

**San José State University**  
**Department of Justice Studies**  
**JS 100W, Writing Workshop, Sec 03, Fall 2017**

**Course and Contact Information**

<b>Instructor:</b>	Judith Randle
<b>Office Location:</b>	MH 520
<b>Telephone:</b>	(408) 924-8126
<b>Email:</b>	judith.randle@sjsu.edu
<b>Office Hours:</b>	Tu 10-11am or by appointment
<b>Class Days/Time:</b>	Tu/Th 12 – 1:15pm
<b>Classroom:</b>	BBC 126

**Course CANVAS Page**

Many of the course materials can be found on the Canvas learning management system course website. You are responsible for checking daily with the messaging system through MySJSU to learn of any updates.

**Course Description**

Note: Must achieve a grade of "C" or better to fulfill Justice Studies major requirements.

**Course Learning Outcomes (CLO)**

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

CLO 1: Produce discipline-specific written work that demonstrates upper-division proficiency in: 1) language use, 2) grammar, and 3) clarity of expression;

CLO 2: Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse;

CLO 3: Organize and develop essays and documents for both professional and general audiences;

CLO 4: Organize and develop essays and documents according to appropriate editorial and citation standards; and

CLO 5: Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

## **Required Materials**

### **Textbooks**

Johnson, et al. (2015). *The Criminal Justice Student Writer's Manual* (6<sup>th</sup>). Pearson. ISBN: 978-0-13-351438-4

### **Other Readings**

Journal articles, news articles and book excerpts are listed on the **Course Schedule** below and posted on CANVAS website under Files → Readings.

### **Web-Based Videos**

Three lecture videos are listed on the Course Schedule below and posted on CANVAS website under Files → Videos.

Three YouTube videos are listed on the Course Schedule below and posted on CANVAS under Files → Videos.

## **Campus Resources**

### **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. If you are looking for academic advice or even tips about how to navigate your way around SJSU, check out the CASA Student Success Center. Location: MacQuarrie Hall (MQH) 533 - top floor of MacQuarrie Hall. Contact information: [408.924.2910](tel:408.924.2910). Website: <http://www.sjsu.edu/casa/ssc/>. The CASA Student Success Center also provides study space and laptops for checkout.

### **Library Liaison**

Silke Higgins, [408-808-2118](tel:408-808-2118), [silke.higgins@sjsu.edu](mailto:silke.higgins@sjsu.edu)

## **Department's 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.

## **Course Requirements and Assignments**

Your grade is derived from work in eight (8) categories.

*Homework (23)* -- Homework assignments include a variety of writing, drafting, and editing exercises designed to improve your grammar, practice different kinds of writing, and build your (and others') groundwork of the three larger writing assignments. Hard copies are due in class on the dates shown. Point values range from 5 to 20 points. (CLOs 1, 2, 3, 4, 5)

*On-call Q&A (3)* -- On three dates in the semester you will be called upon in class to answer questions about the material covered that day. You will be given themes, terms or questions in advance to help prepare you for questions that you may be asked. Two of these dates will be on the regular lectures days and one will be on a student presentation day. Each On-call Q&A day is worth 10 points. If you do not attend lecture on the date shown, you cannot receive points for the Q&A. (CLOs 1, 2, 3, 4, 5)

*In-Class Peer Reviews (9)* -- The lecture period often begins by reviewing the work of a fellow student. You will be assigned to a partner with whom you will exchange your work, and provide feedback to one another, nine times during the semester. Each peer review is worth 10 points. If you do not attend lecture on the date shown, you cannot receive points for the in-class peer review. (CLOs 1, 2, 3, 4, 5)

*Quizzes (3)* -- Quizzes are designed to test your comprehension of, and skill sets related to, three vital topics covered in the course: writing with clarity, persuasive writing techniques, and criminal justice research papers. The quizzes will include multiple choice, true/false, and fill-in-the-blank questions, as well as editing and expository exercises. Each Quiz is worth 30 points. (CLOs 1, 2, 3, 4, 5)

*Presentation* -- Once during the semester you will give a 15-minute oral presentation to the class that describes your progress on the final research paper. Your presentation date is assigned in advance. Your presentation is worth 30 points. (CLOs 1, 2, 3, 4, 5)

