

JS 100W: Writing Workshop

Online Course Syllabus
Summer 2007

Professor: Mark E. Correia, Ph.D.
Office: MacQuarrie Hall 513
Hours: TBA
Telephone: (408) 924-1350
Email: mcorreia@casa.sjsu.edu

Course Description

The importance of written communication cannot be over-emphasized, hence, this course is designed to develop advanced written skills. The best method for improving these skills is through extensive practice, critical feedback, revision, and examination of models of excellence in writing. 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.

Prerequisites: A grade of "C" or better in English 1B, a passing score on the Writing Skills Test (WST), upper division standing, and completion of the Core GE.

Required Materials

Publication Manual of the American Psychological Association (2001). 5th Edition.

Additional readings for this course will be distributed through WebCT.

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 evaluate classmates' writing on a variety of assignments. Assignments in JS100W will include: expository responses to justice related topics, a critique of scholarly literature, an annotated bibliography and the development of a research paper. 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.

Though this is an online course, you are required to keep pace with the course material and complete the required reading assignments by the scheduled class meeting, and complete assignments on time. No late assignments will be accepted.

NOTE: Given the University requirements that must be met for this course, a lot of writing must be undertaken. Since the summer session is only 6-weeks long, the course will be intense—this means that you will be busy! Please do not fall behind, for you cannot afford to play catch-up. I have tried to develop interesting assignments that will help develop your writing skills. Yes, I do understand that there is a lot of work and will do my best to help everyone successfully complete the course.

Final course grade will be based on the criteria listed below:

Participation

Given the delivery method of this course (i.e., online), students are not required to “participate” at any given time during the day. Students are required, however, to participate in all course activities. As noted throughout the syllabus, there is a lot of work that must be completed in a short amount of time, hence, participate early and often!

Critical reading, thinking, and writing involve a number of practical skills. In other words—practice, practice and more practice. Though this is an online course, you are required to keep pace with the course material and complete the required reading assignments by the scheduled class meeting, and complete assignments on time.

Critique Partner

An important element in learning how to write in an effective manner, is to critique the work of other students. During this course, students will be assigned a “critique partner” who will help provide insightful comments on several of the assignments

Please refer to the document “Critique Partner” posted in the “Course Material” area for additional information.

Weekly Discussions

Each Monday, a discussion topic will be posted in the “Weekly Material” content area and students will be required to discuss the topic on the appropriate discussion area corresponding to each week (e.g., the discussion for Week 1 will take place in the Week 1 discussion area). In addition to responding in a “Main Posting”, students will also respond to other student’s postings; thus developing an asynchronous discussion.

The primary purpose is to discuss, in a clear and professional manner, controversial topics in the field of Justice Studies. These topics are laden with emotion—your objective is to discuss them in a manner that is respectful and draws upon the available evidence. All postings should be formally written and grammatically correct, which means that students should proofread before posting.

Your weekly grade will be based on 3 criteria. First, the substance of your posting; that is, did you, in a clear and thorough manner, adequately address the topic? Did you include additional sources? Did you reference all of you sources correctly? Second, did you respond to other postings? How many responses did you post? How often did you respond? Was the

content of these responses appropriate and insightful? Lastly, were your postings grammatically correct? Were they easy to understand?

Each weekly discussion area will close on Friday at 5:00pm. Any postings received after this time will not be accepted.

Assignments

There will be a variety of written assignments throughout the course. Additional instructions for the assignments will be posted each week.

Assignments can be located and will be submitted through the “Assignment” area on WebCT. They will not be accepted in any other manner. Your assignment should be named in the following manner: *full name and assignment # as one word*. For example: studentSmith1. For further instructions on how to upload an assignment, see “Submitting Assignments to WebCT” in the “Course Material” area.

Assignments will be returned within one week of the due date with comprehensive written comments.

Internet Research

The birth and boom of the Internet has provided a tremendous resource for information—of course, not all of this information is “worthy” of inclusion in academic research. During the first week of class, each student will be required to complete an Internet research assignment. This assignment can be accessed through WebCT.

The purpose of this assignment is assess each students Internet research skills and to familiarize students with research on the Internet.

Debate Paper

Students will be required to write a debate paper on an assigned topic, which will be posted during Week #2 in the “Course Material” area. Students will select one (1) topic from the list, research the arguments “for” and “against” and prepare a paper summarizing both sides of the debate. The paper will be due during Week #3 and will be 3-4 pages, APA style, 12-point font.

The purpose of this assignment is to assess the student’s ability to understand and clearly articulate both sides of a controversial justice related issue.

