

JS 100W
Writing Workshop
Fall, 2006

Instructor: William Cleveland, Jr.

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Office Hours: Tuesdays/Thursdays 11:45am -12:45pm and 2:45 – 4:00pm; or, by appointment.

Office Telephone: no phone (do not leave messages on the listed office phone)

Web site: <http://billcleveland.pageout.net> (This greensheet, handouts, assignments and your grades will be found at this web address. Register and login...(no charge). Click on “JS100W” in list of courses.)

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: 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)

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: In accordance with University policy, any student caught cheating or plagiarizing can be given a score of "0" for that exam or paper, and, at minimum, will be reported to the Office of Judicial Affairs with appropriate recommendations for disciplinary action. For the University policy, see http://sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S04-12.pdf. Also see http://sa.sjsu.edu/student_conduct; and <http://www2.sjsu.edu/leap/plagiar.htm>.

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://billcleveland.pageout.net>. 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 scoring 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 points deductions 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 under any circumstances**. Remember that all article critiques and your research paper must be submitted to Turnitin.com. Allow at least two days to get the Originality Report back.

Extra Credit: There is no extra credit, other than the following:

For five extra points added to your Threat Assessment score, see *Plagiarism: The Crime of Intellectual Kidnapping* located on the SJSU web site at <http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm>. Use your student ID number (Tower Card) to register as a "SJSU Students- First Time" and complete the module and quizzes. Send me an email copy of your quiz score, if

my name is not listed for you to select.

Any additional extra credit offerings will be at the discretion of the instructor, and are not guaranteed.

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			
8/24	Introductions Diagnostic I: Article Critique (40 minutes) Handout Green Sheet Research paper assignment Handouts: Greensheet, Research paper assignment, Diagnostic I Discussion of Research Paper Grammar usage and style: Using FAQ's and CJSWM		Begin thinking about a topic for term project. Read Green Sheet and research paper assignment document. CJSWM Ch.1 & Ch. 6 pgs. 122-129; Choose possible topic, write a paragraph on it and bring to MLK Library.
Week 2			
8/31	Electronic Media Review – MLK Library (Dr. Susana Liu (408) 808-2088) 5:30 – 6:30pm REPORT DIRECTLY TO THE MILK LIBRARY, 2D FLOOR, COMPUTER WORKSHOP CLASSROOM. DO NOT COME TO MACQUARRIE HALL FIRST. APA style formatting of your research paper and references list..	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) 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
Week 3			
9/7	Collect list of 10 scholarly articles. Return and discuss Diagnostic I – Summarization and paraphrasing vs. plagiarism How to conduct preliminary interviews (p.171-172) Interview process for semester project Critique APA reference lists in class Oral presentation of topics	Chapter 8 SJSU Plagiarism Policy Research Paper Step 1 Chapter 4	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) and write the details in an “Initial Interview Write-up”. (LO 3) CJSWM Chapter 2 & Chapter 7, pp. 142 – 149;
Week 4			
9/14	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)

Date	Tentative Class Schedule	Due in class	Homework Assignment
	Organizing your research paper Discussion of Article Critique 1 – Summarizing scholarly work, paraphrasing; paragraph summaries vs. abstracts (p. 56-57)	CJSWM Ch.5	
Week 5			
9/21	Collect Article Critique 2 Diagnostic II Discuss Diagnostic II Using APA style: references Requirements for Oral Report to Class on your project.	Article Critique 2	Research Paper Step 3: Article Critique 3 with Turnitin.com Originality Report attached (LO 2) Prepare a 5 minute Oral Report on your project and update us on your progress. [THIS IS A GRADED EXERCISE.] See Week 6 “Due in class” column entry.
Week 6			
9/28	Collect Article Critique 3 Outlining your paper (Step 5) – lecture. Roundtable on proposed questions for final interviews.	<ul style="list-style-type: none"> ▪ Article Critique 3 ▪ Bring list of proposed questions for final interviews <p>AND</p> <ul style="list-style-type: none"> ▪ a 5 min. oral presentation on your topic. 	Research Paper Step 5: Organize outline of your research paper to incorporate information from your final interview and articles (LO 3) 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. Download resume samples from Career Center website
Week 7			
10/5	Collect Article Critique 4 Continue Oral Reports from last week. Resumes and Letters of Application – Marketing Yourself Effectively Resume writing workshop	Article Critique 4 Your biographical info for a resume.	Research Paper Step 4: Final Interview (LO 2; LO 3) Research Paper Step 5: Draft of a formal outline for your paper (LO 3)
Week 8			

Date	Tentative Class Schedule	Due in class	Homework Assignment
10/12	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) 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)
Week 9			
10/19	Collect Resume and cover letter. 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 <i>Research Paper Step 7: Peer review in class – evaluate for focus and impact!</i>	Revised resume & cover letter Final interview write up, including questions & thank you letter to interviewee. AND Research paper in draft form	Research Paper Step 7: Finish and type peer review (LO1; LO3)
Week 10			
10/26	Briefing a court case (lecture) Handout: Assigned case for Court Brief #1 INDIVIDUAL CONFERENCES TO GO OVER PAPERS.	Peer Review of Research Papers	Revise thank you letter for interview (LO 3) Locate Court Case #1 online, down load and WRITE a draft brief. (LO 1; LO 3)
Week 12			
11/2	<i>Collect thank you letter drafts.</i> Briefing a court case – Identifying and organizing the salient features of case #1 INDIVIDUAL CONFERENCES TO GO OVER PAPERS.	Thank you letter final draft due in class today	Brief #1: Brief assigned court case (LO 3) Locate Court Case #2 online, down load and read thoroughly. (LO 1)

Date	Tentative Class Schedule	Due in class	Homework Assignment
Week 13			
11/9	<i>Collect Court Case #1 briefs.</i> Court Brief Critique	Brief of court case 1: Research Paper Step 8: You may turn in your research paper any time now!	Prepare brief of court case 2 (LO 1)
Week 14			
11/16	<i>Collect Court Case #2 briefs.</i> Diagnostic III	Bring court cases and briefs of cases 1 & 2 for diagnostic III.	NO CLASS NEXT THURSDAY, 11/23! Instead, you should join family and friends and do some serious overeating. For class on 11/30, review Court Cases #1 and #2, and your briefs of those cases, in preparation for an oral roundtable discussion. (LO1). Bring notes and briefs to class to aid your memory.
Week 15			
11/30	Critique Diagnostic III Roundtable discussion of Court Cases #1 and #2. [This is a graded exercise to evaluate your comprehension of these cases, and your ability to articulate orally the salient points. Opportunities for debate on controversial points will be open. All will participate.	Bring court cases and briefs of case 1 & 2 . RESEARCH PAPER STEP 8: LAST DAY TO TURN IN REVISED RESEARCH PAPER	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			
12/7	Class evaluation, return papers, SOTES Semester Review, semester grades, last class -- Yeah!!		HAVE A GREAT HOLIDAY & CONGRATULATIONS TO YOU GRADUATES!!