## San José State University Health and Human Services/Justice JS 100w-80 (25401), Writing Workshop, Spring 2019

## Course and Contact Information

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| **Instructor:** | Sang Hea Kil, PhD |
| **Office Location:** | MQH 512 |
| **Telephone:** | (415) 390-6523 (but email is the best way to reach me) |
| **Email:** | [sang.kil@sjsu.edu](mailto:sangheakil@gmail.com) M, W 9am-12pm; T, Th 9am-11am; F 11.30-1.30. No weekends and no holidays. Please be aware of my emails hours, as it will affect when I can respond. |
| **Office Hours:** | Office hours are: W Noon-2pm (by phone appointment only). Use the link below to sign up for office hour appointments. Please cancel if you do not intend to show up for office hours.  http://www.sjsu.edu/people/sang.kil/ |
| **Class Days/Time/Classroom:** | This is a fully online class on the Canvas platform:  http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html |
| **Prerequisites:** | A3 or equivalent second semester composition course (with a grade of C- or better); Completion of core GE, satisfaction of Writing Skills Test and upper division standing.  Allowed Declared Major: Justice Studies.  Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement (GWAR). |
| **JS Competency Area:** | GE Area: Z |

## Course Format

### Technology Intensive, Online Course

### Course 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. GE Area: Z

## Justice Studies Department 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.

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:**Advance written communication skills. Students will achieve CLO1 through Writing Assignments, Lecture notes, Quizzes, Final Research Paper.

**CLO 2:**Write in formats used by criminal justice professionals. Students will achieve CLO2 through Writing Assignments, Lecture Notes, and Final Research Paper.

**CLO 3:**Write scholarly paper, written in APA format and informed by research. Students will achieve CLO 3 through the Final Student Essay.

## CLO 4: Advance oral communication skills. Students will achieve CLO1 through Oral Presentation of their research paper.

### Readings

Available in Canvas under files.

## Library Liaison

Silke Higgins

Digital Initiatives Librarian, Dr. Martin Luther King, Jr. Library

Co-coordinator, SJSU Institutional Repository  
Academic Library Liaison for Economics, Justice Studies, Forensic Science, & Military History  
408-808-2118  
[silke.higgins@sjsu.edu](mailto:silke.higgins@sjsu.edu)

## Course Requirements and Assignments (Required)

**Assignments and Grading Information**

**Here are how the course assignments are weighted. Please use this formula to keep up with your progress in class:**

**35% (WA) + 20% (Q) + 10% (LN) + 25% (FRP)+ 0% (OHV)+ 10% (OP)= 100% class grade**

**Office Hour Visit (OHV)-** Students are encouraged to visit me during office hours in order to improve upon their performance in the class. But students are required to visit me during office hours at least once before the mid-term so we can check in on your progress. You must make sure the instructor marks the meeting as “complete” on canvas before the end of the meeting.

**Lecture Notes (LN)-** For each reading, I will review the major concepts via blackboard collaborate within canvas. Take notes on these sessions to help you prepare for assignments. You can find notes under Blackboard collaborate, under recordings. See detailed instructions in Canvas for this assignment.

**Writing Assignments (WA)-** These writings are abstracts of the reading assignments. See detailed instructions in Canvas for this assignment.

**Quizzes (Q) -** These quizzes test that the student has read the assignment from start to finish and understands the underlying structure of the argument as well as its finer, more critical points. See detailed instructions in Canvas for this assignment.

**Final Research Paper (FRP)** – This essay will serve as your final exam and culminating project for this course. See detailed instructions in Canvas for this assignment.

**Oral Presentation (OP)-** This presentation will be a video recording of your oral presentation of your final research paper. See detailed instructions in Canvas for this assignment.

