

**San José State University
Department of Justice Studies
JS100W, Writing Workshop
Section 2, Fall 2013**

| | |
|----------------------------|--|
| Instructor: | Jacquelyn McClure, M.S. |
| Office Location: | MacQuarrie Hall, Room 521 |
| Telephone: | (408) 807-2062 (text or call – very important / critical issues only please) |
| Email: | jacquelyn.mcclure@sjsu.edu |
| Office Hours: | Monday & Wednesday 10:30 a.m. – 12:00 p.m. |
| Class Days/Time: | Monday / Wednesday 9:00 am - 10:15 am |
| Classroom: | Spartan complex 211 |
| JS Competency Area: | E: Analytical Research & Writing |

Course Catalog Description

Development of advanced communication skills, both written and oral. Emphasis on writing formats used by criminal justice professionals. A scholarly paper, written in APA format and informed by research, will be required.

Instructor’s Course Description

This is an integrated writing course designed to develop advanced communication skills, which are valuable for a career in the criminal justice profession. Effective written communication skills are vital to success in any career, and are particularly important to the criminal justice professional. The best method for improving these skills is through extensive practice, critical feedback, revision, and understanding the fundamental principles of writing.

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.

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.

Course Goals and Student Learning Objectives

Upon successful completion of this course, students will be able to:

SLO 1 - Refine the competencies established in Written Communication 1A and 1B and 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 argument.

SLO 2 - 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.

SLO 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. 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.

SLO 4 - Students should read, write, and contribute to discussion at a skilled and capable level.

Justice Studies Reading and Writing Philosophy

The Department of Justice Studies is committed to scholarly excellence. Therefore, the Department promotes academic, critical, and creative engagement with language (i.e., reading and writing) throughout its curriculum. A sustained and intensive exploration of language prepares students to think critically and to act meaningfully in interrelated areas of their lives—personal, professional, economic, social, political, ethical, and cultural. Graduates of the Department of Justice Studies leave San José State University prepared to enter a range of careers and for advanced study in a variety of fields; they are prepared to more effectively identify and ameliorate injustice in their personal, professional and civic lives. Indeed, the impact of literacy is evident not only within the span of a specific course, semester, or academic program but also over the span of a lifetime.

Required Texts/Readings

Ferree, C. (2012). *Write & Wrong: Writing within Criminal Justice: A Student Workbook*. Jones & Bartlett Learning. Text is available at the campus bookstore. ISBN: 9781449626815

Tucker, J.C. (1997). *May God Have Mercy*. Dell Publishing: New York, NY. Text is available at the campus bookstore. ISBN: 0-385-33294-7

Additional readings for this course distributed through **Canvas**

Recommended Course Materials

1. Publication Manual of the American Psychological Association (2009). 6th Edition. On-line resources will be discussed in class.
2. Merriam-Webster's collegiate dictionary
3. A Thesaurus
4. A binder or portfolio in which to keep all JS100W assignments and handouts

E-Mail, Texting and Guidelines

The instructor will be available to respond to e-mail and text messages on most days, specifically Friday – Sunday evenings and Monday/Wednesday afternoons. While students are welcome to email the instructor at any time, please be aware that e-mails sent after 10 p.m. and before 12 p.m. are subject to a delayed response. Text messaging should be used only in extreme circumstances (car accident, stranded in Tahoe, suffering from frost bite, etc.). Students' e-mails must adhere to the e-mail guidelines below:

1. The text message or the e-mail “subject line” must include the course number and student's name (e.g., JS100W, Kathy Smith). Please note: The instructor will not respond to “no subject” e-mails, or any e-mail where the student and the course are not identified in the subject line.

2. Students are responsible for regularly checking e-mail for notices and updates concerning this course.

Library Liaison

Nyle Monday (Nyle.Monday@sjsu.edu)
Senior Assistant Librarian
Dr. Martin Luther King, Jr. Library
One Washington Square
San Jose, CA 95192-0028
(408) 808-2041
<http://libguides.sjsu.edu/justicestudies>

Classroom Protocol

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. Students may enrich the learning process by discussion. Respect and professionalism are the guiding principles of this class. Tardiness will not be tolerated, if you are late, do not disturb class—wait until break to enter the classroom.

Electronic Devices: Please turn off all cell phones, pages, PDA's or any other electronic device that "make noise". Text messaging in class is strictly forbidden. Students may take hand written notes during class or use their computer but no recording devices.

