

San José State University
Department Of Justice Studies
JS100W Writing Workshop, Section 01, Fall 2017

Course and Contact Information

Instructor:	Dina M. Kameda, M.S., M.A.
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Office Hours:	Tuesdays 10:45 AM - 11:45 AM, Wednesdays 9:15 AM - 10:30 AM, or by appointment
Class Days/Time:	Mondays and Wednesdays 7:30 AM - 8:45 AM
Classroom:	MacQuarrie Hall 322
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 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). If you do not currently own Microsoft Word, the software (both PC and Mac) is available for free to students: <http://its.sjsu.edu/services/software/microsoft-students/index.html>

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 (multiple times per week is recommended) 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. Note: A grade of "C" or better is required for Justice Studies majors.

Course Learning Outcomes (CLO)

Upon successful completion of this course, students will be able to:

1. Produce discipline-specific written work that demonstrates upper-division proficiency in: language use, grammar, and clarity of expression.
2. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
3. Organize and develop essays and documents for both professional and general audiences.
4. Organize and develop essays and documents according to appropriate editorial and citation standards.
5. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.
6. Students should 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* (3rd ed.). Thousand Oaks, CA: SAGE Publications, Inc. (ISBN: 9781483383231)

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: 9780385332941)

Recommended book

Fogarty, M. (2008). *Grammar girl's quick and dirty tips for better writing*. New York, NY: Henry Holt and Company, LLC. (ISBN: 9780805088311)

Library Liaison

Silke.Higgins@sjsu.edu

(408) 808-2118

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

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 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.

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]

Annotated Bibliography

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]

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 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]

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]

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 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.

Final Examination or Evaluation

Students will be required to submit a research paper, which will be a culmination of course work throughout the semester. [CLO 1-4 and 6]

Grading Information

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 submissions will not be accepted unless a valid, documented, and verifiable reason is provided.

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		

Assignment/Exam	Exam/Due Date	Weight
Participation	All term	10%
Writing Workshop Exercises	See schedule	10%
Discussions on Canvas	See schedule	10%
Annotated Bibliography	October 23 rd	15%
Book Critique	October 30 th	15%
Literature Review	November 20 th	15%
Rough Draft (Complete)	December 6 th	C/NC
Research Paper	December 14 th	25%

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 for in-class participation, use of them is strictly limited to note taking or accommodation purposes. Students caught using such items for other non-class purposes may be prohibited from bringing them back to class, and will likely be dismissed from class for the day. At the instructor's discretion, students may be dismissed from class for cell phone use of any kind during class time, unless expressly permitted by the instructor.

University Policies

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>"

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.

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The following course schedule is subject to change; advance notice of any changes will be provided via an announcement on Canvas as early as possible.

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	08/23/17	Writing Skills Assessment (WSA) essay (Paper will be provided)
2	8/28/17	Course introduction and overview Assignments and expectations Paper topic discussion Policy discussion Reading for today: Syllabus; Academic Integrity and Student Conduct policies
2	08/30/17	Rules for formal writing Goals and purposes of writing
3	09/04/17	Labor Day - No Class
3	09/06/17	Critical Thinking - Policy Statement Peer Reviews - assign partners
4	09/11/17	WSA essay review/discussion Canvas Discussion #1: Open 09/11/17 (12:01 AM) though 09/12/17 (11:59 PM)
4	09/13/17	Peer Review Workshop - Policy Statement
5	09/18/17	Writing Mechanics: Integrating Citations; Paraphrasing and Quotations Due: Policy Statement (Upload to Canvas by 11:59 PM)
5	09/20/17	Writing Mechanics: Passive versus Active Voice
6	09/25/17	Mandatory Electronic Media Review at MLK Library (tentative, date may change) Online library research exercises Canvas Discussion #2: Open 09/25/17 (12:01 AM) though 09/26/17 (11:59 PM)
6	09/27/17	Article Review discussion
7	10/02/17	Article Review workshop
7	10/04/17	Book Critique Assignment discussion
8	10/09/17	Annotated Bibliography Assignment discussion Canvas Discussion #3: Open 10/09/17 (12:01 AM) though 10/10/17 (11:59 PM)
8	10/11/17	Writing Mechanics: Words & Word Choice; Never Words; Hyperbole
9	10/16/17	Peer Review Workshop - Annotated Bibliography
9	10/18/17	Writing Workshop exercises (Identifying mechanical and grammatical errors)

Week	Date	Topics, Readings, Assignments, Deadlines
10	10/23/17	Literature Review discussion Canvas Discussion #3: Open 10/23/17 (12:01 AM) though 10/24/17 (11:59 PM) Due: Annotated Bibliography (Upload to Canvas by 11:59 PM)
10	10/25/17	Literature Review discussion (continued)
11	10/30/17	Video - <i>Deceiving Innocence</i> Due: Book Critique (Upload to Canvas by 11:59 PM)
11	11/01/17	Developing an Introduction, Thesis, and a 'Roadmap' discussion
12	11/06/17	Developing an Introduction, Thesis, and a 'Roadmap' workshop Canvas Discussion #4: Open 11/06/17 (12:01 AM) though 11/07/17 (11:59 PM)
12	11/08/17	Developing an Introduction, Thesis, and a 'Roadmap' workshop (continued)
13	11/13/17	Peer Review Workshop - Literature Review
13	11/15/17	Outlining discussion
14	11/20/17	Research Paper - Putting it all together Due: Literature Review (Upload to Canvas by 11:59 PM)
14	11/22/17	Non-instructional Day - No Class
15	11/27/17	Proof reading discussion Canvas Discussion #5: Open 11/27/17 (12:01 AM) though 11/28/17 (11:59 PM)
15	11/29/17	Proof reading exercises
16	12/04/17	Peer Review Workshop - Rough Draft
16	12/06/17	Peer Review Workshop - Rough Draft Due: Rough Draft (Upload to Canvas by 11:59 PM)
17	12/11/17	Research Paper Work Day
Final	12/14/17	Paper Due 7:15 AM - 9:30 AM