

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

Instructor:	Dina M. Kameda, M.S., M.A.
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Office Hours:	Tuesdays, 11:00 AM – 12:00 PM
Class Days/Time:	Tuesdays/Thursdays, 9:00 AM – 10:50 AM
Classroom:	MacQuarrie Hall 222
Prerequisites:	Grade of “C” or better in English 1B or equivalent; upper division standing; passage of Writing Skills Test; and completion of core GE requirements
GE/SJSU Studies Category:	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

Web Page

Copies of the course materials such as the syllabus, major assignment handouts, and any ancillary materials may be found on my faculty web site at: <http://www.justice-studies.com>. A course specific web page “Summer JS100W” will be available shortly. You are responsible for regularly checking your e-mail 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 not cost to download Adobe Acrobat Reader.

E-mail Policy

Please feel free to e-mail the instructor at any time (I check several times per day); however, please adhere to the e-mail guidelines below:

1. Please include in the “subject line” the course number, your name, and a specific description of your inquiry or comment. For example: JS100W, Your Name, research paper question. The instructor **will not** respond to “**no subject**” e-mails, or any e-mail where the student is not identified in either the subject line or body of the e-mail.

2. Any e-mailed assignments must be sent in one of the following formats as a separate attachment: Microsoft Word (*.doc or *.docx), Microsoft Works (*.wps), or in rich text format (*.rtf). Please do not copy and paste any assignments into an e-mail, they will not be accepted. Always retain a copy of any e-mail with an assignment attached as proof of submission.

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:

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.

Recommended Texts/Additional Readings/Other Materials

Recommended Text #1 (Available on www.Amazon.com, 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.

Recommended Text #2 (Available at the Spartan Bookstore, on www.Amazon.com, www.bn.com, and likely many other book retailers; ISBN: 978-1-4338-0560-8)

American Psychological Association. (2009). *Concise rules of APA style* (6th ed.). Washington, DC: American Psychological Association.

Additional Readings

Scholarly journal articles for Article Critique assignments and the Research Paper which will require online literature searches.

Other Materials

1. Students will need to purchase (3) blue books for Diagnostics and the final exam, which are available at the Spartan Bookstore and Just Below (outside of MacQuarrie Hall).
2. Always bring paper to class, as well as a pen and pencil

Additional Recommended Materials

1. Merriam-Webster's collegiate dictionary
2. Thesaurus
3. A binder to keep all JS100W work and handouts together (everything should be brought to class each day)

Turnitin.com

Students will be required to register on <http://www.turnitin.com> by the specified date indicated on the course schedule, and submit Article Critique assignments, the Research Paper Rough Draft, and the Research Paper Final Draft to turnitin.com 24 hours prior to submission to the instructor. Registration information will be provided by the instructor and posted on the instructor's web site.

Library Liaison

Nyle Monday (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 and drops is available at <http://www.sjsu.edu/registrar/calendar/2113/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 **Wednesday, June 8, 2011**.

Classroom Protocol

1. Students are expected to: attend all class meetings, arrive on time, stay for the duration of the class period, and complete all readings and/or assignments in accordance with the dates on the course schedule. Good participation is necessary to pass this course; roll will be taken at the start of each class meeting. Students are expected to come to class prepared to contribute to the classroom exchange of ideas and information.
2. Students are responsible for all missed notes, materials and announcements due to absence (i.e., do not e-mail the instructor asking about what you missed). You are encouraged to exchange contact information with someone in class just in case.
3. Review the **Student Expectations** page of the instructor's web site carefully (<http://www.justice-studies.com>) for further details regarding proper classroom etiquette.

Grading Policy and Late Submissions

All writing workshops are graded ABC/NC at present. 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 for successful passage of this course, regardless of whether points are assigned, or the assignment/exercise is Credit/No Credit (CR/NC). All assignments are due at the beginning of class on the specified due date, unless

instructed otherwise. Late submissions will not be eligible for points unless prior arrangements have been made with the instructor, and a valid/verifiable excuse can be presented in a timely manner. While a late submission may not be eligible for points, the assignment must be properly completed and submitted no later than 48 hours following the stated due date and time.

