

JS 100W
Writing Workshop
Fall, 2005

Instructor: Jackye McClure
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Office (408) 924-3339
Office Hours:
Mon.Wed 9:00-9:30 A.M.
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, 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 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.

Your 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: Your own commitment to learning, as evidenced by your enrollment at San Jose State University, and the University's Academic Integrity Policy require you to be honest in all your academic course work. Faculty are required to report all infractions to the Office of Judicial Affairs. 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. It is your responsibility to read and understand the policy on academic integrity. SJSU plagiarism policy is 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, and 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. Mastery will be evidenced through 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 persuasive in nature. The topic will be chosen by the instructors; research for this paper will include a literature review and personal interviews. The research process itself will incorporate several additional assignments, to be graded separately. The specifics of this assignment are on a separate handout.

Final Exam will be Saturday, December 10, 2005, 10:00 AM -12:00 PM.

Make up exam must be arranged in advance with your instructor

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Jackye McClure, Instructor

I need the following information for my records. Please give me your current address and phone number, so that I may reach you if necessary during the semester. This information will be kept strictly confidential. Thanks!

Name: _____

Address: _____ City, Zip: _____

Home Phone: _____ Work Phone and schedule: _____

Email: _____

Professional Goal: _____

Score on WST: _____

I took English 1A and 1B at: _____

Grade in English 1A (or equivalent): _____ Grade in English 1B (or equivalent): _____

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Jan Hagemann, Instructor

I need the following information for my records. Please give me your current address and phone number, so that I may reach you if necessary during the semester. This information will be kept strictly confidential. Thanks!

Name: _____

Address: _____ City, Zip: _____

Home Phone: _____ Work Phone and schedule: _____

Email: _____

Professional Goal: _____

Score on WST: _____

I took English 1A and 1B at: _____

Grade in English 1A (or equivalent): _____ Grade in English 1B (or equivalent): _____

Subject to change – you must be in class to know what adjustments may be made to this schedule

Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 1			
8/24	<p>Introductions Diagnostic I: Article Critique (40 minutes) Handout Green Sheet Research paper assignment Vocabulary List I and Details Handouts: Greensheet, Research paper assignment, Vocabulary List I, Diagnostic I</p>		<p>Begin thinking about a topic for term project. Read Green Sheet and research paper assignment</p>
Week 2			
8/29	<p>Discussion of Research Paper Grammar usage and style: Using FAQ's and CJSWM Quiz on greensheet and research assignment</p>	Bring both text books to class	<p>Download Vocabulary List 1 CJSWM Ch.1 & Ch. 6 pgs. 122-129; Choose possible topic, write a paragraph on it and bring to library</p>
8/31	<p>Electronic Media Review – MLK Library (Dr. Susana Liu (408) 808-2088)</p>	CJSWM Ch. 1, & Ch. 6 pgs. 122-129	<p>Read Chapter 8 Find interviewees/agency Find & list in APA format 8 scholarly articles related to your topic</p>
Week 3			
9/5	Labor Day Holiday		<p>Go line and find your agency's website; contact Interviewees & schedule date/time for preliminary interview(s) Vocabulary List 1</p>
9/7	<p>Return and discuss Diagnostic I -- Summarization and paraphrasing vs. plagiarism Using APA style: references Progress Reports on research projects; how to conduct preliminary interviews (p.171-172) Vocabulary List 1</p>	<p>Chapter 8 Vocabulary List 1 Name, title and agency of interviewees</p>	<p>Chapter 4, pp. 66 – 103 (Skip 76 – 87.) Article Critique II Conduct preliminary interview(s)</p>
Week 4			
9/12	<p>Interview process for semester project Critique APA reference lists in class Oral presentation of topics Handout: Interview Guidelines</p>	<p>Chapter 4 List of 8 articles in APA reference format Written & Oral Presentation of topic</p>	<p>CJSWM Chapter 2 & Chapter 7, pp. 142 – 149; Vocabulary List 2;</p>
9/14	<p>Discuss Annotated Literature Review Paragraph Summaries vs. Abstracts (p. 56-57) Collect Article Critique II</p>	<p>Article Critique II CJSWM Chapters 2 & 7 Summary of initial interviews, including interviewee info and questions</p>	<p>Annotated Literature Review (pp. 161-166) CJSWM Ch.5 Find online & read SJSU policy on plagiarism, bring to next class</p>
Week 5			

