

San José State University
Department of Justice Studies
JS 100W, Writing Workshop, Section 05, Spring 2015

Course and Contact Information

Instructor:	Dan Dexheimer
Office Location:	MQH 521
Email:	daniel.dexheimer@sjsu.edu
Office Hours:	MW 12:00 – 2:00, OBA
Class Days/Time:	TTh 9:00-10:15
Classroom:	MQH 526
Prerequisites:	Completion of core GE, ENGL 1B (with a grade of C or better), satisfaction of Writing Skills Test and upper division standing
GE/SJSU Studies Category:	This course satisfies Area Z, Written Communication II, a University Studies requirement.

Course CANVAS page

Copies of course materials will be posted on Canvas. You are responsible for regularly checking your e-mail and Canvas regarding announcements, reminders, and any additional course materials. The majority of course materials will be posted in Adobe PDF format; you will need Adobe Acrobat Reader to view the documents. A link to the Adobe Acrobat Reader download site is available on the Canvas page; there is no cost to download Adobe Acrobat Reader. General information about contacting the instructor, student conduct, academic integrity, and student expectations will be posted on the Canvas page.

Course Description

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 Learning Outcomes (CLO)

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

Schwartz, B. M., Landrum, R. E., & Gurung, R. A. (2013). *An easy guide to APA style* (2nd ed.). Thousand Oaks, CA: SAGE Publications, Inc. (ISBN: 978-1-4522-6839-2)

Tucker, J. C. (1998). *May God Have Mercy: A true story of crime and punishment*. New York, NY: Bantam Double Day Dell Publishing Group, Inc. (ISBN: 978-0385332941)

Recommended book

Fogarty, M. (2008). *Grammar girl's quick and dirty tips for better writing*. New York, NY: Henry Holt and Company, LLC. (ISBN: 978-0-8050-8831-1)

Other Readings

Additional reading may be assigned based on progression of the course.

Other Materials

Students will need to bring paper & writing instrument to class for in-class writing assignments.

Library Liaison

Justice Studies Subject Specialist: Silke Higgins Silke.Higgins@sjsu.edu (408) 808-2118.

Course Requirements and Assignments

Overview of Participation – What constitutes participation?

In order to participate, one must be in attendance. Attendance per se; however, is not considered to be participation, and cannot be factored into the course grade. In-class contributions to discussions, critiques, and group work are considered to be participation. Beyond the completion of assigned readings, sufficient time must be spent contemplating the material for the purpose of being prepared to participate in class discussions and activities.

In-class Writing

Students will be required to complete (5) in-class writing assignments designed to develop skills related comprehension, the extrapolation of pertinent information, mechanics, outlining, and critical analysis. The instructor will administer the in-class assignments throughout the semester. Students will not receive advance notice of the in-class assignments; therefore, students must attend class regularly. [CLOs 1-4]

Canvas Discussions

Students will be required to post original comments and replies to other students' comments in response to topics posted by the instructor in the *Discussions* component of Canvas. Chosen topics will directly relate to key criminal justice issues. A set time frame will be in place for posting of comments and replies, students will only be able to post during said time frames. Full credit (i.e., points) for each posted topic will require at least (2)

substantive posts, one original post and one reply to another student's post. See course schedule for topic posting dates, and check canvas. [CLO2]

Out-of-Class Written Assignments

General formatting requirements for written assignments include a cover page, page numbering, 1” margins, strict double-spacing, and Times New Roman 12pt. 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. Out-of-class written assignments must be submitted to Canvas unless otherwise noted by the instructor. Written assignments uploaded to Canvas **must be** in one of the following word processing file formats: Microsoft Word (*.doc or *.docx) or Rich Text Format (*.rtf). Late submissions will not be allowed.

Article Critique

The process of writing an article critique is designed to improve and test your ability to critically analyze research. 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. Article Critiques will increase your ability to read professional writing, recognize and understand valid research, 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. The Article Critique(s) must be no more than 1,000 words (an additional handout will be provided) [CLOs 1-6]

Book Critique: *May God have Mercy*

Students will be required to write a book critique. The book critique must be no longer than 1,200 words, double-spaced, use Times New Roman 12-point font, and conform to APA style. [CLOs 1-6]

Annotated Bibliography

Students will write an annotated bibliography for sources used in their research paper. The annotated bibliography must include at least six (6) 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, use Times New Roman 12-point font, and conform to APA style (not including cover page and bibliography). [CLOs 4 & 5]

Topic and Thesis

Students will be required to write a paragraph describing their topic, and a clear thesis statement. The Topic and Thesis assignment must be double-spaced, use Times New Roman 12-point font, and conform to APA style. [CLOs 1 & 2]

Paper Outline and Introduction

Students will be required to create a full paper outline, and write a paper introduction. The outline may be single-spaced, the introduction must be double-spaced, both must use Times New Roman 12-point font, and conform to APA style. [CLOs 1 & 2]

