

JS 100W
Writing Workshop
Fall, 2006

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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 to effectively express a position, using organized, clear concise wording in a variety of formats to target different audiences

Prerequisites: Grade of “C” or better in English 1B or equivalent, passing score on the Writing Skills Test, completion of core GE requirements, upper division standing (60 units completed)

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)
A one-inch binder for 100W to keep all 100W work, including writing assignments, handouts, and writing journal. Bring the binder to every 100W class. **Required**
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 court decisions, an oral presentation, 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.

JS100W has been designed to meet the University Written Communication II requirements. Each assignment meets some aspect of these learning objectives. These requirements are as follows:

Learning Objective 1 (LO 1): Students shall be able to refine the competencies established in Written Communication IA and IB as summarized below:

IA Student Learning:

- Students should be able to perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).
- Students should be able to express (explain, analyze, develop, and criticize) ideas effectively.
- Students should be able to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.
- Students should be able to write for different audiences (both specialized and general)

IB Student Learning:

- Students should be able to use (locate, analyze, and evaluate) supporting materials, including independent library research.
- Students should be able to synthesize ideas encountered in multiple readings.
- Students should be able to construct effective arguments.

Learning Objective 2 (LO 2): Students shall be able to express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.

Learning Objective 3 (LO 3): Students shall be able to organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Important: Directive 97-03 requires that students with disabilities register with the Disability Resource Center (924-6000) to establish a record of their disability. Please meet with me to confirm that you have done this if you need course adaptation or accommodations because of a disability. 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, 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.

Course Add/Drop: Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, instructors are not required to drop a student from their course. ***It is the student's responsibility to make sure classes are dropped. You, the student,*** are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at: http://sa.sjsu.edu/student_conduct

Academic Integrity: Academic integrity is essential to the mission of San José State University. As such, students are expected to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources. Students are not permitted to use old tests or quizzes when preparing for exams, nor may they consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded. Violations of the Academic Integrity Policy undermine the educational process and will not be tolerated. It also demonstrates a lack of respect for oneself, fellow students and the course instructor and can ruin the university's reputation and the value of the degrees it offers. We all share the obligation to maintain an environment which practices academic integrity. Violators of the Academic Integrity Policy will be subject to failing this course and being reported to the Office of Student Conduct & Ethical Development for disciplinary action which could result in suspension or expulsion from San José State University. The policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct

Faculty are required to report all infractions to the Office of Judicial Affairs. Cheating in JS100W may include, among other things, plagiarism. Adhere to the SJSU code prohibiting plagiarism. **Plagiarized work in JS100W 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 SJSU's policy on academic integrity, which is located at: <http://www2.sjsu.edu/leap/plagiar.htm>
Click link to get to entire policy.

Important note: Article Critiques and the Research Paper must be submitted to Turnitin.com prior to turning it in to the instructor. You will submit the Turnitin.com "Originality Report" for each paper along with a clean copy of the paper for grading.

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.

Assignments: All handouts and assignments (except for the Diagnostics and the Final Exam) are available on my website <http://www.sjsu.edu/faculty/hagemann>. It is the student's responsibility to have the appropriate handout for each class period. Being well prepared for class includes checking the schedule before each class and bringing the appropriate assignment or handout to class. In some cases, a scoring guide is attached to the assignment. It is recommended that you download and read the study guide before doing the assignment.

In class writing assignments: Be prepared to write in each class. In class assignments will include expository responses to problem statements (diagnostics), 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, brief of and response to court decisions, preparation for oral presentations, article critiques, and the research paper. Some out-of-class work will require submission to Turnitin.com. See individual assignments for details and scoring guides. Allow extra time to submit your assignment to Turnitin.com and get the Originality Report back in a timely fashion. Late papers will not be accepted; it is the student's responsibility to ensure that their work is submitted on time.

Research Paper: Students will write an 8-10 page research paper, which will be persuasive in nature. The topic will be chosen by 100W instructors. The research for this paper will include examination of scholarly literature, article critiques, and personal interviews. The research process itself has been broken down into several steps; some of these steps will be graded separately. The specifics of the research assignment are on a separate handout.