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Date	Tentative Class Schedule	Due in class	Homework Assignment
9/19	Organizing your research paper Discussion of Article Critique II – Summarizing scholarly work, paraphrasing; Vocabulary List 2	Vocabulary List 2 CJSWM Ch.5 SJSU policy on plagiarism	Draft of a formal outline for your paper
9/21	Diagnostic II		Vocabulary List 3
Week 6			
9/26	Discuss Diagnostic II Vocabulary List 3	Vocabulary List 3	Vocabulary Quiz, List 1-3
9/28	Collect Annotated Literature Review. Catch up – where are you with regard to research topic, interview, etc. Explanation of Article Critique III assignment Handout: Article Critique III	Annotated Literature Review	Article Critique III Vocabulary Quiz, List 1-3 Revise formal outline of your research paper: incorporate information from your final interview
Week 7			
10/3	Vocabulary Quiz, List 1-3		Collect information for resume, if you have a resume, bring it to class with you. We will update it in class.
10/5	Resumes and Letters of Application – Marketing Yourself Effectively Handout: Resume Packets	Formal outline of research paper	Conduct follow-up interview, prepare summary of the interview & write thank you letter to interviewee. (Due next class period) Vocabulary List 4
Week 8			
10/10	Resume writing workshop	Resume information Final interview write up, including questions & thank you letter to interviewee	Type resume and letter of application
10/12	Resume exchange: Critique and evaluation of resumes Vocabulary List 4	Bring 3 copies of resume and letters to class. Vocabulary List 4	Vocabulary List 5 Refine resume & cover letter Revise thank you letter for interview
Week 9			
10/17	Vocabulary List 5 Police Reports Return and discuss Formal Outlines & Final Interviews Collect Article Critique III	Vocabulary List 5 Article Critique III Revised resume & cover letter Thank you letter final draft	Vocabulary List 6 Reminder: Draft Term Project due next week. No Exceptions.
10/19	Vocabulary List 6 Police Reports	Vocabulary List 6	
Week 10			
10/24	Research paper peer review in class – evaluate for focus	Research paper in draft form	Work on peer review [if not completed in class]

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Date	Tentative Class Schedule	Due in class	Homework Assignment
	and impact! <i>Handout: Research paper critique</i>		
10/26	Practice writing Police Reports <i>Handout: Assigned case for Court Brief #1</i>	Peer review of research papers	Locate Court Case #1 online, down load and read thoroughly Vocabulary List 7
Week 11			
10/31 11/2	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		Locate Court Case #1 online, down load and read thoroughly
Week 12			
11/7	Lecture on briefing a court case – Identifying and organizing the salient features of the case <i>Handout: Briefing a court case</i>		Brief #1: Brief assigned court case,
11/9	Vocabulary List 7 Debate Lecture : Go over procedures for debates	Vocabulary List 7 Brief #1 due	Study for vocabulary Quiz Bring list of three INTERESTING, controversial topics to next class [NOT abortion, gun control, legalization of drugs or anything else which has been over debated!!]
Week 13			
11/14	Grammar and Vocabulary Quiz, 1 – 7 (45 minutes) Select topics and teams for debates : Turn in list of team members, their role, and contact info (phone and email)		Prepare for debate: You will need to meet outside of class to organize your team & plan who'll cover what material in debate.
11/16	Court Brief Critique <i>Handout: Court Case #2; Debate Team assignments</i>		Locate Court Case #2 online, down load and read thoroughly
Week 14			
11/21	Diagnostic III	Last day to turn in revised research paper	
11/23	Debate Preparation		Think of all you have to be thankful for, and enjoy this weekend! (Especially if your paper has been turned in!) Meet with debate team to be sure you are well organized and prepared
Week 15			
11/28	Debate: Team 1 Handout: Article information for Diagnostic IV		Debaters: Dress your part! Also, bring name tags which can be read across the room for your desk so the audience will know who you are
11/30	Debate: Team 2		Be prepared for the final – download, read, and critique the article for Diagnostic IV in plenty of time.
Week 16			

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Date	Tentative Class Schedule	Due in class	Homework Assignment
12/5	Discuss Diagnostic III Class evaluation, return papers, discuss grades, SOTES		Be prepared for the final – read, and critique the article for Diagnostic IV in plenty of time. (I know I already told you this, but it is REALLY important that you be well prepared!)
12/7	Semester Review, preparation for the final Last class -- Yeah!!		Get a good night's sleep – give yourself plenty of time to get to SJSU and find a parking spot. Come to class on time, relaxed and prepared to think and write!!
Week 17			
12/10	Diagnostic IV (Final Exam) 10:00AM – 12:00 PM Location TBA		HAVE A GREAT HOLIDAY & CONGRATULATIONS TO YOU GRADUATES!!