*Personal Statement* -- You will write a personal statement or cover letter, five to ten paragraphs in length, that responds to a job/internship advertisement or school application. Several homework assignments and class exercises help to build your personal statement or cover letter. Your final draft is worth 30 points. (CLOs 1, 2, 3, 4, 5)

*Review Essay* -- You will write a review essay of an article that is twelve to fifteen paragraphs in length. Several homework assignments and class exercises help to build your review essay. Your final draft is worth 50 points. (CLOs 1, 2, 3, 4, 5)

*Research Paper* -- You will write a research paper on an approved topic of your choosing that is approximately 20 pages in length, is informed by at least six academic sources, and is formatted in APA style. Several homework assignments and class exercises help to build your research paper. Your final draft is worth 100 points. (CLOs 1, 2, 3, 4, 5)

### **Grading Information**

Homework (23)	280
On-call Q&A (3)	30
In-Class Peer Reviews (9)	90
Quizzes (3)	90
Presentation	30
Personal Statement	30
Review Essay	50
Research Paper	100
<b>Total Points</b>	<b>700</b>

## Grading Scale (Points)

A+: (683 – 700)	B+: (613 – 628)	C+: (543 – 557)	D+: (473 – 486)	F : ( $\leq$ 416)
A: (648 – 682)	B : (573 – 612)	C : (501 – 542)	D : (431 – 472)	
A- : (629 – 647)	B- : (557 – 572)	C- : (487 – 500)	D- : (417 – 430)	

*Extra Credit:* No Extra Credit is planned for this course.

*Late assignments and make-up exams:* Course requirements must be completed on their scheduled dates. Please contact me if you experience an emergency and need an extension. Please also contact me ASAP if you have known obligation that may interfere with your ability to meet one or more due dates.

## Classroom Protocol

*Attendance* -- Just as I am expected to attend every lecture, so are you. If you are late, enter quietly in the back of the classroom.

*Materials* -- Bring to class the material that was assigned for that day. Also bring a pencil or pen and a notebook in which to take notes.

*Laptops* – Use of laptops is not permitted in this course.

*Cell phones* -- Cell phones must be in silent mode and not accessed during the course period.

*Communication outside of class* -- Check your university email account at least once daily for messages related to the course. I encourage regular communication with me over email and in office hours to clarify and enrich your understanding of the course material. To ensure confidentiality, use your university account to send and receive emails regarding this course.

## 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/>

## JS 100W / Writing Workshop, Sec 03 / Fall 2017 Course Schedule

Read these Notes before reviewing the Course Schedule on the following pages.

\*You are expected to have read/watched the materials assigned by the time you come to lecture.

\*\*The schedule is subject to change with fair notice by the Announcements section on the website and emails to your @sjsu.edu account.

(Week)	(Date)	<b><u>Welcome! Writing for and about Criminal Justice Systems</u></b>
1	Aug 24	<b>Topics:</b> Course overview; Writing with “clarity” (grammar, style, organization); Types of writing <b>In-Class Exercises:</b> Introductions <b>Homework Assigned (due Aug 29):</b> HW1
2	Aug 29	<b>Topics:</b> Grammar (“surface”) errors (punctuation; sentences and clauses, appropriate starting words for sentences and clauses) <b>Readings Due:</b> Ch. 2 (refer to HW1) <b>Homework Due:</b> HW1 <b>In-Class Exercises:</b> Grammar exercises <b>Homework Assigned (due Aug 31):</b> HW2
	Aug 31	<b>Topics:</b> Style: Sentence Structure (lists, related words, tenses); The paragraph <b>Readings Due:</b> Ch. 1 (Paragraph Development) Ch. 2 (refer to HW2) <b>Homework Due:</b> HW2 <b>In-Class Exercises:</b> Style exercises <b>Homework Assigned (due Sept 5):</b> HW3, HW4
3	Sept 5	<b>Topics:</b> Style: Word Choice (active/passive, positive/negative, general/specific, unnecessary words); Identifying and Summarizing Facts <b>Readings Due:</b> Ch. 11; United Videos 1 & 2 <b>Homework Due:</b> HW3, HW4 <b>In-Class Exercises:</b> Review HW4; Plot out report of removal incident <b>Homework Assigned (due Sept 7):</b> HW5
	Sept 7	<b>Topics:</b> Review: Clarity <b>Readings Due:</b> United Video 3 <b>Homework Due:</b> HW5 <b>In-Class Exercises:</b> Review HW5; Plot out United Video 3 <b>Homework Assigned (due Sept 12):</b> HW6
4	Sept 12	<b>Topics:</b> Understanding case law and summarizing findings; IRAC <b>Readings Due:</b> <i>Payne v. Tennessee</i> , <i>Herrera v. Collins</i> <b>Homework Due:</b> HW6 <b>In-Class Exercises:</b> Plot out <i>Payne v. Tennessee</i> <b>Homework Assigned (due Sept 14):</b> HW7
	Sept 14	<b>Topics:</b> Cont’d <b>Homework Due:</b> HW7 <b>In-Class Exercises:</b> Review HW7; Review for Quiz 1
5	Sept 19	<b>Topics: QUIZ 1: Writing with Clarity</b>

