

Course Syllabus, JS 100W, Spring 2018

Instructor	Gil Zamora
Instructor Email	gil.zamora@sjsu.edu
Course Website	
Class Days/Time	Meets in person every Monday and Wednesday, 12:15pm-1:30pm
Classroom	TBA
Office Location	TBA
Office Hours	10:30am - 12:00pm
Prerequisites	Grade C or better in English 1B or equivalent, passing score on the WST completion of core GE requirements, upper division standing (60 units completed).
JS Competency Area	Area E: Analytical Research and Writing
Library Liaison	Nyle Monday nyle.monday@sjsu.edu Silke Higgins silke.higgins@sjsu.edu

Course Catalogue Description

Development of advanced communication skills, both written and oral. Emphasis on writing formats used by criminal justice professionals. A scholarly paper, written in APA format and informed by research, will be required.

Instructor's Course Description

This is an integrated writing course designed to develop advanced communication skills, which are valuable for a career in the criminal justice profession. Effective written communication skills are vital to success in any career, and are particularly important to the criminal justice professional. The best method for improving these skills is through extensive practice, critical feedback, revision, and understanding the fundamental principles of writing.

Course Requirements

To satisfy the University's Written Communication II requirement, students will be required to write a minimum of 8,000 words with an overall grade of "C" (74) or better. Assignments in JS100W include: expository responses to justice related topics, a critique of scholarly literature, an annotated bibliography and the development of a research paper. All of these assignments provide practice in critical reading, thinking, and writing strategies necessary to plan and execute purposeful writing. Purposeful writing includes analyzing research, generating ideas, developing a thesis, organizing and writing a first draft, revising for form and content, editing for

grammar, punctuation and spelling and evaluating, using, and documenting supporting materials.

Course Goals and Student Learning Objectives

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

LO1 - Refine the competencies established in Written Communication 1A and 1B and summarized below: Satisfaction of this objective will be measured through the evaluation of outlining exercises, a research paper draft, and a research paper final draft.

1A Student Learning:

1. Students should be able to effectively perform the essential steps in the writing process (pre-writing, organizing, composing, revising, and editing).
2. Students should be able to express (explain, analyze, develop, and criticize) ideas effectively.
3. Students should be able to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.
4. Students should be able to write for different audiences (both specialized and general).

1B Student Learning:

1. Students should be able to use (locate, analyze, and evaluate) supporting materials, including independent library research.
2. Students should be able to synthesize ideas encountered in multiple readings.
3. Students should be able to construct effective arguments.

LO2 - Express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse. Satisfaction of this objective will be measured through the evaluation of article critiques of scholarly research, a critique of student work, and an oral debate.

LO3 - Students shall be able to organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources. Satisfaction of this objective will be measured through the evaluation periodic diagnostics (in-class written examinations) and various organizational exercises, both in and outside of class.

LO4 - Students should read, write, and contribute to discussion at a skilled and capable level.

Texts/Readings

- Required: American Psychological Association, Mastering APA Style: Student Workbook and Training Guide, 6th Ed. ISBN: 978-1-4338-0557-8
- Required: Merriam-Webster's Collegiate Dictionary (or any paperback dictionary)
- Required: Binder for all JS 100W work and handouts
- Writing within criminal justice. Burlington, MA: Jones & Bartlett. ISBN: 978-1-4496-2681-5

Other Required Readings

- APA Tutorial: <http://www.apastyle.org/learn/tutorials/basics-tutorial.aspx>
- Owl at Purdue: <http://owl.english.purdue.edu/owl/resource/560/01/>

Journal articles, tutorials and links to other readings will be emailed or posted on CANVAS. It is the student's responsibility to check CANVAS frequently for new postings.

