

**San José State University**  
**Justice Studies**  
**JS 100W: Writing Workshop, Section 5, Fall 2015**

**Course and Contact Information**

<b>Instructor:</b>	Michael Vallerga, M.A.
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<b>Office Hours:</b>	Mondays and Wednesdays, 10:00AM-11:30AM @ MQH 528 Tuesdays, 10:00AM-11:30AM @ DMH 216 By Appointment
<b>Class Days/Time:</b>	Mondays & Wednesdays, 1:30PM to 2:45PM
<b>Classroom:</b>	Engineering Building 401
<b>Prerequisites:</b>	<b>Completion of core GE, ENGL 1B (with a grade of C or better), satisfaction of Writing Skills Test and upper division standing. Allowed Declared Major: Justice Studies.</b>
<b>GE/SJSU Studies Category:</b>	GE Area - Z

**Faculty Web Page and MYSJSU Messaging**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the Canvas learning management system course website. You are responsible for regularly checking the Canvas system to learn of any updates.

**Justice Studies Department 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.

**Course 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. *Note: Must achieve a grade of "C" or better to fulfill Justice Studies major requirements.*

## Learning Outcomes and Course Goals

Course Learning Outcomes Upon successful completion of this course, students will be able to [CLO1-6]:

**CLO1** produce discipline-specific written work that demonstrates upper-division proficiency in:

- language use
- grammar
- clarity of expression

**CLO2** explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.

**CLO3** organize and develop essays and documents for both professional and general audiences.

**CLO4** organize and develop essays and documents according to appropriate editorial and citation standards.

**CLO5** locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

**CLO6** read, write, and contribute to discussion at a skilled and capable level.

## Required Texts/Readings

### Textbook

- Machi & McEvoy (2013). *The Literature Review: Six Steps to Success*, 2nd Edition. Corwin Publications. ISBN-10: 1452240884
- American Psychological Association (2013). *Publication Manual of the American Psychological Association*, 6th Edition. APA Publications. ISBN-10: 1433805618
  - This isn't necessary required to be purchased, there are alternatives:
    - You may instead use the following website: <http://owl.english.purdue.edu/owl/resource/560/1/>
    - The APA Manual is also available for reference at the library
- There may be additional readings available in .pdf format on the CANVAS site

### Library Liaison

Silke Higgins, [silke.higgins@sjsu.edu](mailto:silke.higgins@sjsu.edu), (408) 808-2118  
<http://libguides.sjsu.edu/justicestudies>

## Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in [University Policy S12-3](#) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

### *Article Summaries*

Academic writing necessarily builds upon past academic work. Good academic work requires an ability to synthesize information from many sources. Students will hone their skills in synthesizing academic sources by completing a series of article summaries. Article summaries take an academic source (usually a peer-reviewed journal, but book chapters are also acceptable) and distill it to a summary that is between half a page and one full page. Starting the third week of class, there will be one or two article summaries due per week. As we cover more detail about reading and writing academically, the requirements for the content of these summaries will become more detailed.

There will be a total of 10 of these assigned, each worth 2 points, totaling to 20 points. I will accept a maximum of one additional article summary that can replace the grade of any previous article summaries. This make-up article summary will summarize an academic article or book chapter that has not been summarized by previously submitted article summaries.

When submitting these on their due dates, please submit it via CANVAS **AND** bring a paper copy of it to class so that peers can review and comment on it.

### ***Homework***

Towards the beginning of the course, there will be four homework assignments to try and get students oriented around a topic for their review papers. They will each be worth 1 point, totaling 4 points.

### ***In-Class Assignments***

There will be a number of in-class exercises designed to help students clarify and retain important aspects of lectures. In addition to these, we will also be peer-reviewing and commenting on article summaries. Students will receive credit for participating in this portion of class as well. There will be 24 such In-Class Assignments, worth 1 point each, totaling 24 points.

These assignments will be on paper and only handed out and turned back in during class. Absent students may make up *a maximum of four* missed In-Class Assignment in person, under my supervision, within a week of the missed class, by appointment (this is important – please be sure to contact me to set this up). Extenuating circumstances that make this not possible should be brought to my attention ASAP.

