

San José State University
CASA/Department of Justice Studies
JS 100W, Writing Workshop, 50004, Section 6, Fall 2013

Instructor	Mary Juno
Instructor Email	mary.juno@sjsu.edu
Course Website	http://www.sjsu.edu/people/mary.juno/courses/js100w/
Class Days/Time	Hybrid: Meets in person every Thurs (and some Tues) 1030-1145 Materials are accessed through Canvas https://sjsu.instructure.com/
Classroom	Boccardo Business Hall 128
Office Location	MacQuarrie Hall 529
Office Hours	Thurs 1330-1500 Please sign up for appointment on the clipboard posted outside my office door.
Prerequisites	Prerequisites: Grade of C or better in English 1B or equivalent, passing score on the WST, completion of core GE requirements, upper division standing (60 units completed).
JS Competency Area	E: Analytical Research and Writing
Library Liaison	Nyle Monday nyle.monday@sjsu.edu Silke Higgins silke.higgins@sjsu.edu

Course Catalogue 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.

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" (74) 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:

LO1 - 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 arguments.

LO2 - 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.

LO4 - Students should read, write, and contribute to discussion at a skilled and capable level.

Texts and Materials

- Required: American Psychological Association, *Mastering APA Style: Student Workbook and Training Guide*, 6th Ed. ISBN: 978-1-4338-0557-8
- Required: Merriam-Webster's Collegiate Dictionary (or any paperback dictionary)
- Required: Binder for all JS 100W work and handouts
- Recommended: Ferree, C. & Pfeifer, H. (2013). *Write & wrong student workbook: Writing within criminal justice*. Burlington, MA: Jones & Bartlett. ISBN: 978-1-4496-2681-5

Other Required Readings – Provided By Instructor

APA Tutorial: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>

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

The Elements of Style: <http://www.bartleby.com/141/>

Writing Center Handouts: <http://www.sjsu.edu/writingcenter/writingresources/handouts/>

Journal articles, tutorials and links to other readings will be emailed or posted on the class website. It is the student's responsibility to check the website frequently for new postings. Students will also locate their own articles for certain assignments.

Assignments

1. Research Paper (40%): A thoroughly researched, evidence-supported, and well-argued paper in APA format containing all required components. Details and guidelines will be provided. (LO1, LO2, LO3, LO4)
Components of Research Paper (total 200 pts)
 - a. Reference List (5 pts)
 - b. Annotated Bibliography (15 pts)
 - c. Thesis Statement (10 pts)
 - d. Outline (10 pts)
 - e. Rough Draft 1 (15 pts)
 - f. Peer Review 1 (10 pts)
 - g. Peer Review 2 (10 pts)
 - h. Rough Draft 2 (10 pts)
 - i. Peer Review 3 (10 pts)
 - j. Peer Integration (5 pts)
 - k. Final Paper (100 pts)
2. Oral Presentation of Research Paper (20%): Oral & Powerpoint presentation of research. Details and guidelines will be provided. (LO1, LO2, LO3, LO4)
3. Writing Assignments (20%): Students will write two article reviews, and an argument summary. Details and guidelines will be provided. (LO2, LO3)
4. In-class Diagnostics (10%): There will be two in-class diagnostic writing exams. (LO3, LO4)
5. APA Workbook (5%): This book is self-paced. Instructor will check progress monthly. (LO4)
6. Effort (5%): Evidenced by marked improvement over the semester. Achieved through preparation, attendance, participation in class workshops and discussions, visits to the Writing Center, on-time completion of all graded and ungraded assignments, and integration of assignment feedback. (LO4)

Writing Center (126 Clark Hall): Each student will be advised at the beginning of the semester the number of workshops or tutoring sessions he or she should attend during the semester. Every student must attend at least once. Proof of attendance is required.

Note: A grade of C or better is required for all Justice Studies and Forensic Science courses.

Classroom Protocol

Attendance and class participation is expected. It is essential that you come to class prepared so please keep up with the reading, complete assignments on time, and participate in class discussions. Lack of adequate participation *will* result in pop quizzes, which *will* count toward your final grade.

Cell phone and laptop use is not permitted during class.

About Passing this Class

Students come into 100W with a variety of attitudes and approaches. Some believe that this class is just a hurdle they have to get past, and once they do they'll be fine. If this is your approach, you are likely misinformed. You are in a major, and hoping to enter a profession, that requires a lot of clear and mechanically correct writing. The Justice Studies major emphasizes writing in all upper division classes, so if you are academically underprepared and you *choose* not to put in the effort required to become academically prepared (i.e., master basic writing skills), you will not pass this class, and may not graduate in this major. Clear writing is an *essential -- not optional --* skill in all justice professions. With this fact in mind, approach this class seriously and purposefully, knowing that the hard work it requires is important and necessary for your future. The amount of effort you put into this class is entirely up to you. The quality of your writing is *your* responsibility. Own it: Notice your mistakes and problems, work on improving your skills, practice, ask questions, practice more, take pride in your improvements, and keep practicing. Keep in mind that, for everyone, *writing is a process*, and for many it is also a struggle. Work *as hard as necessary* to improve your skill set. Work any less and you will not improve. It's that simple.

