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Office Hours: Tuesdays, 4:15pm to 6:15pm, Thursdays, 4:15pm to 5:15pm or by appointment
Class time: Tues/Thurs 10:30am to 11:45pm

WRITING WORKSHOP

*Justice Studies 100W, San Jose State University
Spring Semester 2011
Section 3*

COURSE DESCRIPTION

The importance of written communication cannot be over-emphasized. This course will develop and advance written skills 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 (2009).
6th Edition.
Additional readings for this course distributed through **Desir2Learn**.

COURSE REQUIREMENTS

To satisfy the University’s Written Communication II requirement, students will be required to write a minimum of 8,000 words with an overall grade of “C” or better. Assignments in JS100W 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 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 and spelling and evaluating, using, and documenting supporting materials.

NOTE: Student's taking the online class must keep pace with the course material, complete the required reading assignments, and turn them in on time.

GRADING AND FINAL EVALUATION

All writing workshops are graded ABC/NC. A performance that merits a grade less 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.**

Grades are determined based upon adherence to the specific criteria for each assignment. 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. **Submit all assignments through Desire2Learn.**

NOTE: Always keep a copy of the writing you submit.

Assignment grades count toward the final grade and are worth points as follows:

Writing Assignments	Points
Discussions (5 x 20 point each)	100
Written Projects (10 x 10 point each)	100
Article Reviews (2 x 50 points each)	100
In-class essays (2 x 50 points each)	100
Journal Exercises/Group Participation	50
In-class essays (2 x 50 points each)	100
Debate Paper	50
Final Paper	100
Total Points	700

Written Work Evaluation: Evaluation of written work is as follows:

Content (20%): The overall content of the paper including details and information regarding the event participated in or observed.

Style (20%): The way the student composed the paper, specifically in terms of perspective.

Organization (20%): The order by which the student presented information in the paper.

Spelling/Grammar (20%): The grammatical elements of the paper, specifically sentence structure and spelling.

Observations/Conclusions (20%): The observations and conclusions drawn from the paper.

To receive credit for this class, students must complete all course requirements. Failure to complete any of them may result in a failing grade for the course.

A student may dispute a grade at the instructor's convenience (or during office hours). It is important to note however, 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.

Material for evaluation:

1. **Discussions:** The instructor shall post five (5) discussion topics online in the "Discussions" area of the Desire2Learn website. Students must respond to each topic in a manner consistent with the instructions and appropriate to the discussion. In addition to the student's initial response for each topic, students must reply to at least three (3) other student postings; thus developing an asynchronous discussion.

The purpose of this discussion is to write in a clear and professional manner regarding controversial topics in the field of Justice Studies. These topics are laden with emotion—the 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.

The instructor shall evaluate Discussion Responses and Replies as follows:

- 1) The substance of the posting; that is it written in a clear and thorough manner, adequately addressing the topic? Did you include additional sources? Did the student reference their sources correctly?
- 2) Did the student reply to other postings? How many replies did they post? How often did they reply? Was the content of these replies appropriate and insightful?
- 3) Were the postings grammatically correct? Were they easy to understand?

Each discussion area will close on the date indicated on the schedule at 5:00pm. The instructor will not accept late postings. See additional instructions in the “Discussion” area.

2. **Assignments**: There will be a variety of written assignments throughout the course. Students must locate and submit assignments through the “Assignment” area on Desire2Learn. **The instructor will not accept them in any other manner.**

Students must submit assignments 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 Guide” in the “Content – Information Related to Course” area.

Assignments include:

- 1) **Written Exercises**: The course requires students to complete ten (10) written exercises. The instructor will post each exercise under the “Assignment” area of the Desire2Learn website. The student is responsible for obtaining each written exercise online, completing it and turning it in on time.

- 2) **Article Reviews:** Students will be required to read and write two (2) reviews of academic articles written in scholarly journals. The instructor will choose the first article and it is the student's responsibility to choose the topic for the second article. The instructor strongly suggests that the article chosen correspond with the research paper topic. The article chosen must be recent (written within the last 10 years). Each review will be between 2 to 3 pages, APA style, and 12-point font.

