

**Department of Justice Studies
JS100W-03 Writing Workshop
Spring 2015**

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JS Competency Area:	E: Analytical Research & Communication
Course Delivery:	Canvas / Classroom: This course is both online and through occasional in-class meetings. While there is not a classroom reserved on a regular basis, the meeting date, time and place are announced via e-mail in a timely manner.

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.

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.

SJSU 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.

INSTRUCTOR'S COURSE GOAL AND DESCRIPTION

The goal of this class is to build on what you already know – writing. Therefore, the focus of this class is not on acquiring knowledge, but on building effective writing skills. Effective writing 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. Expect to read, write, critique and re-write!

The focus for many of the writing assignments in this course is “argumentative” writing, which is writing designed to persuade the reader of some idea or point of view. Students will also incorporate expository writing (writing to inform or explain) as well as have opportunities to provide personal narratives in the various assignments this term.

STUDENT LEARNING OBJECTIVES: Upon successful completion of this course:

SLO 1: Students shall be able to produce discipline-specific written work that demonstrates upper-division proficiency in:

- language use
- grammar
- clarity of expression

SLO 2: Students shall be able to explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.

SLO 3: Students shall be able to organize and develop essays and documents for both professional and general audiences.

SLO 4: Students shall be able to organize and develop essays and documents according to appropriate editorial and citation standards.

SLO 5: Students shall be able to locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

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.

LIBRARY LIAISON: Silke Higgins Phone: (408) 808-2118 Email: Silke.Higgins@sjsu.edu

SJSU WRITING CENTER: Room 126, Clark Hall, <http://www.sjsu.edu/writingcenter/>.

REQUIRED TEXTS/READINGS

- Ferree, C, & Pfeifer, H. *Write & Wrong: Writing Within Criminal Justice*. This workbook is available at Spartan Bookstore. ISBN: 9781449626815
- Schwartz, B.M., Landrum, R. E., Gurung, R. *An Easy Guide to APA Style*, 2nd ED. Available through Spartan Bookstore. ISBN: 978-1-4522-6839-2
- Additional readings for this course distributed through **Canvas**

COURSE ASSIGNMENTS

Learning in this course is accomplished primarily through reading journal articles, reviewing PowerPoint presentations, completing workbook assignments, involvement in on-line discussion posts, composition of journal entries and completion of all writing assignments including a research paper.

NOTE: Acquisition and submission of all assignments accomplished via the course Canvas site

1. Student Journal: Students are required to keep a “journal” of their insights into topics posted by the instructor. There will be 10 topic postings. Responses should be approximately 250 words each. There will not be grade reports from the instructor for journal entries. Grades will be determined from the instructor’s subjective assessment of students’ insights contributions to the writing process and the justice-related news articles addressed. However, the things that are factored into the assessment include the proper number of entries, quality of writing, and substance of the reflections on writing and current events, including showing progress at understanding writing and adequately addressing the current events topics with ideas supported by research in our field. Participation will count as 5% of the overall grade. (SLO’s 1-2)

2. Student Class Participation: Interaction between students is a powerful learning tool. That interaction, however, is practically impossible to create for an online class.

Therefore, accomplishment of the desired goal of student interaction is through the medium of a discussion board, whereby comments are posted and responded to at the leisure of each student within the time frame each topic forum is “open”.

The “participation grade” will be based on the instructor’s judgment of students’ contributions to the online discussion board. Engagement with the discussion board and the various topics, takes place over the entire semester.

Students must post one initial response to each topic posted by the instructor, and respond to a minimum of two classmates discussion entries. These responses must give insightful reactions to the content. Proper and good writing is required in each of these discussion board contributions.

There will not be grade reports from the instructor for these discussions. Grades will be determined from the instructor’s subjective assessment of students’ contributions to the discussion board. However, the elements that will be factored into the assessment include the proper number of posts, quality of writing, and substance of the reflections on writing and current events, including showing progress at understanding writing and adequately addressing the current events topics with ideas supported by research in our field. Participation will count as 5% of the overall grade. (SLO’s 1-2, 5)

3. Writing “Projects”: Professional work often requires that one be able to write well under a time limit. Once assigned, students have a specific time limit to complete the assignment – usually 24 hours. Documents include, but are not limited to, a business letter, a resume and resume cover letter, and an editorial. The timed element varies for each assignment and will be announced in the directions for each assignment. These assignments will be graded on writing quality and will count as 25% of the final grade. (SLO’s 1-3, 5)

