

**San José State University**  
**Department of Justice Studies**  
**JS100W-01 Writing Workshop, Fall 2011**

<b>Instructor:</b>	Natasha Kutina, M.S.
<b>Office Location:</b>	MH 521
<b>Telephone:</b>	(408) 847-3040 (home number – emergency only)
<b>Email (preferred):</b>	<a href="mailto:natashak@oesonline.com">natashak@oesonline.com</a>
<b>Office Hours:</b>	Tuesdays, 5:00 PM to 7:00 PM or by appointment
<b>Class Days/Time:</b>	TBA
<b>Classroom:</b>	Online Course: <a href="https://sjsu.desire2learn.com/">https://sjsu.desire2learn.com/</a>
<b>Prerequisites:</b>	Grade of “C” or better in English 1B or equivalent; upper division standing; passage of Writing Skills Test; and completion of core GE requirements
<b>GE/SJSU Studies Category:</b>	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.

**Faculty Web Page and E-mail**

Copies of the course materials such as the syllabus, major assignment handouts, and any additional materials may be found on the course website at: <https://sjsu.desire2learn.com/> or my faculty web site at: <http://www.justice-studies.com>. This is an online course therefore you need to have dependable access to the internet to successfully participate in this course. Students should be familiar with Desire2Learn (D2L) by the first day of class. A tutorial is available on the eCampus website at: <http://online.sjsu.edu/students/tutorials.htm>.

You are responsible for regularly checking your e-mail via D2L regarding announcements, reminders, and any additional course materials. All course materials are posted in Adobe PDF format; you will need Adobe Acrobat Reader to view the documents. A link to the program’s download site is available on the home page of the instructor’s web site; there is no cost to download Adobe Acrobat Reader.

**Course Description and Overview**

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 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. Students must earn a grade of “C” or better to pass this course.

## **Course Goals and Student Learning Objectives**

### **Course Goals**

JS100W students will develop the following:

1. A clear concise, effective writing style, exhibiting the mastery of the mechanics of writing
2. Proficiency in research strategies and methodologies necessary to communicate complex ideas effectively and appropriately to both general and specific audiences
3. The ability to read, interpret, and critically analyze scholarly literature within the field, and to respond critically both orally and in writing
4. The ability to gather diverse supporting evidence from a variety of sources and appropriately cite these sources using APA-style formatting
5. The ability to effectively express a position, using organized, clear, and concise wording in a variety of formats to target different audiences

### **Student Learning Objectives**

Upon successful completion of this course, students will be able to meet the following learning objectives:

**LO1** Students shall be able to refine the competencies established in Written Communication 1A and 1B as summarized below. Satisfaction of this objective will be measured through the evaluation of outlining exercises, a research paper draft, and a research paper final draft.

#### **1A Student learning:**

1. Students should be able to effectively perform the essential steps in the writing process (pre-writing, organizing, composing, revising, and editing).
2. Students should be able to express (explain, analyze, develop, and criticize) ideas effectively.
3. Students should be able to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.
4. Students should be able to write for different audiences (both specialized and general).

#### **1B Student learning:**

1. Students should be able to use (locate, analyze, and evaluate) supporting materials, including independent library research.
2. Students should be able to synthesize ideas encountered in multiple readings
3. Students should be able to construct effective arguments

**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. Satisfaction of this objective will be measured through

the evaluation of article critiques of scholarly research, a critique of student work, and an oral debate.

**LO3** 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. Satisfaction of this objective will be measured through the evaluation periodic diagnostics (in-class written examinations) and various organizational exercises, both in and outside of class.

### **Required Texts/Additional Readings/Other Materials**

**Textbook** (Available at the Spartan Bookstore; ISBN: 978-1-4338-0560-8)

American Psychological Association. (2009). *Concise rules of APA style*. Washington, DC: American Psychological Association.

**Textbook** (Available on [www.Amazon.com](http://www.Amazon.com), [www.bn.com](http://www.bn.com), and likely many other book retailers; ISBN: 978-0-8050-8831-1)

Fogarty, M. (2008). *Grammar girl's quick and dirty tips for better writing*. New York, NY: Henry Holt and Company, LLC.