Annotated Bibliography

Each student will be required to prepare an annotated bibliography of the sources to be used for their research paper. These sources can include reputable websites as well as academic peer reviewed journal articles, books or documents. It is expected that students will have a minimum of 10 sources (no later than 15 years old), with the majority of them being from academic peer reviewed journals.

An annotated bibliography is a list of citations to books, articles, and documents. Each citation is followed by a brief (usually 150-175 words) descriptive and evaluative paragraph, the annotation. Annotations are descriptive and critical; they expose the author's point of view, clarity and appropriateness of expression, and authority—most importantly, perhaps, is they provide a starting point for a research paper. The bibliography will consist of 10 or more sources, written in APA style, 12-point font and is due during Week #2.

The purpose of this assignment is to assess the ability of the student to inform the reader of the relevance, accuracy, and quality of the sources cited.

Article Reviews

Students will be required to read and write two (2) reviews of scholarly articles written in scholarly journals. It is the student's responsibility to choose the topic and articles, though it is strongly suggested that the articles chosen correspond with the research paper topic. The articles chosen must be no later than 10-years old and will be completed during Week #3. Each review will be between 2-3 pages, APA style, 12-point font.

The purpose of this assignment is to assess the student's critical reading and writing skills.

Introduction

Every paper has to start somewhere—and as we know, starting a paper may be one of the most challenging aspects of the writing process. Given this, each student will be required to prepare and submit the introduction to t=his/her research paper during Week #4. The introduction should be no longer than 1 page, written in APA style and 12-point font.

The purpose of this assignment is to assess the student's ability to clearly note the importance of the topic and provide the reader a “roadmap” for the paper.

Literature Review

As we all know, the literature review is a critical component in a research paper, hence, students will be required to submit a review of the literature concerning their research topic. This review will draw upon the materials outlined in the annotated bibliography, but will go into greater detail. In addition, a review of the literature in a particular field helps to clarify what is already known, which theoretical frameworks have been developed, and what has already been done, so that unintentional replications can be avoided and wheels not reinvented. The literature review will be 2-3 pages in length, APA style and in 12-point font and will be due during Week #4.

The purpose of this assignment is to assess the student's ability to integrate the material into a coherent, thorough and focused review of the literature.

Research Paper

Students will be required to write a research paper that is due at the end of the summer session. This paper will cover a topic within the field of Justice Studies and will be persuasive in nature. Each student will choose a topic from a list provided during the first week of class and will notify the professor of his/her choice by the end of the first week. The paper will follow APA style, no other style will be accepted, and will be between 5-7 (double spaced) pages in length. A rough draft of the paper is due during Week #5. All materials turned in during the course regarding the paper, must be turned in with the final paper. No late term papers will be accepted.

Additional information regarding the research paper can be found in the “Course Material” area.

Email

The primary form of correspondence for this online course will be email. Please note that since this is a writing course, all emails should be written in a formal manner—which means, check your spelling and grammar. Email correspondence will adhere to the following protocol or will be returned to the student.

1. *Subject Line:* This line will contain the student’s name, the course and the subject. For example, Student Smith, JS 100W, Assignment #1.
2. *Format:* **All papers sent electronically must be saved in .doc or .rtf. I will not accept papers saved in .wps, .wpd or pasted into an email. In addition, all papers loaded into WebCT must also follow this format. If you send the wrong format or upload the wrong format onto WebCT and the due date passes, your assignment will be considered late and not accepted.**
3. *Email Address:* Please use this email address: markcorreia@casa.sjsu.edu.
4. *Confirmation:* I will send out a confirmation receipt for those assignments that I have received within 24hrs. If you do not receive a confirmation, your assignment was not received. Be sure to include your email address in WebCT when you upload your assignment.
5. *Responsibility:* It is the student’s responsibility to make sure that the assignment is properly loaded into WebCT. If the assignment is not attached correctly and received by the due date, the assignment will be considered late.
6. *Availability:* I will respond to emails received M-F within 24hrs. Those emails, however, sent during the weekend will be responded to on the following Monday.

Grading or Evaluation

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 weighted scores on assignments during the semester. Assignments will be graded ABC/NC. Grades are determined based upon adherence to the specific criteria for each assignment. Grades will be assigned using three criteria: format, content and mechanics. All assignments must adhere to the following guidelines unless otherwise specified: typed, double-spaced, single sided, 1 inch margins, 12

pt. standard font (i.e.: Times New Roman) and in APA format. All assignments will be submitted through WebCT. **IMPORTANT NOTE: Always keep a copy of the writing you submit.**

Assignment grades count toward the final grade in the following percentages:

Weekly Discussions	12.5%
Internet Research	05%
Written Debate	10%
Article Reviews	10%
Annotated Bibliography	10%
Introduction	05%
Literature Review	10%
Draft of Final Paper	10%
Final, Revised Paper	15%
Critique Partner	12.5%

Grades 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 Outline

I have listed my email address and office hours for your convenience. At, all times, I will be available via email. If you cannot make my office hours, nor have access to email, please set up an appointment. While I may be in my office at other times, I may not be available to meet.

