

Justice Studies, 100W
Writing Workshop Syllabus
Fall, 2005

Instructor: William Van Cleave
Office: MH 525A
Email: william.vancleave@pdo.sccgov.org
Contact Phone Number: (408) 299-7783

Office phone number: (408) 924-2946
Office Hours: Friday: 1:00 p.m. – 2:30 p.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

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 while increasing your knowledge about the criminal justice system.

The final product of the assignment will be a paper on the general topic of *Substance Abuse*. The more specific thesis of the paper will be left to the student and may concern a government or private agency, organization or treatment modality involved in treatment of substance abuse, or enforcement of laws related to substance abuse, such as driving under the influence. Agencies may include, but are not limited to probation's drunk driving unit, police drug enforcement agencies, DEA, Drug Court, Santa Clara County Department of Alcohol and Drug Services (DADS), ALANON, AA, Pathway Society, ARH House on the Hill, and so on. The paper may be an evaluation of the agency, or a comparison of different enforcement techniques, or comparison of modalities used for treatment. One could, for example, compare California drunk driving laws with Canada's, or compare AA twelve step treatment with cognitive behavioral modalities.

The task of writing the paper will be spread out through the semester in several gradual steps, beginning with choosing a specific topic and a thesis, progressing to finding evidence to support the thesis, developing an outline, and finally composing the best paper you have ever written. This paper is intended to be a fairly complete exploration of the topic culminating with a recommendation for specific action intended to address the issues being examined.

The principal skill to be developed is research and the use of documentation to support the thesis. Therefore there will be substantial practice reading and paraphrasing articles from scholarly journals.

Step One: Choosing a topic [due Week 2]

Your instructors have chosen the general topic of "Substance Abuse", but you must develop a more specific topic. Ask yourself, "In the context of the substance abuse, what would I like to know more about," and, "is there an area in which I already have particular knowledge?" For example, if you are presently employed with or intend to pursue a career with a particular criminal justice agency, you might consider examining whether that agency is involved in control or treatment of substance abuse and whether the needs of the constituency are being satisfied or frustrated.

After choosing a topic, you will conduct document research on the web and at the library, and you will conduct interviews with service providers, including professionals and administrators or people who are the recipients of the service provided by the agency. You will narrow your topic to one that can be handled in a relatively short, eight page minimum, paper.

Example of specific topic: Are the needs of pregnant drug addicts being met by perinatal drug treatment programs in Santa Clara County, including ARH House on the Hill, and Blossoms Perinatal Center.

Step Two: Development of Thesis (Thesis Presentation, Reference List, and Annotated Literature Review) [due Week 4]

A crucial step in writing is the determination of a thesis. The thesis differs from the topic in that the topic tells what you are writing about, while the thesis states what you are going to say about the topic. For example, if the topic is "driving under the influence of alcohol," then one might develop the following thesis: "Increasing penalties for driving under the influence has not resulted in reduced DUI accidents."

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 support the point of view, and that evidence comes from research.

The Thesis Presentation, Reference List, and Annotated Literature Review are three separate assignments. There will be a separate handout on the requirements for an interview.

- Thesis Presentation Will be an oral presentation. The document you bring to class on the day of the presentation will include the webpage of the agency you plan to study (if one is available), a paragraph or two, **less than** one page long, in which the topic and thesis are stated and briefly explained, the name, title and agency of your interviewee(s), a list of proposed questions for your preliminary interview(s).
- Reference list is at least ten sources which you have found that are related to the topic. The reference list should be typed up in APA reference list format. This is a preliminary listing just to show that you are able to do the research and find appropriate articles. Not all of the articles will be used in the final paper.
- Annotated Literature Review is a list of at least four of the scholarly articles that you will be using to write your paper. The list will be annotated, that is, each article will be briefly summarized. Each citation should be approximately one half page long, single spaced, with the name of the article, the author's name, a brief summary of the article, with the author's thesis underlined. Following your annotation, identify the information or data from this article that you intend to use and why it will be of value to your paper. See page 161-167 of CJSWM for instructions on preparing an annotated bibliography.

After the Thesis has been presented in class, the student's progress and the viability of the thesis will be discussed. Whether a thesis is viable for the research paper depends to a large degree on the availability of articles, peer reviewed and otherwise, in support of the thesis. If you run into trouble finding articles to include on the reference list, go see your 100W instructor or a librarian for guidance.