### **Additional Readings**

Additional readings will include scholarly journal articles for Article Critique assignments, and the Research Paper which will require online literature searches.

### **Recommended Materials**

1. Merriam-Webster's collegiate dictionary

### **Turnitin.com**

Students will be required to register on <http://www.turnitin.com>, and submit Article Critique assignments, the Research Paper Rough Draft, and the Research Paper Final Draft to turnitin.com prior to submission to the instructor. Registration information will be posted on the course website.

### **Library Liaison**

Nyle Monday ([Nyle.Monday@sjsu.edu](mailto:Nyle.Monday@sjsu.edu))

(408) 808-2041

<http://libguides.sjsu.edu/justicestudies>

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at <http://www.sjsu.edu/registrar/calendar/2112/index.htm>. Information about late drop is available at <http://www.sjsu.edu/aars/policies/latedrops/>. Students should be aware of the

current deadlines and penalties for adding and dropping classes. The last day to drop without a “W” grade is **Tuesday, September 6, 2011**.

## Assignments and Grading Policy

### Summary of Assignments

Assignment	Due Date	Percentage of Final Grade
Diagnostic I	August 28 <sup>th</sup>	3%
APA Activity	September 8 <sup>th</sup>	2%
APA Reference List	September 15th	5%
Topic and Thesis	September 22nd	3%
Article Critique I	October 6th	5%
Article Critique I Post/Response	October 7th	2%
Diagnostic II	October 9th	8%
Article Critique II	October 20th	5%
Article Critique II Post/Response	October 21th	2%
Diagnostic III	October 23th	8%
Research Paper Outline	October 27th	3%
Proofreading Activity	November 3 <sup>rd</sup>	2%
Research Paper (Rough Draft)	November 10 <sup>th</sup>	5%
Online Debate Post	November 17 <sup>th</sup>	5%
Online Debate Response	November 20th	5%
Research Paper (Final Draft)	December 1st	25%
Final Research Paper Post	December 4th	2%
Final Research Paper Response	December 8 <sup>th</sup>	2%
Final Exam	December 11th	8%
		<hr/>
		100%

### Assignments

All the course handouts, notes, and assignments are available and must be submitted on the course website: <https://sjsu.desire2learn.com/>. It is the student’s responsibility to review the course material before completing assignments. A score guide is available for most assignments. Download and read the scoring guide before doing the assignment.

General formatting requirements for out of class, type-written assignments include a cover page, page numbering, 1” margins, double-spacing, and Times New Roman font. All assignments must be written in formal English, with college-level writing mechanics and APA-style formatting, inclusive of in-text citations and references. Several written assignments must be submitted to [www.turnitin.com](http://www.turnitin.com) prior to submission to the instructor (see Turnitin.com section of the syllabus).

### Article Critiques I & II

The process of writing an article critique is designed to improve and test your ability to critically analyze an empirical research study. Clearly, the better written an article is, the more likely it is to be accepted by the intended audience; however, research has varying degrees of quality. This assignment will enhance your overall outlining skills. It will increase your ability to read professional writing, recognize valid research and understand

the results, and it will aid you in identifying weaknesses in research and writing. Learning to recognize flaws in grammar and logic will improve your ability to recognize those flaws in your own writing. In addition, the assignment requires you to utilize your skills in using the Internet to locate a scholarly article. [LO2]

### **Article Critique I & II Online Posts/Responses**

Students will be required to respond to questions based on articles posted by the instructor. Each student will also respond to another peer's post to encourage active discussion. [LO2]

### **Diagnostics I – III & the Final Exam**

Diagnostics I – III and the final exam will be written examinations designed to assess your ability to respond to examination items requiring the extrapolation of pertinent information, and critical analysis of the utility and validity of that information. After the instructor posts the exam, each student will have 3 days to complete and submit. [LO3]

### **APA Activity**

This assignment requires the use of the textbook *Concise Rules of APA* to answer questions related to APA formatting, citations, and references. [LO1]

