

**San José State University CASA
Department of Justice Studies
JS100W (Online), Writing Workshop
Section 1, Summer 2014**

Instructor:	Harold W. Peterson, JD
Office Location:	MacQuarrie Hall, Room 521
Telephone:	(408) 924-4927
Email:	harold.peterson@sjsu.edu
Office Hours:	Wednesdays 3:00 p.m. to 4:00 p.m. (Online – Canvas)
Class Days/Time:	See Course Schedule
Classroom:	MacQuarrie Hall, Room 526
JS Competency Area:	E: Analytical Research & Communication

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.

Canvas: This course is both online and in the classroom. Regularly check the Announcement section of the Canvas website for class schedule, office hours and alternative meeting times.

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

Textbooks:

Tucker, J.C. (1998). *May God Have Mercy: A True Story of Crime and Punishment*. The text is available at the campus bookstore or [online](#). Supplemental readings assigned by topic and held on e-reserve at the library. ISBN: 978-0385332941

Publication Manual of the American Psychological Association (2009). 6th Edition.

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

Library Liaison

Nyle Monday *Senior Assistant Librarian, University Library, San Jose State University*
Email: nyle.monday@sjsu.edu

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". No text messaging in class, please turn off these devices, as they are disruptive. Students may take hand written notes during class. Students may use

computer but no recording devices.

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>

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) and in APA format.

Writing	Percentage
Assignments:	70%
Policy Statement	10%
Article Review (article provided)	10%
Editorial	10%
Annotated Bibliography	10%
Literature Review	10%
Book Review	20%
Research Paper	30%
Final Paper	30%
TOTAL	100%

Grading

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

95-100:	A	74-76:	C
90-94:	A-	70-73:	C-
87-89:	B+	67-69:	D+

84-86:	B	64-66:	D
80-83:	B-	60-63:	D-
77-79:	C+	0-59:	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, examination and 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.**

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/Citations (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

Assignments include the following:

Article Reviews: Students will be required to read and write a reviews of an academic article from a scholarly journal. The instructor will assign the article. The article review must be no longer than 1,000 words, double-spaced with a 12-point font, and conform to APA style (not including cover page and bibliography). (*SLO's 1-3*)

Literature Review: Students will be required to write a literature review on a topic related to the student's research paper. The literature review must be no longer than 1,000 words, double-spaced with a 12-point font, and conform to APA style (not including cover page and bibliography). (*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. The annotated bibliography must be no longer than 1,000 words, single-spaced with a 12-point font, and conform to APA style (not including cover page and bibliography).

Editorial Paper: Students will be required to write an Editorial paper on an assigned topic. The editorial must be no longer than 1,000 words, double-spaced with a 12-point font, and conform to APA style (not including cover page and bibliography). (SLO's 1-2, 4)

Book Review: Students will be required to read and write a book review. The book review must be no longer than 1,200 words, double-spaced with a 12-point font, and conform to APA style. (SLO's 1-4)

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 *discussion section* of the research paper must be no longer than 1,500 words (not including the cover page, abstract, introduction, literature review and bibliography), double-spaced with a 12-point font, and conform to APA style. **The instructor will not accept late papers.** (SLO's 1-4)

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.

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 the SJSU 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).

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 the SJSU 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. 408-924-2910
<http://www.sjsu.edu/casa/ssc/>

Course Schedule

The Course Schedule is located under the **Modules** menu of the **Canvas** website.