #2</li> </ul> Due 5/3 <ul style="list-style-type: none"> <li>• Debate, Teams 1 &amp; 2 (Debaters: Dress your part! Also, bring name tags for your desk so the audience will know who you are)</li> </ul>

**AJ 100 Semester Schedule, Monday  
Spring 2004**

Date	Tentative Class Schedule	Due in class	Homework Assignment
<b>Week 13</b>			
4/26	Diagnostic III Debate Preparation	Revised research papers due	
<b>Week 14</b>			
5/3	Debate: Teams I & II	Last day to turn in revised research paper	Due 5/15: • Diagnostic IV article
<b>Week 15</b>			
5/10	Discuss Diagnostic III Semester Review, preparation for the final		Due 5/15: • Be prepared for the final – read and critique the article. Get a good night's sleep– Come to class relaxed, be prepared to think and write!!
5/15	Diagnostic IV (Final Exam)	Be sure to arrive in plenty of time to get parked and get to the room on time! Don't forget the article, your dictionary, FAQ's, and your vocabulary lists.	
<b>Week 16</b>			
5/17	Last class -- SOTES 100W Post test, class evaluation, return papers, & discuss grades		<b>Enjoy Your Summer &amp; CONGRATS TO YOU GRADS!!</b>