Late paper policy: Papers are due at the beginning of class on date indicated. Coming to class late will result in your paper being docked for coming in late. Do not attempt to turn in a paper after the class period in which it is due; late papers will not be accepted unless you have made prior arrangements with me. Remember that all article critiques and your research paper must be submitted to Turnitin.com. Allow at least two days to get Originality Report back.

Extra Credit: There is plenty of writing in 100W. There is no extra credit. Rather than take the time to try to get extra credit, make the mental commitment to keep up in class, and stick to it!!

Final Exam will be Saturday, December 2, 2006, 9:00 -11:00 AM
Make up exam must be arranged in advance with your instructor

Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 1			
8/23	Introductions Diagnostic I: Article Critique (40 minutes) Handout Green Sheet Research paper assignment <i>Handouts: Greensheet, Research paper assignment, Diagnostic I</i>		Begin thinking about a topic for term project. Read Green Sheet and research paper assignment
Week 2			
8/28	Discussion of Research Paper Grammar usage and style: Using FAQ's and CJSWM Quiz on greensheet and research assignment	Bring both text books to class	CJSWM Ch. 1 & Ch. 6 pgs. 122-129; Choose possible topic, write a paragraph on it and bring to library
8/30	Electronic Media Review – MLK Library (Dr. Susana Liu (408) 808-2088)	CJSWM Ch. 1, & Ch. 6 pgs. 122-129	Read Chapter 8 Research Paper Step 1: Find & list in APA format 10 scholarly articles related to your topic; prepare thesis presentation (LO 3) Research Paper Step 2: Find interviewees/agency (LO1)
Week 3			
9/4	Labor Day Holiday		Go online and find your agency's website; contact interviewee(s) & schedule date/time for preliminary interview(s) Find online & read SJSU policy on plagiarism, bring to next class
9/6	Return and discuss Diagnostic I – Summarization and paraphrasing vs. plagiarism How to conduct preliminary interviews (p.171-172)	Chapter 8 SJSU Plagiarism Policy Research Paper Step 1	Chapter 4, pp. 66 – 103 (Skip 76 – 87.) Research Paper Step 3: Article Critique 1 with Turnitin.com Originality Report attached (LO 2) Conduct preliminary interview(s) (LO 3)
Week 4			
9/11	Interview process for semester project Critique APA reference lists in class Oral presentation of topics	Chapter 4	CJSWM Chapter 2 & Chapter 7, pp. 142 – 149;
9/13	Collect Article Critique 1 & Initial Interview Write ups Oral presentation of topics	Article Critique 1 CJSWM Chapters 2 & 7 Research Paper Step 2	CJSWM Ch.5 Research Paper Step 3: Article Critique 2 with Turnitin.com Originality Report attached (LO2)
Week 5			
9/18	Organizing your research paper Discussion of Article Critique 1 – Summarizing scholarly work, paraphrasing; paragraph summaries vs. abstracts (p. 56-57)	CJSWM Ch.5	
9/20	Diagnostic II		
Week 6			
9/25	Collect Article Critique 2 Discuss Diagnostic II Using APA style: references	Article Critique 2	Research Paper Step 3: Article Critique 3 with Turnitin.com Originality Report attached (LO 2)