Assignments

1. Research Paper (40%): A thoroughly researched, evidence-supported, and well-argued paper in APA format containing all required components. Details and guidelines will be provided. (LO1, LO2, LO3, LO4)
Components of Research Paper (total 200 pts)
 - a. Reference List (5 pts)
 - b. Annotated Bibliography (15 pts)
 - c. Thesis Statement (10 pts)
 - d. Outline (10 pts)
 - e. Rough Draft 1 (15 pts)
 - f. Peer Review 1 (10 pts)
 - g. Peer Review 2 (10 pts)
 - h. Rough Draft 2 (10 pts)
 - i. Peer Review 3 (10 pts)
 - j. Peer Integration (5 pts)
 - k. Final Paper (100 pts)
2. Oral Presentation of Research Paper (20%): Oral & Powerpoint presentation of research. Details and guidelines will be provided. (LO1, LO2, LO3, LO4)
3. Writing Assignments (20%): Students will write two article reviews, and an argument summary. Details and guidelines will be provided. (LO2, LO3)
4. In-class Diagnostics (10%): There will be two in-class diagnostic writing exams. (LO3, LO4)
5. APA Workbook (5%): This book is self-paced. Instructor will check progress monthly (LO4)
6. Effort (5%): Evidenced by marked improvement over the semester. Achieved through preparation, attendance, participation in class workshops and discussions, visits to the Writing Center, on-time completion of all graded and ungraded assignments, and integration of assignment feedback. (LO4)

Writing Center (126 Clark Hall): Each student will be advised at the beginning of the semester the number of workshops or tutoring sessions he or she should attend during the semester. Every student must attend at least once. Proof of attendance is required.

Extra Credit

Extra credit can augment your final grade up to 3%. There are two ways to earn extra credit in this class:

1. Keep a bound notebook that contains:
 - A. Words you frequently misspell (and their corrected spellings)
 - B. Words you use in your writing that actually must die

- C. Words you come across in your readings that are unfamiliar to you, followed by their definition and part of speech
- D. Word choice errors you make in your papers, followed by a more appropriate word choice
- E. Reflective notes on feedback you receive on your papers

To get credit for your notebook, it must be maintained throughout the term – not thrown together at the end (in a panic). If you plan to keep a notebook, show it to me periodically during the semester so I know about it. I will not give you credit if you wait until the end of the semester to show it to me.

2. Writing Center: In addition to your one (required) visit to the WC, every two additional visits is worth extra credit. Documentation is required.

Grading Policies

1. Grades are determined based upon adherence to the specific criteria of each assignment. All typed assignments must:

- A. Be double-spaced and single sided with 1 inch margins, 12 pt. standard font (i.e.: Times New Roman), and in APA format;
- B. Not exceed word or page maximum limits;
- C. Adhere to the directions of the assignment. Papers that do not meet these basic criteria will not be graded, but will be handed back for revision and resubmission. Assignments resubmitted for this reason will be marked down 10% automatically.

2. Points on writing assignments will be earned in the areas of format, content, logic, word choice, grammar mechanics, organization, and style.

3. I will stop grading a paper if I reach the point at which it has so many mechanical, organizational, or logical errors that it has reached a failing grade. At that point, I will ask the author to visit the Writing Center before submitting another paper.

4. No late work or make up assignments will be accepted unless extraordinary, documented circumstances exist. Please adhere to all stipulated due dates which have been established in order to facilitate grading.

5. If you are in any doubt about the requirements of an assignment, or due dates/times, please re-read the assignment and/or schedule. If your question is still unanswered, contact me for clarification. Generally, I don't answer questions that I have already answered in writing in the assignment guidelines, in a post, or on the schedule.

Grading Scale for All Assignments

A plus	97-100
A	94-96
A minus	90-93
B plus	87-89
B	84-86
B minus	80-83

C plus	77-79
C	74-76
C minus	70-73
D plus	67-69
D	64-66
D minus	60-63
F	<60

All assignments are graded based on adherence to directions, thoroughness, thoughtfulness, clarity, and logic. Note: A final grade of C or better is required for all Justice Studies and Forensic Science courses.

Late Work and Make Ups

Late work will generally not be accepted, or may be given half credit in some instances. Make-ups will generally not be possible unless extraordinary, documented circumstances exist. If you are in any doubt about the requirements of an assignment, or due dates/times, please re-read the directions of the assignment and/or schedule. If your question is still unanswered, contact me for clarification.