### **Proofreading Activity**

This activity is designed to test students' abilities to proofread written work. It will require students to recognize mechanical errors and to develop correct responses. [LO1]

### **Topic & Thesis Write-up**

This assignment will require you to develop and refine a research paper topic and thesis statement related to the chosen semester theme. A short write-up of your topic and thesis will be required. [LO1]

### **APA Reference List**

This assignment will require you to compile a reference list that will consist of (10) scholarly peer reviewed journal articles (no books, web sites, newspapers, or magazines) related to your topic, which you may and should use for your research paper. At least half of the journal articles listed need to be empirical/quantitative research studies. [LO1]

### **Research Paper Outline**

This assignment will enhance your overall outlining skills; help you to realize the utility of this skill in relation to the comprehension of complex material, and to test your ability to work in a collaborative manner. [LO2]

### **Research Paper Rough Draft**

This assignment is designed to provide you with the opportunity to develop a well thought out and written rough draft of the research paper required for this course. Utilization of the previously completed research paper outline and critique will provide you with a solid foundation for the development of a quality paper. [LO1]

### **Research Paper Final Draft**

The purpose of the writing workshop is to teach you, the student, how to read and think critically, and to communicate clearly and concisely in a professional style. This assignment

is designed to provide a medium through which you can improve your research and writing skills while increasing your knowledge about the criminal justice system. Students will be required to write an 8-10 page analytical research paper. A separate handout detailing the specific requirements of this assignment is available on the instructor's web site. Each student will also be required to post a short synopsis of their paper online for open discussion. [LO1]

### **Online Debate**

The purpose of this assignment is to teach students to critically analyze both sides of a criminal justice related topic in the form of a class discussion/debate. Students will be asked to develop logical and supported arguments for both sides of a specific criminal justice issue. [LO2]

### **Grading Policy and Late Submissions**

All writing workshops are graded ABC/NC. Performance that merits a grade lower than a "C" will receive "No Credit (NC)". University and departmental guidelines require a serious and compelling reason to drop a course; a course cannot be dropped because of grades alone.

Completion of all assignments is required to successfully pass this course, regardless of whether the assignment is for credit (i.e., points), or as a result of a late submission, the assignment is ineligible to receive points. Your grade will be based on the points accrued throughout the semester. Grades will be determined based upon adherence to the specific criteria for each assignment.

Written assignments will primarily be graded on content; however, assignments with poor writing mechanics and APA formatting will not be accepted, or will result in point deductions. Student should reference their own copy of *Concise Rules of APA Style*, and may seek additional assistance with APA at:

<http://owl.english.purdue.edu/owl/resource/560/01/>

### **Content Grading Rubric**

**High Score:** Excellent presentation with insightful, well-reasoned analysis and discussion that demonstrates a clear understanding of the reading(s), the issue(s) and the purpose of the assignment.

**Above Average Score:** Good presentation, with somewhat less consistency but clearly demonstrates an understanding of the assignment, the issue(s) and the reading(s).

**Average Score:** Adequate demonstration of basic understanding of the assignment, issue(s), and reading(s), but needs improvement. Ideas may be underdeveloped or writing may have serious grammar or APA-related issues.

**Failing Score:** The submission of incomplete work, or the inability to demonstrate an understanding of the assignment, reading(s) or issue(s). The inability of effectively, articulating an appropriate response to the assignment.

## **Late Assignment Policy and Extra Credit**

All assignments are due at the beginning of class on the specified due date, unless instructed otherwise. Submission of a late assignment will not be accepted for credit. As all assignments must be submitted to pass the course, late assignments without a legitimate reason will still be accepted; however, no credit (i.e., points) will be assigned.

Please note that extra credit is generally not offered for this course.