Date	Tentative Class Schedule	Due in class	Homework Assignment
9/27	Catch up – where are you with regard to research topic, interview, etc.		Research Paper Step 5: Organize outline of your research paper to incorporate information from your final interview and articles (LO 3)
Week 7			
10/2	Collect Article Critique 3 <i>Research paper project updates in class: Thesis, interviewee, final interview questions (Do your questions reflect the research you have done?)</i>	Article Critique 3 Bring list of proposed questions for final interviews	Research Paper Step 3: Article Critique 4 with Turnitin.com Originality Report attached (LO 2) Collect information for resume, if you have a resume, bring it to class with you. We will update it in class.
10/4	Resumes and Letters of Application – Marketing Yourself Effectively	Resume information	Research Paper Step 4: Final Interview (LO 2; LO 3) Download resume samples from Career Center website
Week 8			
10/9	Collect Article Critique 4 Resume writing workshop	Article Critique 4	Research Paper Step 5: Draft of a formal outline for your paper (LO 3)
10/11	Collect Research Paper Step 5: Formal Outline Resume writing workshop/critique Resume exchange: Critique and evaluation of resumes	Bring 3 copies of resume & letter to class. Research Paper Step 5	Type up and refine resume & cover letter (LO 3)
Week 9			
10/16			Research Paper Step 6: Draft Term Project due next week. No Exceptions. Be sure to allow two days to submit your draft to Turnitin.com to get your Originality Report. (LO 1; LO2; LO 3)
10/18	Collect Research Paper Step 4 (Final interview and thank you letter) Collect Resume and letter of Application Go over research critique assignment in class Take stock: What are your conclusions with regard to interview results, research, etc.? Return and discuss Formal Outlines Handout: Research paper critique	Revised resume & cover letter Research Paper Step 4: Final interview write up, including questions & thank you letter to interviewee	
Week 10			
10/23	Research Paper Step 7: Peer review in class – evaluate for focus and impact!	Research paper in draft form	Research Paper Step 7: Finish and type peer review (LO1; LO3)
10/25	Briefing a court case (lecture) Handout: Assigned case for Court Brief #1	Peer Review of Research Papers	Revise thank you letter for interview (LO 3)
Week 11			
10/30-11/1	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		Locate Court Case #1 online, down load and read thoroughly (LO 1)

Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 12			
11/6	Briefing a court case – Identifying and organizing the salient features of case #1	Thank you letter final draft due in class today	Brief #1: Brief assigned court case (LO 3)
11/8		Brief #1 due	Locate Court Case #2 online, down load and read thoroughly. (LO 1)
Week 13			
11/13	Court Brief Critique	Brief of court case 1 Research Paper Step 8: You may turn in your research paper any time now! 😊	Prepare for CCE: You will need to meet outside of class to organize your team & plan who will cover what material in CCE. Research for proper perspective and background of team members. (LO 3)
11/15	Collect revised Court Brief I Go over Citizen Complaint Exercise <i>Handout: Court Case #2; Debate Team assignments</i>		Prepare brief of court case 2 (LO 1)
Week 14			
11/20	Diagnostic III Bring court cases and briefs of case 1 & 2 for diagnostic	Brief of Court Case 2	
11/22	Select teams for Citizen Complaint Exercise (CCE): Turn in list of team members, their role, and contact info (phone and email) CCE Preparation Handout: Article information for Final Exam		Think of all you have to be thankful for, and enjoy this weekend! (Especially if your paper has been turned in!) Keep in touch with CCE team to be sure you are well organized and prepared; research your character for perspective Prepare for the final – download, read, and critique the article for final exam.
Week 15			
11/27	CCE Preparation	Research Paper Step 8: Last day to turn in revised research paper	CCE Teams: Dress your part! Also, bring name tags which can be read across the room from your desk so the audience will know who you are!
11/29	Citizen Complaint Exercise		Prepare for the final – download, read, and critique the article for final exam. (LO1; LO2; LO3)
12/2	Final Exam 9:00AM – 11:00 PM Location TBA	Bring yellow written communications exam booklet	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 16			
12/4	Class evaluation, return papers, SOTES		
12/6	Semester Review, semester grades, last class -- Yeah!!		HAVE A GREAT HOLIDAY & CONGRATULATIONS TO YOU GRADUATES!!

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 *Domestic Violence*. 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 domestic violence, or enforcement of laws related to domestic violence, such as Penal Code section 273.5. Agencies may include, but are not limited to probation's domestic violence unit, police training agencies, various domestic violence treatment programs, various safe houses for victims of domestic violence, Santa Clara County District Attorney's Domestic Violence Unit, Santa Clara County Superior Court's Domestic Violence Departments or the court's unified family court, 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 domestic violence procedures and laws with another state's, or compare a program using standard group therapy to one treating with cognitive behavioral modalities.

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.