	Sept 21	<p><b>Topics:</b> Persuasive Writing: Critiques, reviews, and reactions papers; Distinguishing then integrating facts and opinions; Leaving out “I”</p> <p><b>Readings Due:</b> Chs. 8 &amp; 9</p> <p><b>In-Class Exercises:</b> Fact versus opinion; Word choice exercises</p> <p><b>Homework Assigned (due Sept 26):</b> HW8</p>
6	Sept 26	<p><b>Topics:</b> Cont’d; Expanding beyond one paragraph (5-paragraph essay, outlining, organization); Reading articles effectively</p> <p><b>Readings Due:</b> Hot Car Deaths</p> <p><b>Homework Due:</b> HW8</p> <p><b>In-Class Exercises:</b> Review HW8; Plot out HCD article</p> <p><b>Homework Assigned (Sept 28):</b> HW9</p>
	Sept 28	<p><b>Topics:</b> Critiques, reviews, and reaction papers continued; Expanding beyond one paragraph (transition statements, introductions, conclusions)</p> <p><b>Homework Due:</b> HW9</p> <p><b>In-Class Exercises:</b> Transition statements</p> <p><b>Homework Assigned (due Oct 3):</b> HW10</p>
7	Oct 3	<p><b>Topics:</b> Cont’d</p> <p><b>Homework Due:</b> HW10</p> <p><b>In-Class Exercises:</b> Review HW10</p> <p><b>Homework Assigned:</b> HW11 (Oct 5); HW12 (Oct 10)</p>
	Oct 5	<p><b>Topics:</b> Advocating for oneself: Introduction; Personal statements and cover letters</p> <p><b>Homework Due:</b> HW11</p> <p><b>In-Class Exercises:</b> Job postings; Outlining a personal statement or cover letter</p> <p><b>Homework Assigned (Oct 10):</b> <i>Keep working on HW12; HW13</i></p>
8	Oct 10	<p><b>Topics:</b> Advocating for oneself: Personal statements and cover letters cont’d</p> <p><b>Homework Due:</b> HW12, HW13</p> <p><b>In-Class Exercises:</b> Review of HW13</p> <p><b>Homework Assigned (Oct 17):</b> HW14</p>
	Oct 12	<p><b>QUIZ 2: Persuasive Writing</b></p> <p><b>Homework Due:</b> HW14</p> <p><b>Homework Assigned (Oct 17):</b> <i>Keep working on HW14; HW15</i></p>
9	Oct 17	<p><b>**NO LECTURE**</b></p> <p><b>Topics:</b> Introduction to research and term papers; Types of research and term papers; Components of research and term papers; Research and term paper proposals</p> <p><b>Readings Due:</b> Ch. 1 (1-18); Lecture Video 1</p> <p><b>Homework Due:</b> HW14, HW15</p> <p><b>Homework Assigned (Oct 19):</b> HW15</p>
	Oct 19	<p><b>**NO LECTURE**</b></p> <p><b>Topics:</b> Organizing the research process; Clarifying the thesis statement; Information Sources; Available sources (what are they, where are they, and their strengths and weaknesses); Selecting relevant sources</p> <p><b>Readings Due:</b> Ch. 6 (115-126); Ch. 7; Skim Ch. 5 for information sources; Lecture Video 2</p> <p><b>Homework Due:</b> HW15</p> <p><b>Homework Assigned (Oct 24):</b> HW16</p>
10	Oct 24	<p><b>Topics:</b> Review; Annotated Bibliographies</p> <p><b>Readings Due:</b> Ch. 10</p> <p><b>Homework Due:</b> HW16</p>