Step Three: Preparation of Outline [due Week 7]

A detailed outline is necessary before writing a paper. Creating a more detailed outline is easy once the research has been substantially completed. Creating an outline is a matter of organizing the discussion of the various articles in support of or opposition to the thesis. For tips on outlining see CJSWM, pages 18-20 and page 207 for a sample outline format.

Step Four: Writing a draft [due Week 10]

Getting started on the first draft of a paper is often very difficult. However, having all the preliminary work done will simplify the task. The draft is just an elaboration of the outline. At this point, provided you have kept up, the paper should practically write itself. Keep in mind that this is just a draft and the sooner you begin this step the better. You will be able to write more freely and will actually enjoy this process if you are not too pressed for time.

Note: Having the draft completed on time is particularly important, because late papers may miss the opportunity for a peer review. Consequently, there will be major deductions for late draft submission. The draft must be at minimum five pages.

The draft must include the reference list with a minimum of seven total sources: at least two interviews, and five additional references which you found, two of which must be scholarly. In addition, you may use the articles from the critiques and diagnostics.

After your draft is submitted, you will meet with the instructor to go over the draft and the peer review.

Step Five: The final paper [due date Week 14]

The final paper must be at least eight (8) neatly typed pages, exclusive of the title page and reference page, typed in standard font, size 12, double-spaced, 1.25 inch margins, and it will include:

- I. Title page
- II. Abstract of your paper (1/2 page maximum)
- III. Outline of your paper
- IV. Text of paper (8-10 pages)
- V. Reference page in correct APA format
- VI. Draft with peer review attached.
- VII.

Your paper will be graded based upon the scoring guide, which is attached.

RESEARCH PAPER/CASE STUDY SCORE SHEET

Your paper will be evaluated in three areas:

FORMAT : Did you follow instructions for this assignment?

- _____ Title page
- _____ Abstract _____ Outline _____ Pages numbered
- _____ Correct APA in-text citation format
- _____ Correct APA reference page format
- _____ Appropriate sources used
- _____ Rough draft attached
- _____ Editor's critique attached

CONTENT: Did you understand the reading and information you collected for this assignment? Were you able to incorporate what you learned into a compelling argument?

- _____ Strong, effective opening
- _____ Appropriate explanation of agency's history, goals and mission
- _____ Clarity of purpose: identified "problem" within agency and proposed solution
- _____ Appropriate use of data from your research, especially your literature review
- _____ Appropriate use of information from your interview (establish credibility of your interviewee, well-integrated quotes)
- _____ Explained value of project
- _____ Effective, compelling closing
- _____ Originality of ideas, demonstrates insight into issues/problem/solution
- _____ Overall organization of paper

MECHANICS: Is your writing at college level? Did you proof read your paper before submitting it?

- _____ Appropriate grammar
- _____ Appropriate punctuation
- _____ Appropriate use of vocabulary
- _____ Syntax
- _____ Fragments/Run-on sentences
- _____ Spelling/Typing error

Fall 2005 100W Writing Assignments
(subject to change)

Assignment	M-W	T-TH	F
Miscellaneous Additional	TBA	TBA	TBA
Diagnostic I/Article Critique 1	8/24	8/25	8/26
Topic/Thesis Presentation: oral	9/12	9/13	9/16
Topic/Thesis Presentation: written	9/12	9/13	9/16
List of eight potential articles	9/12	9/13	9/16
Article Critique II	9/14	9/15	9/16
Diagnostic II	9/21	9/22	9/23
Annotated list of references	9/28	9/29	9/30
Vocabulary Quiz I	10/3	10/4	10/7
Formal outline of case study	10/3	10/4	9/30
Summary of Interview(s)	10/10	10/11	10/7
Thank you Letter for Interview	10/10	10/11	10/14
Resume/Letter of Application	10/12	10/13	10/21
Article Critique III	10/17	10/18	10/21
Draft Case Study	10/24	10/25	10/28
Case Study critique	10/24	10/25	10/28
Vocabulary Quiz II	11/14	11/15	11/18
Court Brief #1	11/16	11/17	11/18
Revised Research Paper	11/21	11/22	11/18
Diagnostic III	11/21	11/22	12/2
Debate	11/28 11/30	11/29 12/1	12/2
Diagnostic IV	12/10	12/10	12/10

Greensheet/Case Study Quiz

Directions: Please write out the answers to the following questions in complete sentences on a separate piece of paper. Number each response appropriately. You may use the greensheet and case study assignment for reference.

