

Instructor: Danielle Harris

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Office Hours: Wednesday 11am – 1pm
(I prefer that you contact me via email.)

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.

JS 100W students 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: A grade of “C” or better in English 1B or equivalent, and passing score on the Writing Skills Test, completion of core GE requirements and upper division standing (60 units completed)

Required Texts:

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. (*older eds OK*)

Harris, M. (2004). *Writer’s FAQs: A pocket handbook*. Upper Saddle River: Prentice Hall. (*older eds OK*)

A one-inch (1”) binder for 100W to keep all 100W work, including writing assignments, handouts, and Writing Journal. Bring the binder to every 100W class. **Required**

Recommended Texts: Merriam-Webster’s collegiate dictionary (10th edition or newer).

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, and 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.

Late paper policy: Papers are due at the beginning of class on date indicated. 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. Late papers will not be accepted under any circumstances.

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!!

Academic Honesty: 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. Cheating includes, among other things, plagiarism. 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 SJSU's policy on academic integrity, which is located at: <http://www2.sjsu.edu/leap/plagiar.htm> Click link to get to entire policy.

Academic Integrity Statement

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, 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 to 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

To better understand plagiarism and to aid you in making sure that you are not plagiarizing, please see me and/or visit: <http://tutorials.sjlibrary.org/plagiarism/index.htm>

Article Critiques and the Research Paper JS100W 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.

Please note: THERE IS NO EXTRA CREDIT IN THIS COURSE

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

Course Add/Drop Statement

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***

Americans with Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires students with disabilities requesting accommodations must register with DRC to establish a record of their disability.

<u>Date</u>	<u>Tentative Class Schedule</u>	<u>Due in class</u>	<u>Homework Assignment</u>
Week 1			
8/23	Introductions Handout: Green Sheet Diagnostic 1 (1/2 hour) Handout: Research Paper (complete instructions) Handout: Writing Journal Explanation		Begin thinking about a topic Read Green Sheet Read Ch 1 Read Ch 6 (p 122-129) Research Paper step 1
Week 2			
8/30	Electronic Media Review – MLK Library (Dr. Susana Liu (408) 808-2088) Handout: Research Paper step 2 Research Techniques Using APA style, referencing		Read Ch 8 Research Paper step 1 Research Paper step 2 Find SJSU Plagiarism Policy online and bring to class
Week 3			
9/6	Return and discuss Diagnostic 1 Discussion re: APA style, referencing and plagiarism. Handout: Article Critique 1 Discuss SJSU policy on plagiarism	SJSU Plagiarism Policy	Article Critique 1 Ch 2 Ch 4, pp. 66-103 (Skip 76- 87) Ch 7, pp. 142 – 149; Finish Research Paper step 1
Week 4			
9/13	Talk about interviews Oral Presentations of Topic	Research Paper step 1 Article Critique 1	Think about Research Paper Outline Ch 5
Week 5			
9/20	Return and Discuss Article Critique 1 Outlining a Research Paper (outlining exercise in class) Summarizing scholarly work, paraphrasing		Continue working on outline and interview(s). Article Critique 2 Prepare for Diagnostic 2
Week 6			
9/27	Diagnostic 2 Catch up – where are you with regard to research topic, interview, outlining the research paper,	Diagnostic 2 Article Critique 2	Article Critique 3 Collect Information to put in your Resume
Week 7			
10/4	Discussion: Resumes and Letters of Application Resume writing workshop	Article Critique 3 Collected Information for resume	Article Critique 4 Research Paper Outlines
Week 8			
10/11	Resume Exchange in small groups, mock job interviews Update discussion/troubleshooting on Research Paper, hand in research paper outlines	Article Critique 4 Two copies of resume draft for exchange Research Outlines	Type up Final Resume and cover letter. Work on research paper draft
Week 9			
10/18	Take stock – what are your conclusions? (from article critiques, interviews etc) Return Research Paper Outlines Briefing a court case – Identifying and organizing the salient features of the case	Bring all previous article critiques. Final Resume and Cover Letter	Work on research paper draft
Week 10			
10/25	Student reviews of research paper drafts (in class) Write critique/review of student paper (in class)	Research paper draft Major deduction if late.	Work on Final Research Paper

<u>Date</u>	<u>Tentative Class Schedule</u>	<u>Due in class</u>	<u>Homework Assignment</u>
	Small Group Discussion of Research Papers		
Week 11			
11/1	NO CLASS – INDIVIDUAL CONFERENCES TO GO OVER PAPERS		Locate and read Court Case 1
Week 12			
11/8	Write Court Brief 1 in teams (in class) Handout: Discuss Citizen Complaint Exercise Choose issue, choose teams etc.	Bring Court Case 1	Work on Final research paper Decide roles for Citizen Complaint etc.
Week 13			
11/15	Return and Discuss Court Brief 1 Preparation for Citizen Complaint Exercise		Court Brief 2 – find, read, and brief
Week 14			
11/22	Return Court Brief 2 Collect Final Research Paper Diagnostic 3 (based on court briefs 1 & 2)	Final Research Paper No extensions Bring court briefs 1 & 2	
Week 15			
11/29	Return and discuss Diagnostic 3 Citizen Complaint Exercise	Citizen Complaint Exercise	Find and read article for Diagnostic 4 (FINAL EXAM)
*** ** SATURDAY, December 2 nd 2006 *** **			
12/2	Diagnostic 4 (Final Exam) Lecturers stay to grade exams		
Week 16			
12/6	Semester Review, class evaluation, return all papers, discuss final grades, SOTES, writing journals.		