

San José State University
Department of Justice Studies
JS 100W-04 Writing Workshop, Spring 2015

Course and Contact Information

Instructor:	Dina M. Kameda, M.S., M.A.
Office Location:	MacQuarrie Hall 521
Telephone:	(408) 832-9939 (cell phone – emergency only)
Email:	dina.kameda@sjsu.edu (preferred/best method of contact)
Office Hours:	Online via e-mail; In-person Tuesdays 10:30 AM - 11:30 AM, Wednesdays 9:00 AM - 11:00 AM, or by appointment
Class Days/Time:	Online
Prerequisites:	Grade of “C” or better in English 1B or equivalent; upper division standing; passage of Writing Skills Test; and completion of core GE requirements
GE/SJSU Studies Category:	This course satisfies Area Z, Written Communication II, a University Studies requirement.

Course Format

The mode of instruction for this course is online. Reliable access to a computer and the internet will be required. All written assignments will be submitted via Canvas, and must be in Microsoft Word (*.doc or *.docx) or Rich Text Format (*.rtf). For students with Macs, if you do not have access to Microsoft Word, it is suggested that you download OpenOffice (<https://www.openoffice.org/>), which will allow you to create and save word processing documents in Microsoft Word format without any issues.

Canvas Course Page and E-mail

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; if you choose to download them, you will need Adobe Reader to view the documents. There is no cost to download Adobe Reader (<http://get.adobe.com/reader/otherversions/>). Some course materials may need to be accessed via the internet (i.e., web sites).

E-mail Policy

Feel free to e-mail the instructor at any time (I check several times per day); however, please adhere to the e-mail guidelines below:

1. Please include in the “subject line” the course number, your name, and a specific description of your inquiry or comment (e.g., JS100W, Your Name, subject). The instructor **will not** respond to “**no subject**” e-mails, or any e-mail where the student is not identified in either the subject line or body of the e-mail.

2. E-mailed inquiries should be relatively short in nature if possible. If possible, students should make an appointment to meet with me in person to discuss more extensive inquiries. Students will be referred to the course syllabus with respect to questions that are addressed by simply reading the syllabus.

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

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.

Library Liaison

Silke.Higgins@sjsu.edu

(408) 808-2118

<http://libguides.sjsu.edu/justicestudies>

Course Requirements and Assignments

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty- five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

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.

Overview of Participation – What constitutes participation for an online course?

In order to participate in an online course, one must: (1) regularly access the Canvas page for the course; (2) pay close attention to the module prerequisites (i.e., what must be accomplished before accessing the next module) and module completion requirements; (3) be very mindful of due dates and times for all time-restricted components of the course; and (4) carefully read the syllabus, fully read all announcements made by the instructor via Canvas, read all directions for course components. Beyond the completion of assigned handouts/readings, sufficient time must be spent contemplating the material for the purpose of being prepared to properly complete assignments.

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]

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) [CLO1-6]

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. [CLO1-6]

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. [CLO1 and 2]

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). [CLO4 and 5]

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. [CLO1 and 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 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.

Grading Policy

Assignment	Due/Date	Weight
Participation	All term	5%
Writing Workshop Exercises	See schedule	5%
Discussions on Canvas	See schedule	5%
Article Critique	February 23 rd	10%
Book Critique	March 6 th	10%
Topic/Thesis	March 18 th	5%
Annotated Bibliography	March 20 th	5%
Outline/Introduction	March 30 th	10%
Literature Review	April 8 th	10%
Rough Draft (Complete)	April 24 th	10%
Research Paper	May 15 th	25%
		100%

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

Department of Justice Studies Course Grade Determination

Total Points	Grade	Total Points	Grade	Total Points	Grade
98.0 to 100	A plus	80.0 to 82.99	B minus	63 to 67.99	D
93.0 to 97.99	A	78 to 79.99	C plus	00.0 to 62.99	F
90.0 to 92.99	A minus	73.0 to 77.99	C		
88.0 to 89.99	B plus	70 .0 to 72.99	C minus		
83 to 87.99	B	68.00 to 69.99	D plus		

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.

Virtual Classroom Protocol

1. Students are expected to: complete all readings and assignments in accordance with the dates on the course schedule.
2. Online courses inherently require more discipline than in-person courses; as such, students are responsible for staying on top of due dates and allotting the appropriate amount of time to complete assignments. If you have questions about assignments, please directly e-mail the instructor (see contact information); students may also visit the instructor during in-person office hours specified in the syllabus.

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

[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:

- “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 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>.

JS100W-04 / Writing Workshop, Spring 2015 Course Schedule

The following course schedule is subject to change; advance notice of any changes will be provided via e-mail as early as possible.