### ***Quizzes***

There will be three quizzes: One on APA Style, One will be a timed article summary, One will be a quiz asking you to complete write 3-5 different types of communications (Memos, Letters, Executive Summaries, Cover Letters, Letters of Intent, etc.). Each will be worth 6 points, for a total of 18 points.

Quizzes will not be able to be made up if missed without notice or dire situation. Extenuating circumstances should be brought to my attention as soon as possible.

### ***Review Paper Drafts***

There will be two paper drafts due in the run up to the Final Paper. Each one will reflect where we are in the course, incorporating recent lessons in writing academically. Each will be worth 7 points, apart from the value of the final paper, totaling 14 points.

## ***Final Review Paper***

The Final Review Paper is the goal of this course. This course is designed to give you experience in writing an academic paper that synthesizes research-oriented academic writing and draws a nuanced understanding from it. It will be worth 20 points.

NOTE that [University policy F69-24](http://www.sjsu.edu/senate/docs/F69-24.pdf) at <http://www.sjsu.edu/senate/docs/F69-24.pdf> states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

## **Grading Policy**

The course grade is based on the final score out of 100 possible points. Theoretically, it is possible for everyone to earn an A. **Missing any deadline without submitting a medical or university excuse may result in a grade of zero for the item.**

The grading scale is:

97 – 100 A+	92 – 96 A
89 – 91 A-	87 – 88 B+
82 – 86 B	79 – 81 B-
77 – 78 C+	72 – 76 C
69 – 71 C-	67 – 68 D+
62 – 66 D	59 – 61 D-
58 and below F	

Grades are based on:

Article Summaries	20 points
Homework	4 points
In-Class Assignments	24 points
Quizzes	18 points
Review Paper Drafts	14 points
Final Review Paper	20 points
<hr/> Total	<hr/> 100 points

“This course must be passed with a C or better as a CSU graduation requirement.”

Note that “All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

## **Classroom Protocol**

### ***Instructor’s Note on Communication***

As you know, a university degree is a significant undertaking and requires a high level of commitment, time management, organization, and initiative. Thus, it is in your best interest to stay on top of the readings and keep in touch with the instructor. The best way to keep in touch is in-person during office hours, or at another time by appointment. If you cannot meet with me in person, I prefer that you email me. Emails will be mostly only responded to during business hours (Monday through Friday). When you send me an email please put “JS 100W” and your full name in the subject line. Please note: all communication regarding assignment grades and exam grades must be conducted in person and not via email.

## *Classroom Etiquette*

Please try to avoid being late. It is understood that many have numerous other commitments, but students must also understand that they have enrolled in school aware of the demands of those commitments. Please make arrangements in order to arrive in time for class to begin promptly at the designated time. Please silence all cell phones, laptops, and any other electronic device. The use of anything that beeps or consistently vibrates during class is disruptive and then the instructor will need to ask that it be turned off, and then no one is happy. Please don't do rude things like texting or browsing the internet during class. That can be distracting to students behind you. Students are responsible for all missed notes, materials, and announcements due to absence (i.e., do not email the instructor asking about what you missed). Students are encouraged to exchange contact information with someone in class just in case you miss class.

## **University Policies**

### **General Expectations, Rights and Responsibilities of the Student**

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. See [University Policy S90-5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf>. More detailed information on a variety of related topics is available in the [SJSU catalog](http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html), at <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html>. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at [http://www.sjsu.edu/provost/services/academic\\_calendars/](http://www.sjsu.edu/provost/services/academic_calendars/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

### **Consent for Recording of Class and Public Sharing of Instructor Material**

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
  - Audio and video recording of lectures is not allowed without written permission. In such cases, the class meetings to be recorded must be enumerated.
  - Due to the active participation of students that may be on the recording, recording of the lecture must be precise to omit their participation, or permission of those students should be obtained as well.