## **Department of Justice Studies Writing Standards**

1. Conformity to the American Psychological Association standards for scholarly writing. The minimum standards include the following:
  - a. Consistent use of complete sentences;
  - b. Correct use of grammatical constructions, punctuation, sequencing (paragraphing), referencing, hyphenation, spelling, headings, capitalizations, pagination, abbreviations, and margins;
  - c. Appropriate content, clarity, conciseness, and style;
  - d. Neat appearance
2. Twenty percent of the grade for each written assignment will be based solely on writing mechanics.
3. Each written assignment must not contain more than (5) novel grammatical errors and/or (5) novel APA errors (e.g., in-text reference citation, reference list).
4. When a paper is submitted that does not meet departmental standards, it will be returned (ungraded) to the student(s) for revision. The student(s) will have (3) calendar days to revise and resubmit the paper.
5. Any paper that is returned to the student(s) for revisions will have an automatic 10% deduction in the total grade for the assignment.
6. Upon resubmission, if a paper still does not meet departmental standards, the student(s) will be given a "0" (zero) for the written portion of the total paper grade, and will be graded only for required content.

## **University Policies**

### **Academic integrity**

Students should know that the University's Academic Integrity Policy is available at [http://sa.sjsu.edu/judicial\\_affairs/students/academic\\_integrity.html](http://sa.sjsu.edu/judicial_affairs/students/academic_integrity.html). Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at [http://sa.sjsu.edu/judicial\\_affairs/students/student\\_conduct\\_code.html](http://sa.sjsu.edu/judicial_affairs/students/student_conduct_code.html).

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted,

or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

### **Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make 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 requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability.

### **Student Technology Resources**

Computer labs for student use are available in the Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

### **SJSU Writing Center**

The Writing Center in Clark Hall 126 offers tutoring services to San Jose State students in all courses. Writing Specialists assist in all areas of the writing process, including grammar, organization, paragraph development, coherence, syntax, and documentation styles. For more information, visit the Writing Center website at: <http://www.sjsu.edu/writingcenter> or call 924-2308.

## JS100W-01 / Writing Workshop, Fall 2011 Course Schedule

The following course schedule is subject to change; advance notice of any changes will be provided via e-mail as early as possible.

**Table 1 Course Schedule**

Week	Date	Agenda/Topics, Handouts, Homework/Assignments, Readings, Exams and Deadlines
1	8/21 to 8/28	<p><b>Agenda/Topics:</b> Mandatory Orientation on 8/24 from 5:30pm to 8:30pm in room MH 321; review syllabus, Research Paper Assignment (RPA) and potential topics (handouts), and textbooks <i>Concise Rules of APA Style &amp; Grammar Girl's Quick and Dirty Tips for Better Writing</i></p> <p><b>Homework/Assignments:</b> Begin selection of a topic for RPA; register on <a href="http://www.turnitin.com">www.turnitin.com</a> by Thursday, 9/1</p> <p><b>Exam:</b> Diagnostic I due Sunday, 8/28 by 11:59pm</p>
2	8/29 to 9/4	<p><b>Agenda/Topics:</b> Open discussion of Diagnostic I; review Topic/Thesis and Reference List (handout)</p> <p><b>Homework/Assignments:</b> Begin working on APA Reference List; begin working on Topic &amp; Thesis Write-up; read Chapter 1 (<i>Grammar Girl's</i>)</p>
3	9/5 to 9/11	<p><b>Agenda/Topics:</b> Review APA Basics (slides); review Academic Integrity Policy (AIP) and Student Conduct Code (SCC) (handouts)</p> <p><b>Homework/Assignments:</b> Complete APA Reference List; continue working on Topic &amp; Thesis Write-up</p>
4	9/12 to 9/18	<p><b>Agenda/Topics:</b> Review Assessing Research, Scholarly Article Elements, and Scholarly Article Breakdown (slides)</p> <p><b>Due:</b> APA Reference List due 9/15 by 11:59pm</p> <p><b>Homework/Assignments:</b> Complete Topic &amp; Thesis Write-up; read Chapter 2 (<i>Grammar Girl's</i>)</p>
5	9/19 to 9/25	<p><b>Agenda/Topics:</b> Open discussion of APA reference lists; review article critique assignment and format (handouts); review <a href="http://www.turnitin.com">www.turnitin.com</a> Originality Report example (handout); assignment of article for AC#1/Diagnostic II</p> <p><b>Due:</b> Topic &amp; Thesis Write-up due on 9/22 by 11:59pm</p> <p><b>Homework/Assignments:</b> Read article for AC#1/Diagnostic II</p>