The task of writing the paper will be spread out through the semester in several steps, beginning with choosing a specific topic and a thesis, 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 process of writing the paper has been broken down into 7-8 steps, each one a separate assignment, which will be graded and weighted separately from your final research paper. Each step is described in detail in separate handouts, however here is a brief description of each:

Step One: Choosing a Topic & Thesis Presentation

Your instructors have chosen the general topic of "Domestic Violence", but you must develop a more specific topic. In the course of narrowing the topic, you will need to 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. Choose a topic that can be handled in a relatively short (8-10 page) paper.

Once you have selected your topic you will need to determine 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 "Are the needs of abused spouses being met by the Santa Clara County District Attorney's mandatory prosecution policy?" then one might develop the following thesis: "In spite of the appearance that this policy would deter and reduce incidents of domestic violence, the Santa Clara County District Attorney's mandatory prosecution policy has increased the severity and incidence of domestic violence in couples following completion of sentence."

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 your research.

Thesis Presentation Will be an oral presentation, using a 4X6 notecard. The day of your presentation you will turn in a 4-5 page package of information you will be utilizing to research your topic. (Brief description of your topic and thesis, name, title and agency of your interviewees and list of proposed questions, web page from the agency which is the focus of your research, and a reference list of at least 10 sources you plan to examine for your research.) See handout for further details.

Step Two: Initial Interview

The Interview is a summary of an interview with at least one person involved in prevention or treatment of domestic violence, or enforcement of domestic violence laws. You are responsible to find a subject to interview, schedule and plan the interview, and prepare a summary. See handout for further details.

Step Three: Article Critiques

The Article Critique is a more in depth analysis of four scholarly research articles. Ideally, you will be able to find 4 articles from the reference list you prepared in Step One. You will be preparing a 2-3 page critique for each of four articles. They should be articles which you feel provide the most information for your paper. (If there are not four appropriate articles on your original reference list, you may use others, but you must clear the article with your instructor before you do the critique to ensure that it meets the criteria for this assignment.)

Article Critiques will be turned in on a weekly basis, one each week for four consecutive weeks. Article Critiques must be submitted to Turnitin.com before turning in for grading, so be sure to allow 2-3 days to submit it and get it back in time. See handout for further details.

Step Four: Final Interview

The final interview will be conducted after you have completed your article critiques. At this point you should have come up with some information which might be of value to the agency which you are writing about. The final interview will be more of a discussion of your findings and how they might apply to this agency than a "Question & Answer" type interview. The "questions" you pose in your final interview should facilitate discussion and provide information, which hopefully your interviewee will find of value. Therefore, what will ensue is a discussion of how your findings might be incorporated into that agency and how it might improve their operations. See handout for further details.

Step Five: Preparation of Outline

A detailed outline is necessary before writing a paper. Preparing a detailed outline is not difficult once the research has been substantially completed. Creating an outline is a matter of organizing the discussion of your research, including interview findings and the various articles in support of or in opposition to the thesis. See handout for further details.

Step Six: Writing a draft

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 should be able to write more freely and actually enjoy this process if you are not too pressed for time. Check the criteria for scoring your research paper as you write your paper to be sure you cover everything. Research Paper Scoring guide is attached.

IMPORTANT NOTE: You will be submitting your draft to Turnitin.com for review. You must allow 2-3 days to get your originality report back from Turnitin.com. In addition, having the draft completed on time is particularly important, because a significant part of your research project is having your paper Peer Reviewed. 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. (Important bonus: A draft that is **exceptional** may be accepted by the instructor as the final paper!)

The draft must include a reference list with a minimum of six total sources: at least one interview, and five additional references two of which must be scholarly articles, the other may be from various sources including additional interviews. See handout for further details.

Step Seven: Peer Review

You will be having your paper peer reviewed by a classmate. There will be specific guidelines for the review, which will be provided by your instructor. The Peer Review will be a graded assignment.

Step Eight: The Final Paper

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. It will include:

- I. Title page
- II. Abstract of your paper (1/2 page, maximum, single-spaced)
- III. Outline of your paper
- IV. Text of paper (8-10 pages)
- V. Reference page in correct APA format
- VI. Draft with Turnitin.com Originality Report and peer review attached.

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

RESEARCH PAPER SCORING GUIDE

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 with Turnitin.com Originality Report 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 writing at college level? Did you proofread your paper before submitting?*

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