- As a side-note, due to in-class assignments and the lecture slides being available on CANVAS, recording lectures will not likely be very helpful.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

### **Academic integrity**

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> 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 [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

### **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](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at [http://www.sjsu.edu/president/docs/directives/PD\\_1997-03.pdf](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

### **Accommodation to Students' Religious Holidays**

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

### **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab 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 DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

### **SJSU Peer Connections**

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10<sup>th</sup> and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](http://peerconnections.sjsu.edu) at <http://peerconnections.sjsu.edu> for more information.

## **SJSU Writing Center**

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)



## **SJSU Counseling Services**

The SJSU Counseling Services is located on the corner of 7<sup>th</sup> Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

## JS 100W: Writing Workshop, Section 5, Fall 2015, Course Schedule

Course Calendar ( <i>subject to change with fair notice</i> )			
<u>Week</u>	<u>Date</u>	<u>Topics/Quizzes</u>	<b>Readings/Assignments Due</b> TLR= <i>The Literature Review</i> OR=Other Readings <b>Assignments Due</b>
1	Aug 24	Course introduction, concepts and goals	
	Aug 26	Ethics and Topic selection	TLR: Introduction / Read Syllabus
2	Aug 31	Topic refinement	TLR: Chapter 1 <b>HW1 Due</b>
	Sep 2	Literature Search – Beginnings	TLR: Chapter 2 <b>HW2 Due</b>
3	Sep 7	<b>Labor Day – Campus Closed</b>	
	Sep 9	Writing Article Summaries Part 1	<b>HW3 Due, Bring 5 Articles</b>
4	Sep 14	Peer Reviewing	<b>Article Summary 1</b>
	Sep 16	Literature Search – Deeper Study	<b>Article Summary 2</b>
5	Sep 21	Quantitative research	<b>HW4 Due, 5 More Articles</b>
	Sep 23	Qualitative research	<b>Article Summary 3</b>
6	Sep 28	Writing Article Summaries Part 2	<b>Article Summary 4</b>
	Sep 30	<u>Quiz 1 – Timed Article Summary (#5)</u>	
7	Oct 5	Developing Arguments; Writing Article Summaries Part 3	TLR: Chapter 3; <b>Article Summary 6</b>
	Oct 7	Composing Letters and Memos	<b>Article Summary 7</b>
8	Oct 12	Executive Summaries and MS Word	<b>Article Summary 8</b>
	Oct 14	MS PowerPoint and Excel	Tufte Chapter; <b>Article Summary 9</b>
9	Oct 19	Cover Letter, Resume	<b>Article Summary 10</b>
	Oct 21	<u>Quiz 2 – Document Composition</u>	
10	Oct 26	Developing Structure	TLR: Chapter 4
	Oct 28	Writing literature reviews – Part 1	TLR: Chapter 5
11	Nov 2	Writing literature reviews – Part 2	TLR: Chapter 6
	Nov 4	Writing literature reviews – Part 3	
12	Nov 9	Peer Review of Review Paper Drafts	<b>Final Paper – Draft 1 Due</b>
	Nov 11	<b>Veteran’s Day – Campus Closed</b>	
13	Nov 16	APA Style – Part 1	Review APA Manual
	Nov 18	APA Style – Part 2	Review APA Manual
14	Nov 23	<u>Quiz 3 – APA Style</u>	Review APA Manual
	Nov 25	Improving Drafts – Part 1	

<b>Course Calendar (subject to change with fair notice)</b>			
<b><u>Week</u></b>	<b><u>Date</u></b>	<b><u>Topics/Quizzes</u></b>	<b><u>Readings/Assignments Due</u></b> TLR= <i>The Literature Review</i> OR=Other Readings <b>Assignments Due</b>
15	Nov 30	Improving Drafts – Part 2	<b>Final Paper – Draft 2 Due</b>
	Dec 2	<i>Individual Consultations</i>	
16	Dec 7	<i>Individual Consultations</i>	
	Dec 9	<b>STUDY DAY – No Class</b>	
Final Exam	Dec 16, ENG 401 12:15PM – 2:30PM	Posttest	<b>Final Paper Due</b>