## Grading Policy

**Assignments will be graded as described by the method below:**

**Grading Scale for All Assignments**

A plus 97-100

A 94-96.9

A minus 90-93.9

The paper (or project) contains almost no grammatical, spelling, or typographical errors. It is outstanding in clarity, style, and organization. The depth and accuracy of the information covered are appropriate for the assignment. The style and format of the paper are appropriate for the assignment. Paper demonstrates sharp analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

B plus 87-89.9

B 84-86.9

B minus 80-83.9

The paper (or project) contains some minor grammatical, typographical and spelling errors. For the most part, the paper is clearly written and logically organized. The topic is covered in reasonable depth and the information presented is accurate. The style and format of the paper are appropriate for the assignment. Paper demonstrates good analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

C plus 77-79.9

C 74-76.9

C minus 70-73.9

The paper (or project) contains grammatical, typographical, or spelling errors. It could be more clearly written and logically organized. For the most part, the depth of coverage of the topic is thin and the information’s accuracy is questionable. The style and format of the paper need improvement. Paper demonstrates ordinary analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

D plus 67-69.9

D 64-66.9

D minus 60-63.9

One of these grades will be received for ANY of the following reasons, with the specific grade assigned depending on the severity of the problems. The paper contains significant or serious grammatical, typographical, or spelling errors. It is not clearly written or logically organized. The train of thought is difficult to follow. The depth of coverage of the topic is not adequate. The information presented is inaccurate. The style and/or format of the paper are not appropriate to the assignment. Project shows dull analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

F <60

A paper or project will receive an F if two or more of the following conditions are satisfied: The paper contains significant or serious grammatical, typographical, or spelling errors; it is not clearly written or logically organized; the train of thought is difficult to follow; the depth of coverage of the topic is not adequate; the information presented is inaccurate; the style and/or format of the paper are not appropriate to the assignment. The paper will also receive an F if some or all parts of the paper have been plagiarized, as defined later in this syllabus/syllabus. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

Note that “All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1.pdf) at http://www.sjsu.edu/senate/docs/F13-1.pdf for more details.

## Classroom Protocol

## 1) Students are required to read the feedback that I give on graded assignments. I provide feedback to help you improve on your assignments.

## 2) Late work is only accepted with a 3rd party documented excuse with signature and full contact information.

3) Remember, technical errors are the students’ responsibility so get work done early to avoid last minute difficulties.You can access assignments early to help you negotiate your time, but deadlines are firm. In the case that a technical difficulty occurs beyond the student’s control, the student must 1) take a screen shot to document the difficulty 2) seek the help of the support desk (<http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html>) and 3) inform the instructor of the issue ASAP by email. If the help desk support determines that the technical snafu was beyond the student’s control, the help desk will serve as the 3rd party documented excuse of the late assignment.

## 4) You must have regular and unfettered access to high-speed internet, a computer, word processing software, and software and hardware requirements that meet Canvas platform needs.

## 5) All assignments must use Times New Roman font [not Times] and be in .doc or .docx format only.

## 6) Turnitin.com is used to determine plagiarism on all assignments in canvas except quizzes. If you turn in something that exceeds 15-20% in plagiarism from any one source, you will fail the assignment immediately and may be reported to student conduct. In some cases, a student may fail the course if the plagiarism is egregious. Do not plagiarize and properly APA cite sources on all assignments. Quotes for lectures need APA citation with a page number. There should be no quotes in the WAs given that they are a paraphrasing exercise only. Avoid quoting in FRPs as well to align with APA citation and writing standards.

## 7) I drop the lowest grade for WAs, Quizzes, and LNs. This policy provides great flexibility for students to cover things like: uploaded the assignment to wrong folder, uploaded assignment late without late documentation, uploaded the assignment in .pages, .rtf, etc. and not in .doc or .docx as required, had the flu but did not visit doctor for 3rd party documentation, job and family demands, etc. Use this generous privilege prudently.

8) Seek me out by email/ office hours for help improving your performance in class.

“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 three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

## University Policies

Per University Policy S16-9 is 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/” Make sure to review these university policies and resources with students.

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## Course Schedule

Available in Canvas.