1. How will you demonstrate mastery of the vocabulary words?
2. Can one receive a "D" in JS100W?
3. The papers you write for JS100W will be evaluated in what three areas?
4. What if one of your papers is going to be turned in late? How late can you turn in an assignment?
5. What are the steps in preparing your case study?
6. How many sources do you need for your case study? What are they?
7. What is the purpose of the case study?
8. What is the purpose of the initial interviews for your case study?
9. How does the final interview for your case study differ from the initial interviews?
10. When are the interviews due?
11. When is the draft of your case study due? Why must it be turned in a month before the final paper is due?
12. What does CJSWM stand for?

AJ 100 Semester Schedule Fall 2005

Friday

Date	Tentative Class Schedule	Due in class
Week 1		
8/26	Introductions Handouts: Green Sheet, Research Paper Assignment, and Vocabulary List 1 with details. Diagnostic I: Article Critique Research Paper Particulars Grammar usage and style	
Week 2		
9/2	Electronic Media Review – Use of on line resources Library Tour - Martin Luther King Library Return and discuss Diagnostic I Grammar usage and style	CJSWM Ch. 1, Ch. 6 (pgs. 122 -- 129) Vocabulary List 1
Week 3		
9/9	Summarizing scholarly work, paraphrasing Practice Paraphrasing Interview process for semester project. Using APA style, referencing Discuss Annotated Literature Review Outlining Vocabulary List 1 Handout Article for Article Critique II	CJSWM Chapter 8 Oral/Written Presentation of topic/thesis Vocabulary List 1; SJSU policy on plagiarism
Week 4		
9/16	Status reports; Oral/Written Presentation of topic/thesis Interview process for semester project Discussion of Annotated Literature Review Paragraph Summaries/Outlining Collect Article Critique II	CJSWM Chapters 2 , 4 & 7 List of 8 articles in APA reference format Summary of initial interviews date & questions for follow-up interview; Article Critique II
Week 5		
9/23	Outlining/organizing a research paper Discussion of Article Critique II – Summarizing scholarly work, paraphrasing; Vocabulary List 2 Diagnostic II	Vocabulary List 2; CJSWM Chapter 5 SJSU policy on plagiarism
Week 6		
9/30	Collect Annotated Literature Review Critique and evaluation of resumes Discuss Diagnostic II Explanation of Article Critique III assignment Vocabulary List 3	Vocabulary List 3 Formal Outline Due Annotated Literature Review Bring 3 copies of resume and letters to class.
Week 7		
10/7	Vocabulary Quiz, Lists 1-3 Resumes and Letters of Application – Marketing yourself effectively Resume writing workshop	Resume information Summary of interviews Vocabulary List 4

Date	Tentative Class Schedule	Due in class
	Vocabulary List 4	
Week 8		
10/14	Police Reports Resume exchange Critique and Evaluation of Resumes Vocabulary List 5	Bring 3 copies of résumé and cover letters to class. Vocabulary List 5 Thank you letter for interview.
Week 9		
	Tentative Class Schedule	Due in Class
10/21	Status Reports on Papers More on Police Reports Collect Article Critique III Vocabulary List 6	Article Critique III Vocabulary List 6 Revised Resume and Cover Letter. Thank you letter to interviewee
Week 10		
10/28	Research paper peer review in class – evaluate for focus and impact! Discuss Peer reviews Briefing a court case – Identifying and organizing the salient features of the case Court Brief Case 1 handout	Research paper in draft form [major deduction for late Peer review of research paper due. No Exceptions
Week 11		
11/4	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS	
Week 12		
11/11	Debate Lecture Debate Preparation Vocabulary List 7 Diagnostic III article handout	Vocabulary List 7
Week 13		
11/18	Grammar and Vocabulary Quiz, 1 – 7 Discuss Brief 1 Debate Preparation Diagnostic III	Brief 1 Due Obtain and read Court Case #2 Last day to turn in revised research paper
Week 14		
11/25	Holiday	
Week 15		
12/2	Debates Semester Review, preparation for the final Discuss Diagnostic III Diagnostic IV handout Last class – class evaluation, return papers, discuss Final Post Test	
12/10	Diagnostic IV (Final Exam) HAVE A GREAT BREAK & CONGRATS TO YOU GRADS!!	