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 assignments in accordance with the dates announced by the Instructor. Please note: attendance will be taken at each class meeting.
2. Active participation, in dyads or in a small group, is necessary in order to complete several assignments. Students are expected to come to class prepared to contribute to the classroom exchange of ideas and information.
3. 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 to avoid missed class information or assignments.
4. The reading of newspapers or non-related class materials, text messaging, game playing, e-mailing, shopping, web browsing, sending /viewing pictures, videos or any other type of non-class activity on your laptop, i-pad, net book, cell phone, or any other device used to connect to with anyone not in this class, during class time is absolutely forbidden. Before class begins, please turn off all electronic devices not used for purposes associated with this course.

Assignments and Grading Policy

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, Arial) and in APA format.

| Writing | Percentage |
|--|---------------------|
| | |
| Social Media (4 Blog Posts) | 10% |
| In Class Exercises: (7) | 20% |
| | |
| Writing Assignments: | 40% |
| Biography | 5% |
| Article Review (article provided) | 5% |
| Editorial | 5% |
| Annotated Bibliography | 5% |
| Literature Review | 5% |
| Book Review | 15% |
| | |
| Final Research Paper | 25% |
| Topic | Instructor Approval |
| Thesis Statement | Instructor Approval |
| Outline | Instructor Approval |
| Introduction | Instructor Approval |
| Rough Draft | Instructor Approval |
| | |
| Class & Group Participation | 5% |
| | |
| TOTAL | 100% |

Grading

This course will be using the +/- system on final grades based on the following percentages:

100 – 95 = A 94 - 90 = A-
89 – 87 = B+ 86 – 84 = B 83 – 80 = B-
79 - 77 = C+ 76 - 74 = C 73 – 70 = C-
69 – 67 = D+ 66 – 64 = D 63 – 60 = D- 59 – 0 = F

To receive a grade for this course, students must complete all course requirements. Failure to complete any of them may result in a failing grade for the course. Students may dispute assignment and/or course grades at the instructor's convenience (or during office hours). It is important to note, however, that upon review,

the instructor reserves the right to increase as well as decrease the grade in question. Instructor will not accept late assignments.

Submitting Assignments

Some course assignments are submitted on **Canvas** and others turned in at the beginning of class. If the assignment is submitted on-line, it must be in one of the following formats: Microsoft Word (*.doc or *.docx), or in rich text format (*.rtf). Always retain a copy of submitted assignments.

Writing Evaluation

Evaluation of written work is as follows:

- **Content (20%)**: The overall content of the paper including details and reference information.
- **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 and paragraph structure.
- **Grammar/Sentence Structure (20%)**: The grammatical elements of the paper and sentence structure.
- **Observations/Conclusions (20%)**: The general and specific observations and conclusions drawn from the paper.

Material for Evaluation

Social Media (Blog Posts): The instructor shall post four (4) blog topics on-line in the “Discussions” area of **Canvas**. 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 that effect society, our daily life and the field of Justice Studies. These topics are often 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 Blog Responses and Replies as follows:

- The substance of the posting; that is it written in a clear and thorough manner, adequately addressing the topic? Did the student include additional sources? Did the student reference their sources correctly?
- 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?
- Were the postings grammatically correct? Were they easy to understand?
- Each discussion area will close on the date indicated on the schedule at 5:00 pm. The instructor will not accept late postings.

In-Class Assignments: Students are required to complete seven (7) in-class assignments. These assignments will test the student's ability to review specific literature or events relating to a specific topic or event within a limited time (75 minutes). The student will be required to read, analyze and prepare a short review of a specific literature or event relating to a specific topic. The Instructor will administer in-class assignments throughout the semester. Students will not receive notice of the in-class assignments; therefore, it is important that students attend class regularly. (SLO's 1-4) In-class assignments include the following:

1. Biography
2. Perspective Rewrite
3. Grammar/Sentence Structure Rewrite
4. Mini-Article Review
5. Speech Writing
6. Life Outline
7. Rewrite style/Sentence Structure/Grammar Rewrite

Peer Evaluation and Revision: Following some of the in-class assignments, each student will have the opportunity to have their work evaluated and reviewed by fellow group members. Once reviewed, students may rewrite the assignment for additional points. (SLO 2)

Article Reviews: Students will be required to read and write two (2) article 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 last 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. (SLO's 1-3)

Literature Review: Students will be required to write a literature review on a topic unrelated to the student's research paper. (SLO's 1-4)

Annotated Bibliography: Students will draft an annotated bibliography for sources used in their research paper. The annotated bibliography must include at least five (5) sources and annotations. Students should summarize, assess and reflect upon each source cited.