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

- 3) **Debate Paper:** Students will be required to write a debate paper on an assigned topic posted 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 must be 3 to 4 pages, APA style, and 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.

- 4) **In-class Essays/Diagnostics:** Student will be required to complete two in-class essays or diagnostics (if taking the course online course). These essays will test the student's ability to review an article and/or literature relating to a specific topic within a limited time (75 minutes). The student will be required to read, analyze and prepare a short review of a specific article or certain literature relating to a specific topic.

- 5) **Research Paper:** Students are required to write a research paper that is due at the end of the term. 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. The paper will be between 5 to 7 pages (double spaced) and follow APA style, and 12-point font. **The instructor will not accept late papers.**

- 6) **Journal Exercises/Participation:** This class requires students to participate in all course activities AND visit the

Writing Center at least once during the semester. Critical reading, thinking, and writing involve a number of practical skills. That is—practice, practice, and more practice. Throughout the semester, the instructor will assign in-class and online journal exercises to develop and enhance the students’ writing skills. Students are to complete these exercises in class (or if taking the online course at the specified time). The instructor will not grade these exercises. Instead, students will review and evaluate one another’s work. The instructor will award a specific amount of points based on a student’s overall participation in the journal exercises (participation points are awarded at the sole discretion of the instructor).

3. **Rewrites & Revisions:** This class requires students to keep pace with the course material and complete the assignments by the scheduled due-date. Notwithstanding, students may revise and resubmit certain assignments for up to half the difference between the total amount of points possible for the assignment and the student’s original score. Additional points are awarded at the sole discretion of the instructor and will only be awarded pursuant to the following conditions:
 - 1) The original assignment was one of the following:
 - i. An Article Review;
 - ii. The Debate Paper;
 - iii. An In-Class Essay.
 - 2) The original assignment is complete and timely.
 - 3) All previous assignments are complete and timely.
 - 4) The student, and the student alone, made the actual and material improvements to the assignment (this does not include assistance the student may have received from the Writing Center).
 - 5) The student has not already twice submitted the assignment.
 - 6) The revision will substantially improve the student’s grade on the assignment.

4. **Additional Information:** Students may find additional information regarding the assignments, exercises and examinations in the “Course Material” area of the Desire2Learn website.

COURSE SCHEDULE

Week 1 Thursday, January 27, 2011

Lecture & Discussion: *Introduction, Class Policy and Procedures; Course Outline and requirements*

Week 2 Tuesday, February 1, 2011

Lecture & Discussion: *The Ten Commandments of Formal Writing*

Discussion Topic #1 – Open

Thursday, February 3, 2011

Lecture & Discussion: *Writing Mechanics Review (Punctuation); Assign Groups and Writing Partners; Journal Exercise*

Assignment Due: *Writing Project#1 Biography*

Week 3 Tuesday, February 8, 2011

Lecture & Discussion: *Perspective; Journal Exercise*

Thursday, February 10, 2011

Lecture & Discussion: *Writing Mechanics Review (Capitalization)*

Assignment Due: *Writing Project#2 - Perspective*

Week 4 Tuesday, February 15, 2011

Lecture & Discussion: *Writing Mechanics Review (Standard English Grammar – Part I)*

Discussion Topic #2 - Open

Thursday, February 17, 2011

Lecture & Discussion: *Writing Mechanics Review (Standard English Grammar – Part II)*

Week 5 Tuesday, February 22, 2011

Lecture & Discussion: *Writing Mechanics Review (Sentences and Sentence structure - Part I)*

Thursday, February 24, 2011

Lecture & Discussion: *Writing Mechanics Review (Sentences and Sentence structure - Part II)*

Assignment Due: *Writing Project#3 - Sentence Structure*

Discussion Topic #3 - Open

Week 6 Tuesday, March 1, 2011

Lecture & Discussion: *Passive verses Active Sentences*

Thursday, March 3, 2011

Lecture & Discussion: *The Article Review*

Assignment Due: *Writing Project#4 - Passive Sentences*

Week 7 Tuesday, March 8, 2011

Lecture & Discussion: *Developing a Thesis & the annotated bibliography; APA Format; Topics; Journal Exercise*

