

JS 100W, Sec. 3: Writing Workshop – Spring 2010
Class Meeting Time and Room: Tues, 5:30 PM – 8:15 PM, MH 526

Instructor: Susie M. Rivera, M.S., CPCC.

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Office Hours (MH 525A): Tuesdays, 4:30 PM – 5:30 PM or by appointment

Course Materials: <http://www.justice-studies.com>

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 the following:

- 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

UNIVERSITY POLICY ON 100W: This course satisfies Area Z, Written Communication II, a University Studies requirement. Students should note that courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments.

Prerequisites: Grade of “C” or better in English 1B or equivalent, passing score on the Writing Skills Test, completion of core GE requirements, upper division standing (60 units completed)

Required and Recommended Course Materials:

- ❖ Gavlan, J. L. (2009). *Writing Literature Reviews*, 4th Ed. Pyczak Publishing. **Required**
- ❖ American Psychological Association (2009). *Concise rules of APA Style*, 6th Ed. American Psychological Association. **Required**
- ❖ Three written examination booklets (“blue books”) available at the Spartan Bookstore **Required**
- ❖ Scholarly articles for Article Critiques and Research Paper to be located online **Required**
- ❖ A 1 ½ binder for 100W to keep all 100W work, including writing assignments, and handouts. Bring the binder to every 100W class. **Recommended**
- ❖ *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 JS 100W will include: expository responses to problem statements, a review of scholarly literature, a research project, oral presentations, analytical thinking and writing exercises, 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. JS 100W has been designed to meet the learning objectives of the University Written Communication II (Area Z) requirements. Each assignment meets some aspect of these learning objectives (documented on the next page).

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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.

Campus policy in compliance with the Americans with Disabilities Act: *According to Presidential Directive 97-03 students with a disability are required to register with the Disability Resource Center (924-6000) in order 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 earned throughout the semester. Not all assignments will be graded. Grades will be determined based upon adherence to the specific criteria for each assignment; points 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. font (i.e.: Times New Roman, Garamond, or Calibri).

IMPORTANT NOTE: Always retain at least one electronic copy of any out of class writing that you submit.

Content is the most important area for which points are assigned. Content points will be given as follows:

- **Top score:** Excellent presentation with thoughtful, well-reasoned analysis and discussion. 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 demonstrates an understanding of the assignment, the issue(s) and the 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 lack of ability to demonstrate an understanding of the assignment, reading(s) or issue(s) and to articulate an appropriate response to the assignment.

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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: 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 or 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 of 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. Students who violate the Academic Integrity Policy will be subject to failing the 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.

Faculty members are required to report all infractions to the Office of Judicial Affairs. Cheating in JS 100W may include, among other things, plagiarism. Adhere to the SJSU code prohibiting plagiarism. **Plagiarized work in JS 100W 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. The policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct

Important note: Article Critiques, the Research Paper Rough Draft, and the Final Research Paper must be submitted to Turnitin.com prior to turning it in to the instructor. If required by your instructor, you will need to print and attach your Originality Reports. You will submit a clean copy of each paper for grading, with an appropriate cover page.

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 reading, and to attend all class meetings well prepared to contribute to the classroom exchange of ideas and information. Therefore, good attendance is essential in order to pass 100W. The instructor will take roll promptly at the start of each class meeting, if you arrive late be sure to check in with the instructor at the first appropriate opportunity.

Assignments: All handouts and assignments (except for the Diagnostics and the Final Exam) are or will be available on my website: <http://www.justice-studies.com>. It is the student's responsibility to have the appropriate handout for each class period. Being well prepared for class includes checking the schedule well before each class and bringing the appropriate assignment or handout to class. In some cases, a scoring guide is attached to the assignment. Download and read the scoring guide before doing the assignment, and attach a copy of the scoring guide to each assignment you submit if required (your instructor will advise you).

