

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 <u>APA format</u> 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)

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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)

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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, download 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!!