

**AJ 100W**  
**Writing Workshop**  
**Spring, 2004**

Instructor: Leslie H. Townsend  
MW 7:30-8:45 a.m., Room: MH 523  
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Office Hours:  
8:45-9:15 a.m.  
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. 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 (2<sup>nd</sup> ed.). *Required [packaged with:]*  
Harris, M. (2000). Writer's FAQ's pocket handbook. *Required*  
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.*

**AJ 100 Semester Schedule Spring 2004**  
**Monday -- Wednesday**

Date	Tentative Class Schedule	Due in class	Homework Assignment
<b>Week 1</b>			
2/2	Introductions Green Sheet Research Paper handout Vocabulary List Handout and Details Diagnostic I: Article Critique (1/2 hour)		CJSWM Ch.1 & Ch. 6 pp. 114-120 Begin thinking about a topic for term project.
2/4	Research Paper Particulars Write paragraph about possible topic Grammar usage and style	CJSWM Ch.1 & Ch. 6 pgs. 114-120	Vocabulary List 1 Chapter 8.
<b>Week 2</b>			
2/9	Electronic Media Review – MLK Library (Dr. Susana Liu (408) 808-2088)	Chapter 8	Chapter 4, pp. 83 – 99 Find interviewees/agency Find and list in APA format 10 scholarly articles related to your topic
2/11	Return and discuss Diagnostic I. Vocabulary List 1 Using APA style, referencing	Vocabulary List 1 Name, title and agency of interviewees Chapter 4, pp. 83 – 99	Vocabulary List 2; Find Interviewees & schedule date/time
<b>Week 3</b>			
2/16	Vocabulary List 2 Interview process for semester project. Oral presentation of topics	Vocabulary List 2 List of 10 articles in APA reference format	Type up tentative outline for research paper CJSWM Chapter 2 & pp. 147-152; Article Critique II Vocabulary List 3
2/18	Vocabulary List 3 Discuss Annotated Literature Review Paragraph Summaries/Outlining	Vocab List 3; CJSWM Ch. 2 Summary of initial interviews, with specific objective of paper topic choice and date & questions for follow-up interview; Oral Presentation of topic	Annotated Literature Review Put together a formal outline for your paper Conduct follow-up interview and prepare summary of the interview
<b>Week 4</b>			
2/23	Diagnostic II	Article Critique II	CJSWM Ch.5 Find online & read SJSU policy on plagiarism, & bring to next class
2/25	Outline of research paper Summarizing scholarly work, paraphrasing;		Vocabulary Quiz, List 1-3
<b>Week 5</b>			
3/1	Discuss Diagnostic II Paraphrasing and Plagiarism Vocabulary Quiz, Lists 1-3	CJSWM Ch.5 SJSU policy on plagiarism	Vocabulary List 4
3/3	Catch up – where are you with regard to research topic, interview, etc. Explanation of Article Critique III assignment Feedback on Vocabulary Quiz	Annotated Literature Review & Outline Due CJSWM Ch. 5	Article Critique III Collect Information for Resume

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**Monday -- Wednesday**

Week 13			
4/26	Debate Prep.		
4/28	Diagnostic III		
Week 14			
5/3	Debate: Team 1		
5/5	Debate: Team 2	Last day to turn in revised research paper	Diagnostic IV article
Week 15			
5/10	Discuss Diagnostic III		
5/12	Semester Review, preparation for the final		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!!
5/15	Diagnostic IV (Final Exam)		
Week 16			
5/17	Last class – SOTES 100W Post test, class evaluation, return papers, & discuss grades Diagnostic IV (Make-up Final)		<b>HAVE A GREAT HOLIDAY &amp; CONGRATS TO YOU GRADS!!</b>

## Research Paper Assignment

### Introduction:

The purpose of the writing workshop is to teach you, the student, how to read critically, and to communicate clearly and concisely in a professional style. This assignment is designed to provide a medium through which you can improve your research and writing skills and at the same time increase your knowledge about the criminal justice system. The final product of the assignment will be a paper on a criminal justice agency or procedure related to "Criminal Street Gangs". Potential topics include an evaluation of any of several programs in the San Jose Police Department, Santa Clara County Sheriff's Office, or other law enforcement agencies, local, state or federal.

The task of writing the paper will be spread out through the semester in several gradual steps, beginning with choosing a topic and a thesis, progressing on to finding evidence to support the thesis and finally to composing the best paper you will have ever written. One may think of this paper as a "preliminary research paper." It is not intended to be a complete analysis of your topic, but rather a fairly complete exploration of the topic with a recommendation for future exploration. Here are the steps:

### **Step One: Choosing a topic (Topic Presentation due Week of February 9th.)**

Your instructors have chosen the general topic of criminal street gangs for you, but you, the student, must develop a more specific topic. Ask yourself, "in the context of criminal street gangs, what would I like to know more about," or "is there an area in which I already have particular knowledge?" For example, if you are presently employed by or intend to pursue a career with a particular criminal justice agency, it would probably behoove you to look at what, if any, responsibilities that agency has for combating street gang crime.

After choosing a topic, you will conduct research on line, at the library and/or through an agency to increase your knowledge about the particular topic, then you need to narrow the topic to one that can be handled in a relatively short (ten page) paper. Your topic presentation is due on the first class of the fourth week. The topic presentation consists of a short, less than one page, essay stating the chosen topic and explaining why you have chosen that particular topic.

### **Step Two: Development of Thesis (Thesis Presentation Reference List and Annotated Literature Review due during the fifth week, which is the week of March 1st.)**

A crucial step in writing a professional document, to be done before actually beginning to write, is the determination of a thesis. The thesis differs from the topic in that the topic tells what you are writing about, and the thesis states what you are going to say about the topic. If one, for example, has chosen to write **about** anti-gang task forces, then one may develop a thesis that an interagency anti-gang task force is, or is not, the most effective approach to ridding a community of street gang crime. Keep in mind that you are not being graded on your opinion, but on your ability to communicate and support a point of view – your thesis. Supporting the thesis means utilizing evidence to clarify and bolster the point of view, and that evidence comes from research.

deductions for late draft submission. Once your draft is complete you will have another student/instructor conference to go over the draft and the peer review comments. The reference list should include a minimum of five total sources, exclusive of interviews, assigned article critiques and diagnostics, and at least two of those should be scholarly articles. The draft must be at minimum five pages. A draft that is exceptional, and satisfies the requirements for the final paper, will suffice as the final paper.

**Step Five: The final paper (Due on or before the fourteenth week, which is the week of May 3rd.)**

The final paper must be on time in order for the instructor to read and grade it before the end of the semester. The paper should be neatly typed, standard font, size 12, double-spaced, and include:

- I. Title page
- II. Abstract
- III. Text of paper
- IV. Reference sheet in correct APA format.
- V. Draft with peer review attached

Your paper will be graded based upon the following criteria:

Completeness of paper (responds appropriately to the assignment)	30 percent
Depth of ideas presented	30 percent
Writing quality and correctness of formatting	40 percent