In class writing assignments: Always be prepared to write in class; either individually or in group settings. In class assignments will include expository responses to problem statements (diagnostics), APA exercises, outlining exercises, general writing exercises as needed, critical analysis, and the final examination.

Out of class assignments: Out of class assignments will include preparation for oral presentations, development of a paper outline, the composition of article critiques, critiques of fellow student work, and the research paper. See individual assignments for details and scoring guides. Some out-of-class work will require submission to Turnitin.com (Article Critiques, Research Paper Rough Draft, and the Final Research Paper). Allow extra time to submit your assignment to Turnitin.com to get the Originality Report back in a timely fashion. **Late assignments/papers will not be accepted, unless prior arrangements have been made (inclusive of a legitimate and substantiated excuse); it is the student's responsibility to ensure that work is submitted on time.**

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Research Paper: Students will write a culminating 8-10 page research paper, which will be analytical in nature. The theme for the paper will be chosen by the JS 100W instructors. The research and development of this paper will include a thorough examination of scholarly literature, article critiques, and the application of college-level analytical thinking and writing skills. 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.

Assignment completion: Students will not pass the course unless all assignments and presentations listed below are completed.

- Topic and Thesis write-up + presentation
- APA reference list
- Diagnostic I, II, and III
- Article Critique I, II, III, and IV
- Group Outline (Group Outlining Exercise)
- Research Paper Outline
- Critique of Research Paper Outline
- Research Paper Draft
- Final Research Paper
- Media vs. Reality Roundtable Discussion
- Final exam

Late assignment policy: Assignments are due by the start of class on the dates indicated. Coming to class late will result in your assignment being docked for coming in late (without a legitimate excuse). Late assignments will not be accepted unless you have made prior arrangements, or have a legitimate and substantiated excuse. Remember that all article critiques and drafts of your research paper must be submitted to www.turnitin.com. It is recommended that you allow at least one day before the due date to receive the Originality Report. Mass submissions to www.turnitin.com have resulted in long report generation delays in the past. Originality Reports must be generated and available for the instructor to review prior to start of class on the indicated due dates for papers.

Extra Credit: There is plenty of writing in 100W. Extra credit assignments are highly unlikely. Rather than take the time to try to get extra credit, make the commitment to keep up in class, and stick to it!

Final Exam: Tuesday, May 25, 2010 from 5:15 PM – 7:30 PM

A make up exam must be arranged in advance (by Tuesday, May 11, 2010) with your instructor, and will only be considered if a legitimate and verifiable reason can be provided (documentation may be required).

Course Schedule Legend

- Article Critique I (AC1)
 - Article Critique II (AC2)
 - Article Critique III (AC3)
 - Article Critique IV (AC4)

 - Diagnostic I (D1)
 - Diagnostic II (D2)
 - Diagnostic III (D3)

 - Academic Integrity Policy (AIP)
 - Student Conduct Code (SCC)