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, inclusive of Department of Justice Studies Writing Standards (outlined below). All assignments completed outside of class must follow the specified general formatting requirements stated under “Out of Class Assignments”. Written assignments will primarily be graded on content; however, poor writing mechanics and errors in APA formatting and style will result in point deductions. Students should reference only reputable sources for help with APA formatting and style, such as a copy of *Concise Rules of APA Style*, the *APA Publication Manual*, or <http://owl.english.purdue.edu/owl/resource/560/01/>

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 contain no 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.

General Course Grade Determination

Total Points	Grade
98 to 100	A plus
94 to 97.99	A
90 to 93.99	A minus
87 to 89.99	B plus
84 to 86.99	B
80 to 83.99	B minus
77 to 79.99	C plus
74 to 76.99	C
73.99 or below	NC

Assignments

Summary of Assignments, Due Dates, and Contributions to Course Grade

Assignments	Due Date	Percentage of Final Grade
Introductory Essay	June 7	CR/NC
APA Reference List	June 21	5%
Topic and Thesis Write-up + presentation	June 21	5%
Article Critique I	June 23	10%
Diagnostic I (take home)	July 5	10%
Research Paper Outline Critique	July 14	5%
Article Critique II	July 14	10%
Diagnostic II (in-class)	July 19	10%
Peer Review of Research Paper	July 26	5%
Research Paper (Final Draft)	August 4	20%
Media vs. Reality Analysis	August 4	CR/NC
Paper Presentation (Oral)	August 9	10%
Final Exam (in-class)	August 11	10%
		<hr/>
		100%

Assignment Overviews

All handouts and assignments (except for the diagnostics and 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 meeting. 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.

Out of Class Assignments

Out of class assignments will include an online search for scholarly sources/preparation of an APA reference list, preparation for oral presentations, development of a research paper outline and rough draft, the composition of article critiques, critiques of fellow student work, a research paper presentation, and the final draft of a research paper.

General formatting requirements for out of class, type-written assignments include a cover page, proper APA pagination, 1" margins, strict double-spacing, and 12 pt. 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 assignment must be submitted to www.turnitin.com prior to submission to the instructor (see Turnitin.com section of the syllabus). Written assignments will be submitted via e-mail as an attachment to the instructor on the day it is due by the start of class.

In Class Assignments

Always be prepared to write in class! In class assignments (individually, in pairs, or in groups) will include expository responses to the critical analysis of scholarly research (Diagnostics), various APA exercises, outlining exercise(s), general writing exercises as needed, critical analysis, and the final examination. Please note, Diagnostic I, II and the final exam will require the use of a blue book.

Article Critiques I and 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 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]

Diagnostics I (D1) and II (D2), plus the Final Exam (FE)

Diagnostics I and II, plus the final exam will be in-class written examinations designed to assess your ability competently address the extrapolation of pertinent information, comprehension, and critical analysis of the utility and validity of that information. [LO3]

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 must be empirical/quantitative research studies. [LO1]

Topic and Thesis Write-up and Oral Presentation

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, as well as an oral presentation of that material to the class. [LO1]

Research Paper Outline (RPO) Critique

This assignment will require you to critique a fellow student's research paper outline as a preparation exercise for the completion of a research paper draft. Students will exchange research paper outlines, and via the use of a critique form, will provide constructive feedback for a fellow student to aid in the preparation of a cohesive research paper rough draft. [LO2]

Research Paper Rough Draft (RPRD)

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]

Peer Review Assignment (PRA)

This assignment is designed to help students develop the ability to critically analyze the written work of others (i.e., fellow students), which in turn will assist each student in learning to recognize areas of improvement in their own writing. [LO2]