		<b>In-Class Exercises:</b> Review HW16 <b>Homework Assigned (Oct 31):</b> HW17
	Oct 26	<b>Topics:</b> Student Presentations 1, 2, 3 <b>Readings Due:</b> Student Presentations 1, 2, 3 <b>In-Class Exercises:</b> Student Presentations <b>Homework Assigned:</b> <i>Keep working on HW17</i>
11	Oct 31	<b>Topics:</b> Student Presentations 4, 5, 6 <b>Readings Due:</b> Student Presentations 4, 5, 6 <b>Homework Due:</b> HW17 <b>In-Class Exercises:</b> Student Presentations <b>Homework Assigned (Nov 7):</b> HW18
	Nov 2	<b>Topics:</b> Student Presentations 7, 8, 9 <b>Readings Due:</b> Student Presentations 7, 8, 9 <b>In-Class Exercises:</b> Student Presentations <b>Homework Assigned:</b> HW19; <i>Keep working on HW18</i>
12	Nov 7	<b>Topics:</b> APA Citation; Plagiarism (what is it, how to avoid it) <b>Readings Due:</b> Ch. 4; Ch. 6 (126-129) <b>Homework Due:</b> HW18; HW19 <b>In-Class Exercises:</b> Tips for avoiding plagiarism; Anatomy of Turnitin <b>Homework Assigned:</b> HW20
	Nov 9	<b>Topics:</b> Student Presentations 10, 11, 12 <b>Readings Due:</b> Student Presentations 10, 11, 12 <b>Homework Due:</b> HW20 <b>In-Class Exercises:</b> Student Presentations <b>Homework Assigned (Nov 21):</b> HW21
13	Nov 14	<b>Topics:</b> Student Presentations 13, 14, 15 <b>Readings Due:</b> Student Presentations 13, 14, 15 <b>In-Class Exercises:</b> Student Presentations <b>Homework Assigned:</b> <i>Keep working on HW21</i>
	Nov 16	<b>Topics:</b> Student Presentations 16, 17, 18 <b>Readings Due:</b> Student Presentations 16, 17, 18 <b>In-Class Exercises:</b> Student Presentations <b>Homework Assigned:</b> <i>Keep working on HW21</i>
14	Nov 21	<b>**NO LECTURE**</b> <b>Topics:</b> Draft-writing; Re-Writing; Editing; Formatting <b>Readings Due:</b> Ch. 3; Lecture Video 3 <b>Homework Due:</b> HW21 <b>Homework Assigned:</b> HW22
	Nov 23	<b>**NO LECTURE**</b> <b>Homework Assigned:</b> <i>Keep working on HW22</i>
15	Nov 28	<b>Topics:</b> Student Presentations 19, 20, 21 <b>Readings Due:</b> Student Presentations 19, 20, 21 <b>In-Class Exercises:</b> None <b>Homework Assigned:</b> <i>Keep working on HW22</i>
	Nov 30	<b>Topics:</b> Student Presentations 22, 23, 24 <b>Readings Due:</b> Student Presentations 22, 23, 24 <b>In-Class Exercises:</b> None <b>Homework Assigned:</b> <i>Keep working on HW22</i>

16	Dec 5	<b>Topics:</b> Student Presentations 25, 26, 27 <b>Readings Due:</b> Student Presentations 25, 26, 27 <b>Homework Due:</b> HW22 <b>In-Class Exercises:</b> None <b>Homework Assigned (*Dec 8*):</b> HW23
	Dec 7	<b>Topics:</b> QUIZ 3: Researching Criminal Justice <b>Homework Assigned:</b> <i>Keep working on HW23</i>
	Dec13	<b>Final Paper Due</b>