4. Workbook Exercises: The *Write & Wrong: Writing Within Criminal Justice* Student Workbook is intended as an intensive review of the basic skills necessary for correct composition of written works. Assignments, dates of completion and additional instructions are provided on the course web site. Completion of the workbook exercises contributes 5% to the final grade. (SLO 1)

5. Article Reviews: Students will be required to read and write reviews of academic articles from a scholarly journal. The instructor will assign the articles. Article reviews must be no longer than 700 words (approximately 2.5 to 3 pages, not including the cover page and bibliography), and conform to APA style. Article reviews make up 15% of the final grade. (SLO’s 1-3, 5)

6. Research Paper Proposal: This is a 1.5 – 2 page paper that identifies the students’ research paper topic and lays out the significant arguments the student supports. This

paper is either completed/non-completed and does not carry a grade. It does, however, lead to an overall grade value for the research paper. (SLO's 1-3, 5)

7. Annotated Bibliography: This assignment consists of identifying 10 resources, including articles from scholarly journals, CQ Researcher and U.S. Government documents. Specific instructions for this assignment are provided on Canvas. The points received on this assignment accounts for 10% of the final grade. (SLO's 1-5)

8. Research Paper Student Critique: Students provide valuable feedback to two other students via a form designed to lead the reviewer through the critique process. Grades are based on the thoroughness of the critique as well as the reviewers' ability to provide clear and concise feedback. Critiques account for 10% of the final grade. (SLO's 1-2)

9. Research Paper (Final Draft): The final draft of your research paper accounts for 25% of the final grade. The final product includes a cover page, abstract, introduction, discussion (literature review), conclusion (summary), recommendations and a bibliography. The final paper will also be turned in via the course website. A draft of the final paper will be reviewed if submitted by the draft deadline provided on the course schedule. (SLO's 1-5)

GRADING

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,
- 1 inch margins,
- 12 pt. standard font (i.e.: Times New Roman),
- APA format.

Writing Assignments	Percentage
Journal Entries	5%
On-line Discussion Board	5%
Writing Projects (5)	25%
Article Reviews (articles provided)	15%
Annotated Bibliography	10%
Student Critiques	10%
Final Research Paper	25%
Workbook Assignments	5%
TOTAL	100%

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.

EVALUATION OF COURSE ASSIGNMENTS

Written work is evaluated the following criteria:

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.

NOTE: Scoring Rubric, when applied, will be posted on Canvas.

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 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 1-5)

GRAMMAR

This class does not include instructions on grammar. Therefore, a good grasp of English grammar is necessary for this course. The level of reading and writing involved means that the student must be able to produce grammatical English sentences routinely and without significant extra effort. The focus of this writing course is on higher-level writing tasks such as constructing an argument, interpreting research and on information literacy. It is possible to bring ones grammar up to the necessary level through outside work, but only if it is already near the minimum requirements. A paper with significant grammar errors cannot receive a passing grade, regardless of the quality of its other aspects. Significant help is available on campus and is detailed in the "SJSU Student Services" section at the end of this syllabus.

LATE ASSIGNMENTS

All assignments are due on the specific date posted. I will consider late major assignments if they include a written explanation. I reserve the right to refuse or deduct points from late assignments.

A FINAL NOTE

I am committed to helping each student do well in this class. If you are having difficulty, please speak to me about it sooner than later. Communication is key in these matters. Keep me informed, and you should do fine. Talk to me after things fall apart, and there may be little I can do. Ultimately, I hope this course provides you with the critical writing skills that will continue to serve you well throughout your professional and personal life.

A first grade teacher was telling her students the story of "Chicken Little." She got to the part when Chicken Little ran up to the Farmer saying, "The sky is falling. The sky is falling." Then the teacher paused and asked the kids what they thought the farmer said. One little girl raised her hand and the teacher called on her. The little girl then said, "I think the farmer said 'Holy cow, a talking chicken!'"

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/>.

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 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/>. 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 your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Integrity Policy S07-2 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 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 requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

STUDENT SERVICES

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.

Learning Assistance Resource Center

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

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.

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) <http://www.sjsu.edu/writingcenter>.

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>.