

**San José State University**  
**Department of Justice Studies**  
**JS 100W-02 Writing Workshop, Spring 2016**

**Course and Contact Information**

<b>Instructor:</b>	Dina M. Kameda, M.S., M.A.
<b>Office Location:</b>	MacQuarrie Hall 508
<b>Telephone:</b>	(408) 832-9939 (cell phone – emergency only)
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<b>Office Hours:</b>	Tuesdays and Thursdays, 10:45 AM - 11:30 AM; Wednesdays, 9:00 AM - 11:00 AM, or by appointment
<b>Class Days/Time:</b>	Tuesdays and Thursdays, 3:00 PM - 4:15 PM
<b>Classroom:</b>	Boccardo Business Center 126
<b>Prerequisites:</b>	Grade of “C” or better in English 1B or equivalent; upper division standing; passage of Writing Skills Test; and completion of core GE requirements
<b>GE/SJSU Studies Category:</b>	This course satisfies Area Z, Written Communication II, a University Studies requirement.

**Course Format**

The mode of instruction for this course is in person with online supplements. 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). 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. Students can also download Microsoft Office for free: <http://its.sjsu.edu/services/software/microsoft-students/index.html>

**Canvas Course 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; 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).

**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.

## 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-02, 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 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* (2<sup>nd</sup> 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](mailto: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.

### 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 comments based on the identification of discussion topics, presentations which exemplify knowledge of the subject matter, and the asking of probing questions 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 to complete assignments in a timely manner.

### 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 assignment submissions will not be accepted without a documented, verifiable, and valid reason.

### 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 Discussion

The process of learning how to write 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 (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 1,400 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]

## **Paper Outline, Introduction, and Annotated Bibliography**

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]

Students will write an annotated bibliography for sources used in their research paper. The annotated bibliography must include at least eight (8) sources and annotations. Students should summarize, assess and reflect upon each source cited. The annotated bibliography must be no longer than 1,200 words, single-spaced, use Times New Roman 12-point font, and conform to APA style (not including cover page and bibliography).

## **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, with a focus on policy. 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 without a documented, verifiable, and valid reason.

## Grading Policy

Assignment	Due/Date	Weight
Participation	All term	15%
Writing Workshop Exercises	See schedule	5%
Discussions on Canvas	See schedule	5%
Topic/Thesis	March 8 <sup>th</sup>	5%
Book Critique	March 15 <sup>th</sup>	10%
Outline/Introduction /Annotated Bibliography	March 24 <sup>th</sup>	10%
Literature Review	April 7 <sup>th</sup>	10%
Rough Draft (Complete)	May 13 <sup>th</sup>	10%
Research Paper	May 23 <sup>rd</sup>	30%
		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.

### Classroom Protocol

1. Students are expected to: attend all class meetings, arrive on time, stay for the duration of the class period, complete all readings and assignments in accordance with the dates on the course schedule.
2. Students are responsible for all missed notes, materials and announcements due to absence. You are encouraged to exchange contact information with someone in class just in case.
3. As neither a laptop nor tablet is required in class for the course, use of them is strictly limited to note taking or accommodation purposes. Students caught using such items for other non-class purposes will be prohibited from bringing them back to class, will be dismissed from class, and allowed to return the next class meeting. Students will also be dismissed from class for cell phone use of any kind during class time, unless expressly permitted by the instructor.

## 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:

- 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 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](#) 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](#) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

## **Student Technology Resources**

Computer labs for student use are available in the [Academic Success Center](#) 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](#) 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](#) 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 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](#) at <http://www.sjsu.edu/counseling>.

## JS100W-02 / Writing Workshop, Spring 2016 Course Schedule

The following course schedule is subject to change; advance notice of any changes will be provided via Canvas and/or in-class as early as possible.