Book Review: Students will be required to read and write a review of the book, *May God Have Mercy: A real story of crime and punishment*. The paper must be 3 to 4 pages, APA style, and 12-point font. (SLO's 1-4)

Editorial Paper: Students will be required to write an Editorial paper on an assigned topic from history posted in the "Course Material" area. The instructor will assign the topic and position. The paper must be 3 to 4 pages, APA style, and 12-point font. (SLO's 1-2, 4)

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 7 to 10 pages (double spaced) and follow APA style, and 12-point font. **The instructor will not accept late papers.** (SLO's 1-4)

Group Exercises/Group Workshops/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 assignments reviewed by group members as well as online group 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 group exercises (participation points are awarded at the sole discretion of the instructor) (SLO 1)

- **Group Exercises:** The instructor will assign at various times throughout the semester group exercises. The instructor will not grade group exercise but participation will count toward the student's class participation evaluation.
- **Group Work / Workshops:** Classes reserved throughout the semester for students to work on various assignments with group and instructor assistance.

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. The instructor has the sole discretion to award additional points and to determine which assignments are eligible for rewrites. Rewrites and revisions are subject to the following conditions:

- The original assignment is complete and timely (Does not include Book Review or Final Research Paper).
- All previous assignments are complete and timely.
- 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).
- The student has not already twice submitted the assignment.
- The revision will substantially improve the student's grade on the assignment.
(SLO's 1-4)

Additional Information

Students may find additional information regarding the assignments, exercises and examinations in the “Modules” area of **Canvas**.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc.

<https://slisweb.sjsu.edu/current-students/registration-and-enrollment/adding-and-dropping-classes>

Students should be aware of the current deadlines for dropping and adding classes.

<http://www.sjsu.edu/provost/docs/1314aycalendar.pdf>

University Policies and Student Resources

Academic Integrity:

www.sjsu.edu/studentconduct/docs/Academic_Integrity_Policy_S07-2.pdf

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 University will not tolerate instances of academic dishonesty. 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. Students must complete all assignments 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 of building evacuation, 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 AEC (Accessible Education Center) to establish a record of their disability. For more information call their office at 408-924-6000 (v) or 408-924-5990 (TTY).

Accommodation of Religious Creed: In compliance with Education code, Section 89320, it is the official policy of the Justice Studies department of San Jose’ State University to permit any student to undergo a test or examination, without penalty, at a time when that activity would not violate the student’s religious creed, unless administering the examination at an alternative time would impose an undue hardship that could not reasonably have been avoided. Requests to accommodate a student’s religious creed by scheduling tests or examinations at alternative times should be

submitted directly to the faculty member responsible for administering the examination by the second week of the semester.

Reasonable common sense, judgment and the pursuit of mutual goodwill should result in the positive resolution of scheduling conflicts. The regular campus appeals process applies if a mutually satisfactory arrangement cannot be achieved.

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.

Peer (Mentoring) Connections: Peer Connections offers free mentoring and tutoring services to undergraduate SJSU students. <http://peerconnections.sjsu.edu>

Peer Connections has four locations on SJSU's main campus:

- Student Services Center (SSC) 600, on the corner of 10th and San Fernando (inside the 10th Street parking garage building)
- Martin Luther King, Jr. Main Library in room LL 67, just off of the elevator lobby on the lower level
- Academic Success Center in Clark Hall, on the first floor next to the Computer Lab
- The Living Learning Center (LLC) in Campus Village B.

SJSU Writing Center: The SJSU Writing Center located in Room 126 in Clark Hall offers a variety of resources to help students become better writers, including one-on-one tutoring sessions and numerous writing workshops. All of the services are free for SJSU students. <http://www.sjsu.edu/writingcenter/>

CASA Student Success Center: The Student Success Center located in MacQuarrie Hall, Room 533 (top floor) provides advising for undergraduate students majoring or interested in majoring in programs offered by CASA Departments and Schools. The Student Success Center provides general education advising, assistance with changing majors, answers to academic policy related questions, meetings with peer advisors and/or various regularly scheduled presentations and workshops. The Center can be reached by calling 408-924-2910 or connecting to the web site <http://www.sjsu.edu/casa/ssc/>