

Justice Studies Department  
San Jose State University  
Class Hrs: Tues 4:30-7:15  
Room: Sweeney Hall 410

Instructor: Mary Juno  
Office Hrs: T/TH 10-12  
Office: MQH 521  
Email: mary.juno@sjsu.edu



**Class Website:**

<http://www.sjsu.edu/people/mary.juno/courses/js100w/>

**JS100W: Writing Skills Workshop**

**Course Description**

This is an integrated writing and research course designed to develop advanced written communication skills. Effective written and oral communication skills are vital to success in any career, but are particularly important to the criminal justice profession. 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.

**Required Texts:**

- Johnson, W.A., Rettig, R.P, Scott, G. & Garrison, S. (2008). *The criminal justice student writer's manual* (4<sup>th</sup> ed.). Upper Saddle River: Pearson Prentice Hall. ISBN-13: 978-0-13-231876-1
- Zinsser, W. (2001). *On writing well*. New York: Collins. ISBN-13: 978-0060006648
- Webster's College Dictionary, paperback



**Recommended:**

- Strunk, W., White, E.B. & Kalman, M. (2005). *The elements of style*. New York: Penguin Press. ISBN: 1-59420-069-6
- American Psychological Association. (2005). *Concise rules of APA style*. ISBN 13: 978-1-59147-252-0

**Course Grade:** All writing workshops are graded ABC/NC. Students must earn a C or better to pass the class. Grades are determined based upon adherence to the specific criteria for each assignment. On writing assignments, points will be earned in four areas: format, content, mechanics and style. All writing assignments completed outside of class must additionally adhere to the following guidelines unless otherwise specified: typed, double-spaced, single-sided, white paper, 12" margins, 12pt font, with attached turnitin.com report. **Note: always keep a copy of any out of class writing that you submit.**

**Writing Mechanics Exam (10%)** There will be one major exam during the semester on writing mechanics (grammar, word choice, spelling and punctuation).

**APA Quiz (5%)** There will be one quiz on APA rules and style.

**Vocabulary (5%)** Vocabulary lists will be distributed to the class and used for quizzes.

**Diagnostic Writing Exams (20%)** There will be four in-class writing exams (worth 5% each) during the semester. The topic will be announced in advance.

**Reading Questions (10%)** Students will write thoughtful responses to questions from the assigned readings. Some of these will be in-class, some will be take-home.

**Research Paper (45%)**

- **Thesis Workshop (5%)** Students will orally present their thesis statements in class and offer each other useful and constructive feedback.
- **Interview (5%)** Students must interview a person with knowledge or experience relevant to their topic, and use the material as a source for their term papers.
- **Outline (5%)** Students will create an effective outline of their research paper.
- **Rough Draft and Peer Review 10%)** Students will turn in two rough drafts of their research paper and do peer reviews of a classmate's paper, offering substantive feedback.
- **Final Research Paper (20%)** The final research paper will be 10-12 pages and written in APA format. The reference list must contain at least 6 academic, peer-reviewed sources.

**Class Participation (5%)** is expected. You will be evaluated partly based on your attendance and contributions to the class. It is essential that you come prepared to participate, so keep up with the reading and plan to speak up! Your participation or lack thereof will augment or diminish your overall grade in the class.

**Attendance** is imperative for success in this class. Many assignments will be conducted during class time, so if you cannot make it to class you will miss the assignment and lose the points. **Make-ups** will not be given without prior approval from instructor, or under extraordinary, *documented*, circumstances. **Late work** will be marked down 25% for each calendar day that it is late. If you know ahead of time that you will miss a day when an assignment is due, either turn it in early, have a classmate turn it in for you, date-stamp it in the JS office and put it in my box, or make other arrangements with me - *prior* to missing the class.

The only **extra credit** available in this class will come from your scheduled appointments or workshop attendance at the Writing Center (Clark Hall). Each appointment with a tutor, or workshop attended, will be worth 5 points (20 points max). Be sure to get a receipt from the tutor you work with and turn it in to me for credit.

**turnitin.com**

This is an online plagiarism checking service. You must register with turnitin.com and familiarize yourself with its features. You will submit all of your out-of-class assignments to turnitin.com. Papers will not be accepted unless they have been submitted to turnitin, and will be considered late until they are submitted. *No exceptions.* To register:

http://www.turnitin.com → New User → enter your info → join the class.  
**Class ID: 3376464 PW: proofread!**

**Note: One incident of plagiarism will earn the student an F grade in the course. The incident will be reported to the Office of Student Conduct & Ethical Development.**

**Tips for Becoming a Better Writer, and for Passing this Class**

1. When you are assigned any reading material for any class, read the whole thing: the introduction, the prologue, the table of contents, the body, the epilogue and the appendix.
2. Read with a pencil in your hand. Underline passages that have resonance for you and take notes in the margin. This will save you a lot of time and will help you understand the reading better.
3. Get into the habit of circling every word you come across that you don't know. Then look it up in the dictionary before you continue reading.
4. Write *long* drafts and don't edit them immediately. Your first draft should never be your last. Write 3-5 pages more than the assignment requires. Then leave your paper alone for at least one day (preferably three days). When you come back to it, your eyes will be fresh and you'll be better able to cut out the clutter.
5. Have someone read your paper *outloud to you*. This allows you to hear your mistakes.
6. If you are having trouble, go to the Writing Center or see me in office hours. Don't wait until it's too late!

**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 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>

**Other Important Stuff**

Please do not text/use your cell phone or surf the web during class. **It's rude and distracting**, and if you do it I will ask you to leave for the day.

## Course Add/Drop Statement

Last Day to drop a course in the Fall '10 semester, without receiving a grade or a W, is Tuesday, September 7.



### Instructor

Mary Juno earned an MS in Forensic Science from the University of Strathclyde (Glasgow, Scotland), and a BA in Forensic Anthropology from San Francisco State University. Juno has worked as an editor and has taught writing skills and police report writing courses. She has been an instructor at SJSU since 2006 and also teaches at Cabrillo College.

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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., which can be found at: [http://sa.sjsu.edu/student\\_conduct](http://sa.sjsu.edu/student_conduct)

### American 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.

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**UNIVERSITY POLICY ON 100W:** This course fulfills the junior-level Writing Workshop University Studies requirement (Area Z, Written Communication II). **Prerequisites:** Grade of C or better in English 1B or equivalent, passing score on the WST, completion of core GE requirements, upper division standing (60 units completed).

### **The students of JS100 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 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

### **Learning Objectives**

**LO1:** Students shall be able to refine the competencies established in Written communication 1A and 1B (see below).

**LO2:** 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.

**LO3:** Students shall be able to organize and develop essays and documents from both professional and general audiences, including appropriate editorials standards for citing primary and secondary sources.

#### 1A Student Learning Objectives

- Students should be able to perform effectively the essential steps of the writing process (prewriting, organizing, composing, revising, 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).

#### 1B Student Learning Objectives

- Student 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.