Student Resources

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 services are free for SJSU students. **You must attend at least one tutoring session or workshop during the semester and supply proof of attendance.** Do not wait to schedule an appointment. <http://www.sjsu.edu/writingcenter/>

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.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) located in Room 600 in the Student Services Center assists students in the development of their full academic potential and motivates them to become self-directed learners. The center provides support services, such as skill assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. <http://www.sjsu.edu/larc/>

CASA Student Success Center

The Student Success Center located in MacQuarrie Hall, Room 533 (top floor) provides GE advising for undergraduate students majoring or interested in majoring in programs offered by CASA Departments and Schools. The Student Success Center provides also assistance with changing majors, answers to academic policy related questions, meetings with peer advisors and/or various regularly scheduled presentations and workshops. <http://www.sjsu.edu/casa/ssc/>

University Policies

Academic Integrity

Academic integrity is essential to the mission of San José State University. Students are expected to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources. Students are not permitted to use old tests, quizzes when preparing for exams, nor may they consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded. Violations to the Academic Integrity Policy undermine the educational process and demonstrate a lack of respect for oneself, one's fellow students and the course instructor. Violations also can ruin the university's reputation and devalue of the degrees it offers. We all share the obligation to maintain an environment that practices academic integrity.

The University's Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University, requires 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 http://www.sa.sjsu.edu/judicial_affairs/index.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 in the course and will be subject to 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.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops is available at <http://info.sjsu.edu/web-dbgen/narr/soc-fall/rec-298.html>. Information on late drops is available at

<http://www.sjsu.edu/sac/advising/latedrops/policy/>. Students should be aware of the current deadlines and penalties for adding and dropping classes.

Important Dates this Semester

Sept 3: Last Day to Drop without a W

Sept 10: Last Day to Add a Class

Sept 10: Last Day to Request Credit/No Credit Option

Nov 14: Last Day to Withdraw from a Course (petition required)

Campus Policy in Compliance with the American Disabilities Act

The Disability Resource Center provides resources for students with disabilities. Resources include: Academic Accommodation, Academic Advising, Adaptive Technology Center, Alternative Media Center, Deaf & Hard of Hearing Program, Disabled Parking, Guidelines for Documentation of Disability, Educational Assistants, Learning Disabilities, and Priority Registration. 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. 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 see me during office hours. <http://www.drc.sjsu.edu/>

Administration Building 110

Phone: 408.924.6000 (Main Office) 408.924.6542 (Deaf and HoH) 408.808.2123 (ATC)

Hours: Mon - Thurs, 9:00am to 6:00pm; Friday 10:00 am to 4:00 pm

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.

Instructor

Mary Juno earned her MSc in Forensic Science from the University of Strathclyde in Glasgow, Scotland, and her BA in Biological Anthropology from San Francisco State University. Juno worked for many years as a CSI at the Oakland Police Department where she processed hundreds of major crime scenes and taught in the Oakland Police Academy. She teaches at Cabrillo College (*Police Report Writing* and *Forensic Investigations*) and City College San Francisco (*Criminal Identification* and *Physical Evidence*). At SJSU, Juno teaches JS 10, JS 100W, FS 11, FS 161, FS 162, FS 163 & FS 164. Her office is 529 MacQuarrie Hall.

JS 100W Writing Workshop Spring 2013 Tentative Course Schedule

Schedule is subject to change.

Week	Date	In Class Topics	Readings and Assignments
1	8/22-8/28	Introduction to Class Research Paper Overview Writing Self Assessment 1, Terms Quiz Principles of Academic and Formal Writing	Print out and read: The Brain on Trial, circle all words that are unfamiliar to you, bring to next class meeting
2	8/29-9/4	Bring BOT article, dictionary Diagnostic Exam 1 Argument Assignment Critical Thinking: Making an Argument	Audio Argument Summary Exercise Read: Clutter & Simplicity Read: http://leo.stcloudstate.edu/style/wordiness.html http://www.bartleby.com/141/strunk5.html#9
3	9/5-9/11	TUESDAY 9/10: Library Session: Class meets in MLK Argument Exercise Due Writing as Thinking / Organized Writing / Writing Concisely Article Review Assignment	Read Article 1, Write AR 1 Download and begin Grammar Worksheets
4	9/12-9/18	APA Format AR 1 Due	Finish Grammar Worksheets Complete tutorial: http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx
5	9/19-9/25	Grammar Quiz	Read Article 2, Write AR 2
6	9/26-10/2	AR 2 Due Collect 8-12 articles on topic	Read articles on topic Complete APA Ref List (include title page in APA format)
7	10/3-10/9	APA Reference List Due How to Write an Annotated Bibliography Thesis Statements	Complete Annotated Bibliography Read: http://writingcenter.unc.edu/resources/handouts-demos/writing-the-paper/thesis-statements
8	10/10-10/16	Annotated Bibliography Due Bring thesis to class Thesis Statement Workshop	Finalize Thesis Complete outline
9	10/17-10/23	Writing Assessment 2 Thesis Due	Begin RD 1
10	10/24-10/30	Bring Articles to Class Outline Due	Complete RD 1
11	10/31-11/6	Rough Draft 1 Due (10-12 pages) Bring 2 copies of your paper to class In class: Peer Review 1	Complete RD 2

Week	Date	In Class Topics	Readings and Assignments
12	11/7- 11/13	Rough Draft 2 Due (9-11 pages) Bring 2 copies of your paper to class In class: Peer Review 2	Complete PR 3 Complete Presentation
13	11/14 - 11/20	PR 3 Due Peer Review Integration Oral Presentations	
14	11/21 - 11/27	Oral Presentations	
15	11/28 -12/4	Thanksgiving Holiday ~ no meeting on Thurs, Oral Presentations on Tues 12/3	Complete Final Paper
16	12/5	Last Class Meeting Writing Self Assessment 3 Final Paper Due (8-10 pages)	
17	12/11	0945-1200 Final Exam Diagnostic	