Research Paper Final Draft (RPF)

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 a 12 page analytical research paper. A separate handout detailing the specific requirements of this assignment is available on the instructor's web site. [LO1]

Media vs. Reality Analysis (MRA)

This assignment is two-fold, and is designed to provide students with an opportunity to critically analyze a criminal justice related topic area in the form of a film analysis and a class discussion/debate. Students will first view a film in class, and be provided with predetermined topic areas and questions related to the film upon which to focus. The second component of this assignment will involve small group collaborative responses to the focus areas in the form of a roundtable discussion and debate. [LO2]

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. 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.

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 1st floor of Clark Hall and on the 2nd 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, Summer 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	Tuesday, 6/7	<p>Agenda/Topics: Course introduction; Review of syllabus; Academic integrity/Student Conduct Contract; Registration on www.turnitin.com; and Introductory Essay (in-class assignment)</p> <p>Homework/Assignments: Download, print and study the syllabus; Download and print and Research Paper Assignment (RPA); Download and print the Topic and Thesis + Reference List handout; Go online and begin selection of a topic for RPA; register on www.turnitin.com by Thursday, 06.09.11</p> <p>Readings: Syllabus, RPA handout, Topic and Thesis + Reference List handout (bring syllabus and handouts to class on Thursday, 06.09.11)</p>
	Thursday, 6/8	<p>Agenda/Topics: Syllabus quiz + review of answers; Overview of RPA; Discussion about topics; Discussion about Topic and Thesis + Reference List assignment; Discussion about Topic + Thesis oral presentation; Discussion about Introductory Essay; Library visit announcement (meet at MLK Library on Tuesday, 06.14.11)</p> <p>Homework/Assignments: Write a paragraph about a proposed topic for the RPA (bring it to the library on Tuesday, 06.14.11); Begin working on Topic and Thesis Write-up and Presentation</p>
2	Tuesday, 6/14	<p>Agenda/Topics: Mandatory Electronic Media Review at MLK Library, Room 217 at 9:00 AM; Work in library on literature searches; Posting of journal article for Article Critique I assignment (AC1)</p> <p>Homework/Assignments: Begin working on APA Reference List; Download/print Article Critique handout; Download and read journal article for AC1</p>
	Thursday, 6/16	<p>Agenda/Topics: Discussion about how to break down a research article; Discussion about Article Critique assignments</p> <p>Homework/Assignments: Complete Topic and Thesis write-up assignment; Complete preparation for Topic and Thesis in-class presentation; Complete APA Reference List assignment</p>

Week	Date	Agenda/Topics, Handouts, Homework/Assignments, Readings, Exams and Deadlines
3	Tuesday, 6/21	<p>Agenda/Topics: Turn in (1) hard copy of APA References; Peer review of APA References (exchange 2nd copy with another student); Topic and Thesis oral presentations; Collect Topic and Thesis write-up assignments (turn in one hard copy)</p> <p>Homework/Assignments: Complete AC1 assignment (due on Thursday, 06.23.11 by the start of class via e-mail as an attachment + must be submitted to www.turnitin.com no less than 24 hours before due date/time)</p>
	Thursday, 6/23	<p>Agenda/Topics: AC1 due via e-mail by the start of class today; APA review and discussion about APA References assignment; Grammar overview; Posting of journal article to be used for Diagnostic I (D1), Diagnostic II (D2), and the Final Exam (FE)</p> <p>Homework/Assignments: Download and read journal article for D1/D2/FE</p>
4	Tuesday, 6/28	<p>Agenda/Topics: AC1 review and feedback; Outlining discussion (Part 1)</p> <p>Homework/Assignments: Download and print Research Paper Outline (RPO) handout, and bring to class on Thursday, 06.30.11; Work on D1</p>
	Thursday, 6/30	<p>Agenda/Topics: Outlining discussion (Part 2); Overview of RPO assignment</p> <p>Homework/Assignments: Complete D1 (due via e-mail by the start of class on Tuesday, 07.05.11); Work on RPO assignment</p>
5	Tuesday, 7/5	<p>Agenda/Topics: D1 due by the start of class via e-mail today; Class outlining exercise/discussion; Class APA exercise/discussion; Posting of journal article for AC2</p> <p>Homework/Assignments: Work on RPO assignment; Download and read journal article for AC2; Begin working on AC2</p>
	Thursday, 7/7	<p>Agenda/Topics: Discussion about common writing mistakes; Discussion about writing tips (organization, examples, cohesion, and flow of writing)</p> <p>Homework/Assignments: Work on RPO assignment; Work on AC2</p>