Thursday, March 10, 2011

First In-Class Essay (Short Article Review)

Week 8 Tuesday, March 15, 2010

Lecture & Discussion: *APA Formatting, Organization & The Outline*

Discussion Topic #4 - Open

Thursday, March 17, 2011

Lecture & Discussion: *Drafting an Introduction; Journal Exercise*

Assignment Due: *First Article Review, Writing Project#5 - APA Format*

Week 9 Tuesday, March 22, 2011

Lecture & Discussion: *Audience; Journal Exercise*

Thursday, March 24, 2011

Lecture & Discussion: *The Debate Paper (neutrality); Journal Exercise*

Assignment Due: *Writing Project#6 - The Annotated Bibliography*

Week 10 Spring Recess – No Class

Week 11 Tuesday, April 5, 2011

Lecture & Discussion: *Writing Mechanics Review (The Paragraph)*

Assignment Due: *Writing Project#7 - The Outline*

Thursday, April 7, 2011

Lecture & Discussion: *Words & Word Choice*

Discussion Topic #5 - Open

Week 12 Tuesday April 12, 2011

Lecture & Discussion: *The Literary Review; Group Participation*

Thursday, April 14, 2011

Lecture & Discussion: *Style – Who is afraid to review?*

Assignment Due: *Second Article Review*

Week 13 Tuesday, April 19, 2011

Second In-Class Essay (Short Literary Review)

Thursday, April 21, 2011

Lecture & Discussion: *The Abstract; Group Participation*

Assignment Due: *Writing Project#8 – The Introduction*

Week 14 Tuesday, April 26, 2011

Lecture & Discussion: *Putting it all together; The Rough Draft*

Assignment Due: *The Debate Paper*

Thursday, April 28, 2011

Lecture & Discussion: *Journal Exercise*

Week 15 Tuesday, May 3, 2011

Lecture & Discussion: *Proofreading and other editing techniques; Group Participation*

Assignment Due: *Writing Projects#9 – The Abstract*

Thursday, May 5, 2011

Lecture & Discussion: *Journal Exercise*

All Discussion Topics Closed

Week 16 Tuesday, May 10, 2011

Lecture & Discussion: *Journal Exercise*

Assignment Due: *Writing Project#10 – The Rough Draft*

Thursday, May 12, 2011

Lecture & Discussion: *Journal Exercise*

Week 17 Tuesday, May 17, 2011

Assignment Due: *Research Paper*

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 AND 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. Respect and professionalism are the guiding principles of this class.

EMAIL

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

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:** You must save all papers electronically in **.doc** or **.rtf** format. I will not accept papers saved in **.wps**, **.wpd** or pasted into an email. In addition, all papers loaded into Desire2Learn must also follow this format. If you send the wrong format or upload the wrong format onto Desire2Learn and the due date passes, your assignment is late and I will not accept it.

3. **Email Address:** Please use the email function in Desire2Learn.
4. **Responsibility:** It is the student's responsibility to make sure that the assignment is properly loaded into Desire2Learn. If you do not properly attach the assignment and the instructor does not receive it by the due date, the assignment is late.
5. **Availability:** The instructor is generally available by email, appointment or during the scheduled office hours.

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 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, the instructor expects students to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources. Students may not 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. The instructor will not tolerate violations to the Academic Integrity Policy. It 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. All share the obligation to maintain an environment that practices academic integrity. Violators of the Academic Integrity Policy will fail and the instructor will refer them to the Office of Student Conduct & Ethical Development for disciplinary action. Disciplinary action may result in suspension or expulsion from San José State University. Students can find the policy on academic integrity at:

http://sa.sjsu.edu/student_conduct

To better understand plagiarism and how to avoid it, please 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 drop classes.*

The **student** is responsible for understanding the policies and procedures regarding adds/drops, academic renewal, withdrawal, etc. found at: http://sa.sjsu.edu/student_conduct

Written Work

Students have busy lives, filled with work and family obligations. “School work” is difficult to fit into an already full schedule. However, write every paper as though it is the best paper ever and be proud the work completed for this course.