Classroom Protocol

Attendance and class participation is expected. It is essential that you come to class prepared so keep up with the reading, complete assignments on time, and participate in class discussions. Students who disrupt the lecture (with any electronic device) during class will be asked to leave.

Student Technology Resources

Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and 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 digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

Learning Assistance Resource Center

The Learning Assistance Resource Center (LARC) located in Room 600 in the Student Services Center assists students in the development of their full academic potential and motivates them to become self-directed learners. The center provides support services, such as skill

assessment, individual or group tutorials, subject advising, learning assistance, summer academic preparation and basic skills development. <http://www.sjsu.edu/larc/>

SJSU Writing Center

The SJSU Writing Center located in Room 126 in Clark Hall offers a variety of resources to help students become better writers, including one-on-one tutoring sessions and numerous writing workshops. All services are free for SJSU students. <http://www.sjsu.edu/writingcenter/> **You must attend at least one tutoring session or workshop during the semester and supply proof of attendance.** Do not wait to schedule an appointment.

CASA Student Success Center

The Student Success Center located in MacQuarrie Hall, Room 533 (top floor) provides GE advising for undergraduate students majoring or interested in majoring in programs offered by CASA Departments and Schools. The Student Success Center provides also assistance with changing majors, answers to academic policy related questions, meetings with peer advisors and/or various regularly scheduled presentations and workshops. <http://www.sjsu.edu/casa/ssc/>

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/>

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.

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops is available at <http://info.sjsu.edu/webdbgen/>

[narr/soc-fall/rec-298.html](http://www.sjsu.edu/sac/narr/soc-fall/rec-298.html). Information on late drops is available at <http://www.sjsu.edu/sac/advising/latedrops/policy/> . Students should be aware of the current deadlines and penalties for adding and dropping classes.

Important Dates this Semester

See CANVAS Announcements for the latest information.

Campus Policy in Compliance with the American Disabilities Act

The Disability Resource Center provides resources for students with disabilities. Resources include: Academic Accommodation, Academic Advising, Adaptive Technology Center, Alternative Media Center, Deaf & Hard of Hearing Program, Disabled Parking, Guidelines for Documentation of Disability, Educational Assistants, Learning Disabilities, and Priority Registration. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability. 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 see me during office hours.

Instructor

Gil Zamora was certified as a sketch artist by the FBI in 1993 and was formally selected to be the police artist for San José Police Department in 1995. During his 17 years as the police artist, Gil completed over 3,000 sketch interviews and he was involved in the majority of every high profile criminal investigation in the Bay Area.

Gil earned his MA in Education from San Jose State University and his BA in Behavioral Sciences with a minor in Criminology from National University.

In 1996, Gil applied his knowledge of human memory and eyewitness misidentification research to create an interview technique called Compositure®. This mindful technique relies on his interview process to create a sketch of the suspect without the use of reference images. Gil was featured in the YouTube video: Dove's Real Beauty Sketches (2013). You can see Gil interview real women about how they see themselves by comparing the sketches that Gil created of them with the sketches from random strangers.

The attention to forensic art has been tremendous and Gil hopes to educate more people about the value of having a highly trained forensic artist on the staff of every major law enforcement agency in the country.

JS 100W Writing Workshop Outline of Course Schedule

Week	Topic/Lecture	Readings/Assignments
1 - 2	Introduction to JS100W; expectations for the class; What are you Reading?	Start your Event Journal
3-4	Just the facts; Memos; Crime Reports	Elements of Style
5-6	Deconstructing the crime report; Peer reviews of Outlines	TBA
7-8	APA Format, Report Writing Quiz	APA manual, TBA
9-10	Slideshow presentations, Local crime event	Slide-ology
11-12	Public Speaking - presentation of thesis statements and outline of term paper, Mid-Term	Rate your speaker, TBA
13- 14	Outlines due for term paper; first drafts	TBA
15-16	Presentations of topics, public speaking	
17	Final Exam, term paper due, thesis slideshow	