Listed below is an abbreviated outline for each week. For a more detailed description of the overall course, please go to “Course Calendar” listed on the home page. More specific information for each week can be found in the “Weekly Material” area.

Week #1 (Link becomes active on 6/4)

Course Overview

Review of Course Material

Lecture #1: "Research on the Internet"

Assignment #1 distributed (6/4) and due (6/8)

Discussion Topic #1 (available 6/4)

Diagnostic I: Assessment of student's understanding of course material and APA format
(6/14 and 6/15)

Selection of Research Paper Topic due (6/10)

Critique Partner Assigned

Week #2 (Link becomes active on 6/7)

Lecture #2: "Literary Sources"

Lecture #3: "Annotated Bibliographies"

Assignment #2 "Annotated Bibliography" distributed (6/7) and due (6/17)

Assignment #3 "Developing a Thesis" distributed (6/7) and due (6/17)

Discussion Topic #2 (available 6/11)

Debate paper topics distributed (available 6/11)

Week #3 (Link becomes active on 6/14)

Lecture #4: "Preparing and Article Review"

Assignment #4 "Article Reviews" distributed (6/14) and due (6/24)

Debate papers due (6/22)

Discussion Topic #3 (available 6/18)

Week #4 (Link becomes active on 6/21)

Lecture #5: “Developing an Introduction to a Research Paper”

Lecture #6: “Writing a Literature Review”

Assignment #5 “Research Paper Outline” distributed on (6/21) and due (7/1)

Assignment #6 “Research Paper Introduction” distributed (6/21) and due (7/1)

Assignment #7 “Research Paper Literature Review” distributed (6/21) and due (7/1)

Discussion topic #4 (available 6/25)

Week #5 (Link becomes active on 6/28)

Assignment #8 “Rough Draft of Research Paper” distributed (6/28) and due (7/5)

Discussion Topic #5 (available 7/2)

Week #6 (Link becomes active on 7/5)

Final Draft of Research Paper due (7/13)

Discussion Topic #6 (available on 7/09)

Diagnostic II (available on 7/12 and 7/13)

Syllabus Addendum

Grading: In order to receive a grade for this course, all course requirements must be completed. Failure to complete any of them may result in a failing grade for the course. Paper and course grades may be disputed at the instructor’s convenience (or during office hours). It is important to note, however, that upon review, the instructor reserves the right to increase as well as decrease the grade in question. Late assignments and papers will not be accepted nor any extra credit provided. No extra credit will be offered.

Academic Dishonesty: The “I got caught cheating” policy for this class is swift, severe, and certain: that is, if you cheat, chances are very good that you will be caught and punished with a failing grade for the course. In addition, plagiarism is absolutely unacceptable. If you are unsure what constitutes plagiarism, please contact the professor—while many students are ignorant of this offense, ignorance is not an excuse. I have several speeding tickets that prove this point!

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, 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 that 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 that 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>

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

ADA: "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 that students with disabilities register with DRC to establish a record of their disability."

Online Classroom Etiquette: Class motto: "Treat others as you think they would like to be treated". Yes, this is a spin on the ever popular, but not so empathetic phrase. This is a time to open your minds to new ideas, to explore new concepts, so please take advantage of this opportunity. Further, please be respectful of others and show them common courtesy. I firmly believe that the learning process is enriched by discussion, but damaged by arguments. Respect and professionalism are the guiding principles of this class.

Written Work: I understand that many of our students have very busy lives, filled with work and family obligations. I understand that "school work" is difficult to fit in to an already full schedule. With this said, I do expect quality work from everyone. Write every paper as though it is your best paper ever and be proud of your paper and work that you complete for this course.

As a side note: I am well aware of the websites that offer papers to students and have software that allows me to compare papers I receive to the thousands of databases of papers that exist. Trust me, it is not worth your effort, chances are, I will find out. All papers that are turned in to this class will be submitted to turnitin.com. Please see the course website for additional information.

No late assignments will be accepted.

+/- Grading: This course will be using the +/- system on final grades based on the following percentages:

95-100:	A	74-76:	C
90-94:	A-	00-73:	NC
87-89:	B+		
84-86:	B		
80-83:	B-		
77-79:	C+		