Literature Review

Students will be required to write a literature review based upon their chosen research paper topic. The literature review must be no longer than 1,000 words, double-spaced, Times New Roman 12-point font, and conform to APA style (not including cover page and references). [CLO1-6]

Rough Draft (Complete)

Students will be required to write a complete rough draft (i.e., complete paper). The rough draft must conform to the research paper requirements, inclusive of double-spacing, Times New Roman 12-point font, and conform to APA style. Students are expected to use the Originality Report generated to address any potential plagiarism issues. [CLO1-6]

Research Paper

Each student will write a research paper examining a specific topic area related to a criminal justice issue. Students will be allowed to choose from a predetermined list of acceptable general topics, and will then choose a more specific aspect upon which to focus. Students may also propose a topic, but it must be cleared by the instructor.

The purpose of this paper is not just to specifically test knowledge, but to also force critical thinking about an aspect of the chosen topic. This paper should be no more than 2,000 words (not including the cover page, outline, abstract, or references). No late papers will be accepted. A handout detailing the expectations, content, formatting, and submission requirements will be provided in a timely manner. [CLO1-6]

Grading Policy

Assignment	Due/Date	Weight
Participation	All term	5%
In-Class Assignments (5)	Unannounced	5%
Discussions on Canvas	See schedule	5%
Article Critique	March 10 th	10%
Book Critique	April 2 nd	10%
Annotated Bibliography	April 9 th	5%
Topic/Thesis	April 16 th	5%
Outline/Introduction	April 28 th	10%
Literature Review	April 30 th	10%
Rough Draft (Complete)	May 12 th	10%
Research Paper	May 21 st	25%
		100%

Grading Policy and Late Submissions

Written assignments will primarily be graded on content; however, poor writing mechanics and APA formatting will result in a moderate point deduction. Assistance with APA can be found at:

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

In order to demonstrate comprehension of the course material, one must be able to write in a clear and effective manner. Always carefully proofread your assignments before submitting them. Late assignment submissions will not be accepted.

A grade of “C” (i.e., at least 73%) is required to pass this course.

Final grades will be determined by your percentage score as follows:

A+: 97% - 100%	A : 93% - 96.9%	A- : 90% - 92.9%
B+: 87% - 89.9%	B : 83% - 86.9%	B- : 80% - 82.9%
C+: 77% - 79.9%	C : 73% - 76.9%	C- : 70% - 72.9%

D+: 67% - 69.9%

D : 63% - 66.9%

D- : 60% - 62.9%

F : ≤ 59.9%

Extra credit, if offered, is offered to everyone. There will be no individual extra credit.

Any curving of grades is done at the end of the semester based on the overall class average.

Department of 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.

Classroom Protocol

Please make all efforts to arrive on time, ensure your cell phone is silenced, and do not pack up early. If you do arrive late, please enter quietly. Your attendance and active participation in discussions is critical to the success of the course and your success as a student. Be respectful of others opinions during these discussions. You are responsible for obtaining the notes for any class you miss.

Email Policies

I encourage you to email me with any questions, but there are a couple rules to follow. Email me directly, not through Canvas. Your subject line must contain the course number and a brief description of what your email pertains to (e.g. JS100W – Paper Topic). Be sure to include your name.

Class Policy

As a student, you are expected to have the syllabus and are responsible for the information within the syllabus, as well as information from class and the Canvas page. Moreover, when you have a question about the information that is readily accessible from these sources, I expect that you will take a moment to find the answer for yourself. If you ask questions about information that it is your responsibility to know or at least know where to find (e.g. ‘What are your office hours?’), points will be deducted from your grade. Please do not interpret this to mean I am unwilling to help you. If you have questions about information or concepts or want to discuss aspects of the course, I encourage you to email or talk to me. But factual information that is readily available is your responsibility.

University Policies

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/. 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

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. 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 José 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. 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 F07-2 requires approval of instructors. 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/aec) 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 10th 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.

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th 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>.

CASA Student Success Center

The Student Success Center in the College of Applied Sciences and Arts (CASA) provides advising for undergraduate students majoring or wanting to major in programs offered in CASA Departments and Schools.

All CASA students and students who would like to be in CASA are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. Looking for academic advice or maybe just some tips about how to navigate your way around SJSU? Check out the CASA Student Success Center! It's also a great place to study, and you can check out laptops.

Location: MacQuarrie Hall (MH) 533 - top floor of MacQuarrie Hall. Contact information: [408.924.2910](tel:408.924.2910).
Website: <http://www.sjsu.edu/casa/ssc/>.