 - Research Paper Rough Draft (RPRD)
 - Group Outlining Exercise (GOE)
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	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 1				
Jan. 26th	• Introduction • Discussion of Research Paper and potential topics • Introduce <i>Writing Literature Reviews (WLR)</i> and <i>Concise Rules of APA Style</i> • Discuss Ch. 1 Activity • Registering on www.turnitin.com (required) • Diagnostic I (in-class written exam)	• Diagnostic I	• Download/study Greensheet and Research Paper Assignment Course web site: www.justice-studies.com	01.26.10
			• Go online and begin selection of a topic for Research Paper	01.26.10
			• Bring both textbooks to class next week	02.02.10
			• Mandatory registration on www.turnitin.com Be sure to register using a valid e-mail address that you will check regularly. (15) point penalty for failing to register on time.	02.02.10
			• Read WRL: Ch. 1, Ch. 2, and Ch. 3	02.02.10
			• WRL Assignment: Ch. 1 Activity: pg. 8 (Items A-E)	02.02.10
			• Download and print Part I: Topic/Thesis, Reference List	02.02.10
			Week 2	
Feb. 2nd	• Quiz on Green Sheet and Research Paper Assignment • Return and discuss Diagnostic I • Discuss Topic/Thesis oral presentation, APA reference list • Discuss process of Ch. 1 Activity	• Greensheet • Research Paper Assignment • Textbooks • Quiz • Ch. 1 Activity • Topic/Thesis, Reference List handout	• Meet at the MLK Library, Room 217 @ 5:30 PM	02.09.10
			• Download and print Part III: Article Critiques I-IV	02.09.10
			• Read WLR: Ch. 11 and Ch. 13	02.09.10
			• Find and list in APA format (10) scholarly journal articles related to your topic	02.23.10
			• Prepare write up for Topic and Thesis presentation (minimum of a 1/2 page, typed) - (LO 1, LO 3)	03.02.10
			Week 3	
Feb. 9th	• Mandatory Electronic Media Review (1st half of class) MLK Library, Room 217 @ 5:30 PM JS Librarian: Nyle Monday (Nyle.Monday@sjsu.edu) • Explanation of format for submitting Article Critiques • Assign for Article Critique #1 (AC1) and Diagnostic II (D2)	• Article Critique handout	• Find/download article for AC1/D2 (LO 2)	02.09.10
			• Download and read the following documents: Academic Integrity Policy (AIP) & Student Conduct Code (SCC) (On the <i>Student Expectations</i> page of web site)	02.16.10
			• Download: Critical Thinking and Assessing Research	02.16.10
Week 4				
Feb. 16th	• Discussion about AIP and SCC documents • Review www.turnitin.com Originality Report example • Lecture/discussion: Critical Thinking and Assessing Research • APA lecture/discussion	• AIP document • SCC document • Critical Thinking and Assessing Research handout	• Read WLR: Ch. 4 and Ch. 5	02.23.10
			• Complete APA Reference List - Bring (2) printed copies	02.23.10
			• Finish AC1 and submit to www.turnitin.com Bring a printed copy of AC1 w/Originality Report attached	02.23.10
			• Prepare for Diagnostic II - You will need to bring a printed copy of the article for Diagnostic II and a blue book	02.23.10

	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 1				
Feb. 23rd	• Submission of AC1 (at the start of class) • Critique APA reference lists in class + discussion • Exchange (1) copy with a fellow student, and hand in (1) copy to the instructor • Assign article for Aricle Critique #2 (AC2) and Diagnostic III (D3) • Diagnostic II (in-class written exam)	• (2) Typed copies of APA reference list • AC1 • Diagnostic II (D2) • Printed copy of D2 article • Blue book	• Find/download article for AC2/D3	02.23.10
			• Complete Topic and Thesis write-up and presentation	03.02.10
Week 6				
Mar. 2nd	• Collect Topic and Thesis write-ups • Topic and Thesis presentations • Return and discuss APA reference lists • Return and discuss AC1 • Return and discuss D2	• Topic/Thesis write-up • Topic/Thesis presentation	• Finish AC2 and submit to www.turnitin.com Bring a printed copy of AC2 w/Originality Report attached	03.09.10
			• Download and review/print Part IV: Research Paper Outline	03.09.10
			• Prepare for Diagnostic III - You will need to bring a printed copy of the article for Diagnostic III and a blue book	03.09.10
Week 7				
Mar. 9th	• Submission of AC2 (at the start of class) • Return Topic and Thesis write-ups • Discussion: Writing a cohesive research paper - organization, outlining, critiquing sources, &proofreading • Discussion of Research Paper Outline • Diagnostic III (in-class written exam) • Assign article for Article Critique #3 (AC3)/ Group Outlining Exercise (GOE)	• AC2 • Research Paper Outline handout • Diagnostic III (D3) • Printed copy of D3 article • Blue book	• Find/download article for AC3/GOE(LO 2)	03.09.10
			• Read WLR: Ch. 8	03.16.10
			• Begin working on your formal Research Paper Outline	04.06.10
Week 8				
Mar. 16th	• Return and discuss AC2 • Return and discuss D3 • Lecture/discussion on: common writing issues (e.g., grammar, spelling, word choice, verb tense, etc.)		• Download and review/print Group Outlining Exercise handout	03.23.10
			• Bring your own printed copy of the AC3/GOE article to class	03.23.10
			• Finish AC3 and submit to www.turnitin.com Bring a printed copy of AC3 w/Originality Report attached	03.23.10
			• Work on formal Research Paper Outline	04.06.10
Week 9				
Mar. 23rd	• Submission of AC3 (at the start of class) • Group Outlining Exercise	• AC3 • Printed copy of GOE article + notes • Group Outline	• Work on formal Research Paper Outline	04.06.10