Week	Date	Agenda/Topics, Handouts, Homework/Assignments, Readings, Exams and Deadlines
6	Tuesday, 7/12	<p>Agenda/Topics: D1 discussion and feedback; Proofreading discussion and class exercise</p> <p>Homework/Assignments: Complete AC2 (due via e-mail by the start of class on Thursday, 07.14.11 + must be submitted to www.turnitin.com no less than 24 hours before due date/time); Complete RPO (bring two printed copies of your RPO to class + e-mail a copy to the instructor by the start of class on Thursday, 07.14.11)</p>
	Thursday, 7/14	<p>Agenda/Topics: In-class critiques of RPO assignments (bring two printed copies of your RPO assignment to class today + e-mail a copy to the instructor); Overview of Research Paper Draft (RPD) assignment</p> <p>Homework/Assignments: Prepare for D2 (in-class written exam) on Tuesday, 07.19.11 (bring copy of the journal article to class that day)</p>
7	Tuesday, 7/19	<p>Agenda/Topics: D2 (in-class written exam)</p> <p>Items to Bring: Printed copy of the assigned D2 journal article; blue book</p>
	Thursday, 7/21	<p>Agenda/Topics: RPD preparation day</p> <p>Homework/Assignments: Complete RPD; Download and print Peer Review Worksheet</p>
8	Tuesday, 7/26	<p>Agenda/Topics: D2 discussion and feedback; RPDs due today (bring one printed hard copy to class + e-mail a copy to the instructor by the start of class); Begin Peer Review assignment (bring a printed copy of the Peer Review Worksheet to class today)</p> <p>Homework/Assignments: Complete Peer Review assignment at home (due on Thursday, 07.28.11) – Assignment is to be type written (bring a printed copy to class on Thursday, 07.28.11 + e-mail a copy to the instructor by the start of class)</p>
	Thursday, 7/28	<p>Agenda/Topics: Exchange of Peer Review assignments (bring a printed copy + e-mail a copy to the instructor); RPD discussion and feedback; Brief discussion about Media vs. Reality Analysis</p> <p>Homework/Assignments: Work on Research Paper Final Draft (RPFDF)</p>

Week	Date	Agenda/Topics, Handouts, Homework/Assignments, Readings, Exams and Deadlines
9	Tuesday, 8/2	<p>Agenda/Topics: In-class showing of movie for Media vs. Reality Analysis</p> <p>Homework/Assignments: Preparation for Media vs. Reality Analysis (in-class discussion); Complete RPFD (due via e-mail on Thursday, 08.04.11 by the start of class)</p>
	Thursday, 8/4	<p>Agenda/Topics: RPFDs are due today via e-mail by the start of class; In-class Media vs. Reality Analysis</p>
10	Tuesday, 8/9	<p>Agenda/Topics: Paper Presentations</p> <p>Homework/Assignments: Prepare for Final Exam on Thursday, 08.11.11 (bring blue book to class that day)</p>
	Thursday, 8/11	<p>Agenda/Topics: In-class Final Exam (bring blue book to class today)</p> <p>Location: MH 222</p> <p>Time: 9:00 AM – 10:50 AM</p>