JS100W – Writing Workshop, Spring 2015

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Th 1/22	---
2	T 1/27	---
	Th 1/29	---
3	T 2/3	Agenda/Topics: Course introduction; review of syllabus; discussion about expectations, Canvas, and online discussion assignments Reading for today: syllabus
	Th 2/5	Agenda/Topics: Research paper; Academic Integrity Policy and Student Conduct contract Reading for today: Academic Integrity and Student Conduct policies
4	T 2/10	Agenda/Topics: Writing assessment assignment (bring paper!)
	Th 2/12	Agenda/Topics: Mandatory Electronic Media Review at MLK Library at 9:00 AM, Room 213 (meet at the library)
5	T 2/17	Agenda/Topics: Assign writing partners/groups; Rules for formal writing discussion; Goals and purposes of writing
	Th 2/19	Agenda/Topics: Writing assessment (from 2/10) discussion Discussion 1 on Canvas (posting opportunity ends Friday, 2/20)
6	T 2/24	Agenda/Topics: Writing Mechanics Intensive Review (Parts of Speech; Sentences & Sentence Structure)
	Th 2/26	Agenda/Topics: Writing Mechanics Intensive Review (Parts of Speech; Sentences & Sentence Structure) continued; Writing Workshop
7	T 3/3	Agenda/Topics: Article Critique (assignment discussion) - Due on Tuesday 3/10 (Upload to Canvas) Discussion 2 on Canvas (posting opportunity ends Wednesday, 3/4)
	Th 3/5	Agenda/Topics: <i>How to read a research article</i> discussion
8	T 3/10	Agenda/Topics: Writing workshop (bring printed hard copy of your Article Critique to class today and submit to Canvas) Assignment Due: Article Critique (Upload to Canvas)
	Th 3/12	Agenda/Topics: Book Critique (assignment discussion) - Due on Thursday, 4/2 (Upload to Canvas); Passive versus Active Voice
9	T 3/17	Agenda/Topics: Article Critique assessment Discussion 3 on Canvas (posting opportunity ends Wednesday, 3/18)

Week	Date	Topics, Readings, Assignments, Deadlines
	Th 3/19	Agenda/Topics: Audience; Words & Word Choice; Style; Writing Mechanics Intensive Review (The Paragraph)
10	T 3/24	Spring Break
	Th 3/26	Spring Break
11	T 3/31	Cesar Chavez Day – No Class
	Th 4/2	Agenda/Topics: Transitions; Writing Workshop Assignment Due: Book Critique (Upload to Canvas)
12	T 4/7	Agenda/Topics: Research Paper Topics check-in; The Annotated Bibliography (assignment discussion) - Due on Thursday, 4/9 (Upload to Canvas)
	Th 4/9	Agenda/Topics: Developing a Thesis (Topic and Thesis assignment discussion) - Due on Thursday 4/16 (Upload to Canvas) Assignment Due: Annotated Bibliography (Upload to Canvas)
13	T 4/14	Agenda/Topics: Writing Workshop (bring printed hard copy draft of topic and thesis statement) Discussion 4 on Canvas (posting opportunity ends Wednesday, 4/15)
	Th 4/16	Agenda/Topics: Paraphrasing and Quotations; Proofreading and other editing techniques Assignment Due: Topic and Thesis (Upload to Canvas)
14	T 4/21	Agenda/Topics: Outline and Introduction (assignment discussion) - Due on Tuesday, 4/28 (Upload to Canvas)
	Th 4/23	Agenda/Topics: The Literature Review (assignment discussion) - Due on Thursday, 4/30 (Upload to Canvas)
15	T 4/28	Agenda/Topics: Basics of an APA-style journal article reference; Integrating Citations Assignment Due: Outline and Introduction (Upload to Canvas) Discussion 5 on Canvas (posting opportunity ends Wednesday, 4/29)
	Th 4/30	Agenda/Topics: Putting it all Together (The Research Paper); Research Paper Format; The Abstract (Part I) Assignment Due: Literature Review (Upload to Canvas)
16	T 5/5	Agenda/Topics: Putting it all Together (The Research Paper); Research Paper Format; The Abstract (Part II)
	Th 5/7	Agenda/Topics: Rough Draft Workshop 1 Assignment Due: Preliminary Rough Draft (bring printed hard copy to class today)

Week	Date	Topics, Readings, Assignments, Deadlines
17	T 5/12	<p>Agenda/Topics: Rough Draft Workshop 2</p> <p>Assignment Due: Complete Rough Draft (Upload to Canvas and bring revised, printed hard copy to class today)</p> <p>** A <u>complete</u> Rough Draft must be submitted on time; the finalized draft of your research paper <u>will not</u> be accepted without the timely submission of your Rough Draft. **</p>
Final	Th 5/21	<p>Assignment Due: Finalized Research Paper (Upload to Canvas) - No hard copy of finalized research paper needed, just upload to Canvas by 9:00 am. Late papers will not be accepted.</p>

All information is subject to change based on the progression of the course & Instructor's discretion.