	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 10				
Mar. 30th	Spring Break - No Class this week		Finish formal Research Paper Outline You will need to bring (1) printed copy of your Research Paper Outline to class.	04.06.10
Week 11				
Apr. 6th	- Critique of Research Paper Outlines in class - Check-in: paper progress - Discussion about Research Paper Rough Drafts: Requirements, format, and Peer Review Assignment - Return and discuss Group Outlines - Return and discuss AC3 - Assign Article Critique #4 (AC4)	- Research Paper Outline - Critique of Research Paper Outline	Find/download article for AC4 (LO 2)	04.06.10
			Complete Research Paper Rough Draft (RPRD) You will need to bring (2) printed copies of your RPRD to class Submit your RPRD to www.turnitin.com	04.13.10
			Download/print: Part VI: Peer Review Worksheet	04.13.10
			Read Ch. 9 and Ch. 10	04.13.10
Week 12				
Apr. 13th	- Turn in a printed copy of your RPRD to the instructor - Return Research Paper Outline critiques - Exchange a printed copy of your RPRD with a fellow student - Begin working on Peer Review Assignment in class	(2) printed copies of RPRD - Printed copy of Peer Review Worksheet	Finish AC4 and submit to www.turnitin.com Bring a printed copy of AC4 w/Originality Report attached	04.20.10
			Download/print: Critical Movie Analysis handout	04.20.10
			Type up your Peer Review Assignment for next week: Bring (2) printed copies of your Peer Review Assignment to class: (1) copy for classmate, (1) copy to hand in	04.20.10
Week 13				
Apr. 20th	- Submission of AC4 (at the start of class) - Hand back typed Peer Reviews to fellow students, and turn in a printed copy to the instructor - Feedback on rough drafts - Discuss Critical Movie Analysis for end of the semester round table discussion - "Media vs. Reality" - Designate group members for "Media vs. Reality" - General class discussion about "Media vs. Reality" in the CJ field	- AC4 (2) printed copies of Peer Review Assignment	Work on final draft of Research Paper	05.04.10
Week 14				
Apr. 27th	- Return and discuss AC4 + overview of AC progress throughout the term - Return graded Peer Reviews - Final check-in on Research Papers: Review organization, difference between a good paper and a great one, and proofreading - APA discussion/in-class exercise (time permitting)		Read Ch. 14	04.27.10
			Finish your Research Paper (final draft) Bring (1) printed copy to class	05.04.10

	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 15				
May 4th	• Submission of Research Paper (final draft) • Brief review of "Media vs. Reality" discussion process • "Media vs. Reality" movie: TBA	• Research Paper (at the start of class)	• Prepare for "Media vs. Reality" round table discussion:	05.11.10
			• Download/print "Media vs. Reality" Discussion handout	05.11.10
			• Keep in touch with your group members, collaborate!	
Week 16				
May 11th	• SOTES • "Media vs. Reality" roundtable discussion • Note: Article for Final Exam will be assigned on 05.18.10 via e-mail		• Find/download article for the Final Exam (LO2)	05.18.10
May 25th	• In-class final exam from 5:15 PM - 7:30 PM	• Printed copy of article for Final Exam + notes • Blue book	Congratulations! You have survived 100W!	