

**San José State University**  
**Department Of Justice Studies**  
**JS100W Writing Workshop, Section 04, Fall 2018**

**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)
<b>Email:</b>	<a href="mailto:dina.kameda@sjsu.edu">dina.kameda@sjsu.edu</a> (preferred and best method of contact)
<b>Office Hours:</b>	Tuesdays 10:45 AM - 11:45 AM, or by appointment
<b>Class Days/Time:</b>	Tuesdays and Thursdays 3:00 PM - 4:15 PM
<b>Classroom:</b>	Sweeney Hall 242
<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). 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.

## **GE Learning Outcomes (GELO)**

Upon successful completion of this course, students will be able to [GELO 1-6]:

1. Produce discipline-specific written work that demonstrates upper-division proficiency in: language use, grammar, and clarity of expression, satisfied by the Research Paper assignment.
2. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse, satisfied by the Annotated Bibliography, and Literature Review assignments.
3. Organize and develop essays and documents for both professional and general audiences, satisfied by the Research Paper assignment.
4. Organize and develop essays and documents according to appropriate editorial and citation standards, satisfied by the Annotated Bibliography, Literature Review, and Research Paper assignments.
5. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing, satisfied by the Annotated Bibliography, Literature Review, and Article Search assignments.

## **Course Learning Outcomes (CLO)**

1. Students should read, write, and contribute to discussion at a skilled and capable level, satisfied by Canvas Discussions, paper preparation assignments, and the Research Paper assignment.

## **Required Texts/Readings**

Schwartz, B. M., Landrum, R. E., & Gurung, R. A. (2013). *An easy guide to APA style* (3<sup>rd</sup> 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](mailto: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. [GELO 2]

### **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) [GELO 1-5]

### **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. [GELO 1-5]

### **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). [GELO 2, 4, and 5]

### **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). [GELO 1-5]

### **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. [GELO 1 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. [GELO 1 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. [GELO 1-5]

## 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. [GELO 1-5]

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		

<b>Assignment/Exam</b>	<b>Exam/Due Date</b>	<b>Weight</b>
Participation	All term	10%
Writing Workshop Exercises	See schedule	10%
Discussions on Canvas	See schedule	10%
Policy Statement	September 27 <sup>th</sup>	C/NC
Annotated Bibliography	October 18 <sup>th</sup>	15%
Book Critique	October 25 <sup>th</sup>	15%
Literature Review	November 15 <sup>th</sup>	15%
Rough Draft (Complete)	December 6 <sup>th</sup>	C/NC
Research Paper	December 17 <sup>th</sup>	25%

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### **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.

## JS100W Writing Workshop, Section 04, Fall 2018

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	08/21/18	Course introduction and overview Assignments and expectations <b>Reading for today:</b> Syllabus; Academic Integrity and Student Conduct policies
1	08/23/18	Paper topic discussion Policy discussion <b>Reading for today:</b> Syllabus; Academic Integrity and Student Conduct policies
2	8/28/18	Writing Skills Assessment (WSA) essay (Paper will be provided)
2	08/30/18	Rules for formal writing Goals and purposes of writing
3	09/04/18	Critical Thinking - Policy Statement
3	09/06/18	Topic discussions <b>Canvas Discussion #1:</b> Open <b>09/06/18 (12:01 AM)</b> though <b>09/07/18 (11:59 PM)</b>
4	09/11/18	Topic discussions (continued)
4	09/13/18	WSA essay review/discussion Topic discussions (continued)
5	09/18/18	Article Review discussion
5	09/20/18	Peer Review Workshop - Policy Statement <b>Canvas Discussion #2:</b> Open <b>09/20/18 (12:01 AM)</b> though <b>09/21/18 (11:59 PM)</b>
6	09/25/18	Mandatory Electronic Media Review at MLK Library ( <b>Room TBA</b> ) - Meet at library Online library research exercises
6	09/27/18	Writing Mechanics: Integrating Citations; Paraphrasing and Quotations <b>Due: Policy Statement (Upload to Canvas by 11:59 PM)</b>
7	10/02/18	Book Critique Assignment discussion
7	10/04/18	Annotated Bibliography Assignment discussion <b>Canvas Discussion #3:</b> Open <b>10/04/18 (12:01 AM)</b> though <b>10/05/18 (11:59 PM)</b>
8	10/09/18	Writing Mechanics: Words & Word Choice; Always and Never Words; Hyperbole
8	10/11/18	Peer Review Workshop - Annotated Bibliography
9	10/16/18	Writing Workshop exercises (Identifying mechanical and grammatical errors)

Week	Date	Topics, Readings, Assignments, Deadlines
9	10/18/18	Literature Review discussion <b>Due: Annotated Bibliography (Upload to Canvas by 11:59 PM)</b>
10	10/23/18	Literature Review discussion (continued)
10	10/25/18	<b>Video - Deceiving Innocence</b> <b>Due: Book Critique (Upload to Canvas by 11:59 PM)</b>
11	10/30/18	Developing an Introduction, Thesis, and a 'Roadmap' discussion
11	11/01/18	Developing an Introduction, Thesis, and a 'Roadmap' workshop <b>Canvas Discussion #4: Open 11/01/18 (12:01 AM) though 11/02/18 (11:59 PM)</b>
12	11/06/18	Developing an Introduction, Thesis, and a 'Roadmap' workshop (continued)
12	11/08/18	Peer Review Workshop - Literature Review
13	11/13/18	Outlining discussion
13	11/15/18	Research Paper - Putting it all together <b>Due: Literature Review (Upload to Canvas by 11:59 PM)</b>
14	11/20/18	<b>Instructor Personal Holiday - No class</b>
14	<b>11/22/18</b>	<b>Thanksgiving Holiday - No Class</b>
15	11/27/17	Proof reading discussion Writing Mechanics: Passive versus Active Voice
15	11/29/17	Proof reading exercises <b>Canvas Discussion #5: Open 11/29/18 (12:01 AM) though 11/30/18 (11:59 PM)</b>
16	12/04/17	Peer Review Workshop - Rough Draft
16	12/06/17	Peer Review Workshop - Rough Draft <b>Due: Rough Draft (Upload to Canvas by 11:59 PM)</b>
Final	12/17/17	Paper Due 2:45 PM - 5:00 PM