<b>Week</b>	<b>Date</b>	<b>Agenda/Topics, Handouts, Homework/Assignments, Readings, Exams and Deadlines</b>
6	9/26 to 10/2	<b>Agenda/Topics:</b> Open discussion of Topic & Thesis Write-ups <b>Homework/Assignments:</b> Complete AC#1; prepare for Diagnostic II; read Chapter 3 ( <i>Grammar Girl's</i> )
7	10/3 to 10/9	<b>Agenda/Topics:</b> Review Research Paper Outline (handout); assignment of article for AC#2/Diagnostic III <b>Due:</b> AC #1 due 10/6 by 11:59pm <b>Homework/Assignments:</b> Read article for AC#2/Diagnostic III; work on RPO; read Chapter 4 ( <i>Grammar Girl's</i> ) <b>Exam:</b> Diagnostic II due on 10/9 by 11:59pm
8	10/10 to 10/16	<b>Agenda/Topics:</b> Open discussion of AC#1 and Diagnostic II; Research Paper Draft (handout) <b>Homework/Assignments:</b> Complete AC#2; prepare for Diagnostic III; work on RPO; read Chapter 5 ( <i>Grammar Girl's</i> )
9	10/17 to 10/23	<b>Agenda/Topics:</b> Review Writing a Cohesive Research Paper (slides) <b>Due:</b> AC #2 due on 10/20 by 11:59pm <b>Homework:</b> Complete RPO; read Chapter 6 ( <i>Grammar Girl's</i> ) <b>Exam:</b> Diagnostic III due 10/23 by 11:59pm
10	10/24 to 10/30	<b>Agenda/Topics:</b> Review Common Writing Issues and Research Paper Rough Draft (slides) <b>Due:</b> Research Paper Outline (RPO) due on 10/27 by 11:59pm <b>Homework/Assignments:</b> Work on RPRD; read Chapter 7 ( <i>Grammar Girl's</i> )
11	10/31 to 11/6	<b>Agenda/Topics:</b> Open discussion of RPO; review Research Paper Draft handout; review Online Debate assignment (handout) <b>Due:</b> Proofreading activity due on 11/3 by 11:59pm <b>Homework/Assignments:</b> Complete RPRD; work on Online Debate Post; read Chapter 8 ( <i>Grammar Girl's</i> )

<b>Week</b>	<b>Date</b>	<b>Agenda/Topics, Handouts, Homework/Assignments, Readings, Exams and Deadlines</b>
12	11/7 to 11/13	<p><b>Agenda/Topics:</b> Review RPA Inclusive of Organization, What Makes a Great Paper, and Proofreading (handout)</p> <p><b>Due:</b> Research Paper Rough Draft (RPRD) due on 11/10 by 11:59pm</p> <p><b>Homework/Assignments:</b> Complete Online Debate Post; work on final draft of Research Paper; read Chapter 9 (<i>Grammar Girl's</i>)</p>
13	11/14 to 11/20	<p><b>Agenda/Topics:</b> Open discussion of Research Paper Rough Drafts (RPRD)</p> <p><b>Due:</b> Online Debate Post due on 11/17 by 11:59pm; Online Debate Response due by 11/20 by 11:59pm</p> <p><b>Homework/Assignments:</b> Complete RPF</p>
14	11/21 to 11/27	<b>THANKSGIVING – NO WORK ☺</b>
15	11/28 to 12/4	<p><b>Agenda/Topics:</b> Assignment of final exam</p> <p><b>Due:</b> Final Research Paper due on 12/1 by 11:59pm; Final Paper Post due on 12/4 by 11:59pm</p> <p><b>Homework:</b> Work on Final Paper Post</p>
16	12/5 to 12/11	<b>Due:</b> Final Paper Response due on 12/8 by 11:59pm; Final Exam due by Sunday 12/11 at 11:59pm