**Table 1 Course Schedule**

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
1	Thursday, 1/28	<b>Agenda/Topics:</b> Course introduction/review of syllabus; expectations <b>Reading:</b> Introductory announcement on Canvas; Syllabus
2	Tuesday, 2/2	<b>Agenda/Topics:</b> Academic Integrity Policy and Student Conduct policies; Research Paper <b>Reading:</b> Academic Integrity and Student Conduct policies; Research Paper handout
	Thursday, 2/4	<b>Agenda/Topics:</b> Writing Skills Assessment (WSA) essay (Paper will be provided) <b>Due today:</b> WSA essay - You will have 1 hour and 5 minutes to complete it.
3	Tuesday, 2/9	<b>Agenda/Topics:</b> Rules for formal writing; Goals and purposes of writing <b>Canvas Discussion #1:</b> Open from 2/9 (12:01 AM) through 2/9 (11:59 PM).
	Thursday, 2/11	<b>Agenda/Topics:</b> WSA essay discussion; Choosing a paper topic <b>Reading:</b> Review pre-approved list of papers topics, begin process of choosing a paper topic. <b>Students must settle on a firm topic choice by 2/25/16.</b>
4	Tuesday, 2/16	<b>Agenda/Topics:</b> Writing Mechanics Intensive Review (Parts of Speech; Sentences & Sentence Structure) Power Point; Writing Workshop exercises (Identifying mechanical and grammatical errors); <b>Due today:</b> Identifying mechanical and grammatical errors exercises
	Thursday, 2/18	<b>Agenda/Topics:</b> Mandatory Electronic Media Review at MLK Library at 3:00 PM, Room 213 (meet at the library)
5	Tuesday, 2/23	<b>Agenda/Topics:</b> Book Critique Assignment discussion (handout); Online library research exercises <b>Reading:</b> Review <i>Understanding Empirical Research</i> Power Point
	Thursday, 2/25	<b>Agenda/Topics:</b> Research Paper topic check-in (Bring typewritten topic, to be turned in during class) <b>Canvas Discussion #2:</b> Open from 2/25 (12:01 AM) through 2/25 (11:59 PM). <b>Due today:</b> Online library research exercises (upload specified articles to Canvas)

Week	Date	Agenda/Topics, Readings/Homework, Exams and Deadlines
6	Tuesday, 3/1	<b>Agenda/Topics:</b> Developing a Topic and Thesis Assignment discussion (handout)
	Thursday, 3/3	<b>Agenda/Topics:</b> Work on Topic and Thesis assignment in-class
7	Tuesday, 3/8	<b>Agenda/Topics:</b> Writing an article critique discussion (handout); Basics of an APA-style journal article reference <b>Due today:</b> Topic and Thesis Statement Assignment (upload to Canvas)
	Thursday, 3/10	<b>Agenda/Topics:</b> Outline, Introduction, and Annotated Bibliography discussion (handout)
8	Tuesday, 3/15	<b>Agenda/Topics:</b> Paragraph and Transitions; Words & Word Choice; Writing Workshop exercises <b>Due today:</b> Book Critique (upload to Canvas); Word Choice and Transitions exercises (in-class)
	Thursday, 3/17	<b>Agenda/Topics :</b> Book Critique class discussion/reflection <b>Canvas Discussion #3:</b> Open from 3/17 (12:01 AM) through 3/17 (11:59 PM).
9	Tuesday, 3/22	<b>Agenda/Topics:</b> Writing a Literature Review Assignment discussion; Integrating Citations; Paraphrasing and Quotations; Proofreading
	Thursday, 3/24	<b>Agenda/Topics:</b> Writing a Literature Review Assignment discussion; Integrating Citations; Paraphrasing and Quotations; Proofreading (continued) <b>Due today:</b> Outline, Introduction, and Annotated Bibliography (upload to Canvas)
10	Tuesday, 3/29	<b>Spring Break - No Class</b>
	Thursday, 3/31	
11	Tuesday, 4/5	<b>Agenda/Topics:</b> Research Paper Discussion and Conclusion class discussion
	Thursday, 4/7	<b>Agenda/Topics:</b> Putting it all together - the research paper, research paper format, the abstract (continued) <b>Due today:</b> Literature Review (upload to Canvas)
12	Tuesday, 4/12	<b>Agenda/Topics:</b> In-class Peer Review - <b>Bring a formatted, printed copy of your paper to class today</b> (Outline, Introduction, and Literature Review) - <b>Class Participation</b>
	Thursday, 4/14	<b>Agenda/Topics:</b> In-class Peer Review (continued) - <b>Class Participation</b>

<b>Week</b>	<b>Date</b>	<b>Agenda/Topics, Readings/Homework, Exams and Deadlines</b>
13	Tuesday, 4/19	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA)
	Thursday, 4/21	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA) <b>Canvas Discussion #4:</b> Open from <b>4/21 (12:01 AM)</b> through <b>4/21 (11:59 PM)</b> .
14	Tuesday, 4/26	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA)
	Thursday, 4/28	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA)
15	Tuesday, 5/3	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA) <b>Canvas Discussion #5:</b> Open from <b>5/3 (12:01 AM)</b> through <b>5/3 (11:59 PM)</b> .
	Thursday, 5/5	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA)
16	Tuesday, 5/10	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA)
	Thursday, 5/12	<b>Agenda/Topics:</b> In-person course/paper consultations (Date/Times TBA)
	Friday, 5/13	<b>Due today:</b> Complete Rough Draft (upload to Canvas) - Check your Originality Report for potential plagiarism issues