Table 1 Course Schedule

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
1	1/22 - 1/23	<p>Agenda/Topics: Course introduction/review of syllabus; expectations; Academic Integrity Policy and Student Conduct contract</p> <p>Reading: Introductory announcement on Canvas; Syllabus; Academic Integrity and Student Conduct policies</p>
2	1/26 - 1/30	<p>Agenda/Topics #1: Writing Skills Assessment (WSA) essay (on Canvas)</p> <p>Due 1/27: WSA essay - This essay is timed; once you begin, you will have 1 hour and 15 minutes to complete it. Available on Canvas 1/27 from 6:00 AM - 11:59 PM.</p>
		<p>Agenda/Topics #2: Rules for formal writing; Goals and purposes of writing</p>
		<p>Canvas Discussion #1: Open 1/29 (12:00 PM) through 1/30 (11:59 PM).</p>
3	2/2 - 2/6	<p>Agenda/Topics #1: Choosing a paper topic</p> <p>Reading: Review pre-approved list of papers topics, begin process of choosing a paper topic. Students must settle on a firm topic choice by the 6th week.</p>
		<p>Agenda/Topics #2: Writing Mechanics Intensive Review (Parts of Speech; Sentences & Sentence Structure) Power Point</p>
		<p>Agenda/Topics #3: Writing Workshop exercises (Identifying mechanical and grammatical errors)</p> <p>Due 2/6: Identifying mechanical and grammatical errors exercises</p>
4	2/9 - 2/13	<p>Agenda/Topics #1: Online library research exercises</p> <p>Due 2/13: Online library research exercises (upload specified articles to Canvas)</p>
		<p>Agenda/Topics #2: Writing an article critique (handout); Find and begin review of <u>assigned</u> article for Article Critique assignment (basic reference information will be provided on Canvas to locate the correct article)</p> <p>Reading: Review <i>Understanding Empirical Research</i> Power Point</p>
5	2/16 - 2/20	<p>Agenda/Topics #1: Book Critique (handout)</p>
		<p>Canvas Discussion #2: Open 2/19 (12:00 PM) through 2/20 (11:59 PM).</p>

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
6	2/23 - 2/27	Due 2/23: Article Critique (upload to Canvas)
		Due 2/25 - 2/26: Research Paper topic check-in on Canvas
		Agenda/Topics #1: Paragraph and Transitions
		Agenda/Topics #2: Words & Word Choice; Writing Workshop exercise Due 2/27: Word Choice exercise (Download list of possible answers first)
7	3/2 - 3/6	Agenda/Topics #1: Developing a Topic and Thesis (handout)
		Agenda/Topics #2: The Annotated Bibliography (handout)
		Due 3/6: Book Critique (upload to Canvas)
8	3/9 - 3/13	Agenda/Topics #1: Work on Topic and Thesis assignment
		Agenda/Topics #2: Work on Annotated Bibliography assignment
		Canvas Discussion #3: Open 3/12 (12:00 PM) through 3/13 (11:59 PM).
9	3/16 - 3/20	Agenda/Topics #1: Paraphrasing and Quotations; Proofreading
		Agenda/Topics #2: Outline and Introduction (handout)
		Due 3/18: Topic and Thesis Statement assignment (upload to Canvas)
		Due 3/20: Annotated Bibliography assignment (upload to Canvas)
10	3/23 - 3/27	SPRING BREAK (Note: Outline and Introduction due on 3/30)

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
11	3/30 - 4/3	Due 3/30: Outline and Introduction (upload to Canvas)
		Agenda/Topics #1: Literature Review; Basics of an APA-style journal article reference; Integrating Citations
		Agenda/Topics #2: Putting it all together - the research paper, research paper format, the abstract
12	4/6 - 4/10	Agenda/Topics: Rough Draft work week
		Due 4/8: Literature Review (upload to Canvas)
		Canvas Discussion #4: Open 4/9 (12:00 PM) through 4/10 (11:59 PM) .
13	4/13 - 4/17	Agenda/Topics: (Optional) In-person rough draft consultations (Date/Times TBA)
14	4/20 - 4/24	Agenda/Topics: (Optional) In-person rough draft consultations (Date/Times TBA)
		Due 4/24: Complete Rough Draft (upload to Canvas) - Check your Originality Report for potential plagiarism issues.
15	4/27 - 5/1	Agenda/Topics: (Optional) In-person research paper consultations (Date/Times TBA)
		Canvas Discussion #5: Open 4/30 (12:00 PM) through 5/1 (11:59 PM) .
16	5/4 - 5/8	Agenda/Topics: (Optional) In-person research paper consultations (Date/Times TBA)
17	5/11 - 5/13	Agenda/Topics: (Optional) In-person research paper consultations (Date/Times TBA)
Research Paper Due: Friday, May 15th Upload to Canvas between 5:15 PM - 7:30 PM		