



**San José State University
School/Department
KIN 100W, Writing Workshop, Section 02 & 04, Fall 2017**

Course and Contact Information

Instructor:	Arman P. Medina
Office Location:	SPX 170
Telephone:	(650) 302-6824
Email:	arman.medina@sjsu.edu
Office Hours:	Tuesday & Thursday 7:50am-8:50am - Sweeny Hall 242 By appointment
Class Days/Time:	Section 02: Tuesday & Thursday 12:00pm - 1:15pm Section 04: Tuesday & Thursday 9:00am - 10:15am
Classroom:	Section 02: Clark Building 243 Section 04: Sweeny Hall 242
Prerequisites:	(a) Grade of C or better (C- not accepted) in Area A3 (Critical Thinking and Writing), (b) Passage of the Writing Skills Test (WST) or ENGL/LLD 1A with a C or better (C- not accepted), (c) Upper division standing (60 units), (d) Completion of Core GE
GE/SJSU Studies Category:	Area Z

San José State University Mission Statement

In collaboration with nearby industries and communities, SJSU faculty and staff are dedicated to achieving the university's mission as a responsive institution of the state of California: To enrich the lives of its students, to transmit knowledge to its students along with the necessary skills for applying it in the service of our society, and to expand the base of knowledge through research and scholarship.

http://www.sjsu.edu/about_sjsu/mission/

Department of Kinesiology Mission Statement

In an atmosphere of social justice, equity, and sensitivity to issues of diversity, the Department of Kinesiology seeks to:

- Assist in fulfilling the mission of San Jose State University
- Prepare exemplary professionals in the field of Kinesiology
- Promote and provide for physically active lifestyles for all
- Promote and provide for the academic study of human movement, physical activity, and sport

Additionally, the department will:

- Provide a high quality educational experience for our students
- Instill respect for lifelong learning and critical thinking



- Prepare students for life and society
- Offer a broad based and contemporary selection of activity, general education, undergraduate, and graduate courses
- Promote and provide for scholarship and professional activity
- Facilitate and promote community interaction

<http://www.sjsu.edu/kinesiology/about/>

Course Format

CANVAS Learning Management System

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas Learning Management System course login website](#) at <http://sjsu.instructure.com>. You are responsible for regularly checking CANVAS.

Course Description

Advanced skills in writing. Generalized and specialized forms of writing. Development of advanced writing skills and creation of organized, persuasive and analytical prose. The course will involve generalized and specialized forms of writing. Students will be required to write critical reviews of published writings, a business letter, scholarly paper, equity/diversity paper, and abstract of a journal article. Oral presentations will also be required.

Course Goals and Student Learning Objectives

Students will develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. Written Communication II should reinforce and advance the abilities developed in Written Communication IA and IB, and broaden and deepen these to include mastery of the discourse peculiar to the discipline in which the course is taught. Courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments or distinct academic units.

Students shall write complete essays that demonstrate college-level proficiency. Students shall be able to:

(SLO 1). produce discipline-specific written work that demonstrates upper-division proficiency in: language use, grammar, clarity of expression

(SLO 2). explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

(SLO 3). organize and develop essays and documents for both professional and general audiences

(SLO 4). organize and develop essays and documents according to appropriate editorial and citation standards

(SLO 5). locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing



Objectives for SJSU Studies - Area Z:

Upon successful completion of KIN 100W, the student will be able to:

- a. perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).
- b. express (explain, analyze, develop, and criticize) ideas effectively.
- c. use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.
- d. write for different audiences (both specialized and general).
- e. use (locate, analyze, and evaluate) supporting materials, including independent library research.
- f. synthesize ideas encountered in multiple readings.
- g. construct effective arguments.
- h. express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
- i. organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Course Objectives

Upon successful completion of KIN 100W, the student will be able to:

- a. write with brevity and precision of expression.
- b. recognize and produce different styles and levels of writing.
- c. write in business letter format.
- d. prepare a resume and cover letter.
- e. locate and effectively use appropriate resources.
- f. write a cohesive expository response with correct grammar and punctuation.
- g. write an abstract for a journal article.
- h. critique a journal article.
- i. write an article for a professional publication using APA format.

Required Texts/Readings

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN 978-1-4338-0561-5

American Psychological Association. (2010). *Mastering APA Style: Student's Workbook and Training Guide* (6th ed.). Washington, DC: American Psychological Association. ISBN-10: 143380557X

Manhard, S.J. (1998). *The goof proofer*. New York: Fireside. ISBN: 978-0-684-83826-7

A comprehensive dictionary and college-level thesaurus are seriously recommended.



Course Requirements and Assignments

Assignments and Grading Policy

Topics covered in the course

1. Research Basics
2. Writing Style
3. Grammar
4. Agreement
5. Parallel construction
6. Possessives
7. Punctuation
8. Reference lists
9. Citation format/style
10. Bias free communication
11. Capitalization, hyphenation, seriation
12. Numbers
13. Accessing scholarly journal articles from the internet
14. Critiquing journal articles
15. Writing abstracts
16. Theses, dissertations, and student papers
17. Manuscript preparation
18. Manuscript acceptance and production
19. Ethics
20. Writing resumes

Assignment and Test Specifics - Total class points class = 1000.

a. Topic Proposal (50 pts.)

This assignment should be 3-4 pages in length and address the following questions: 1) What is your research question? *Is it problematic?* 2) What is your personal relationship to this question? *What drew you to this question? How will your relationship to it affect your research and writing process?* 3) What is the larger significance of your topic? *Who or what could benefit from your research?* 4) How will your topic address/include multicultural perspectives? 5) What research sources will you use and where will you find them? *Will you need to look outside of the MLK Library? Who, specifically, are the key experts you'll need to cite?*

Length: 3-4 pp. Satisfies student learning objectives a, b, c, e, and f.

b. Annotated Bibliography (100 pts.)

Submit an annotated bibliography for **10 scholarly sources** published within the past 10 years. At least 3 of these sources must illuminate multicultural considerations of your topic. Web sites are not acceptable unless they are online versions of print academic journals. It must also include 3-5 .gov or non-profit websites. For each source, include a correct APA reference citation. Under each reference citation, provide a paragraph of 5-8 sentences that: 1) summarizes the main argument of the source; 2) relays the implications of the research; 3)



identifies the intended audience; 4) compares and/or contrasts the source to another, *specific*, source in the bibliography; 5) explains how this source will be helpful in answering your research question.

Length: 5-6 pp. Satisfies student learning objectives a, b, c, e, and f.

c. Outline (50 pts.)

The purpose of this assignment is to come up with a plan for your paper that will help you organize your thoughts before you begin writing. Rather than specify a particular format for the outline, please choose one that works for your particular writing process and learning style. No matter how your outline is formatted, *it is required that you include the major points you intend to make and use complete sentences rather than key words* (don't just list the general concepts you will cover, articulate what you plan to say about those concepts). See sample posted on CANVAS.

Length: 2-4 pp. Satisfies student learning objectives a, b, c, e, and f.

d. Problem Statement (50 pts.)

Students are required to write the introduction of an empirical article which must include the statement of the problem, related background information from two scholarly and empirical journal articles, a problem statement, and a hypothesis. Points will be based on organization, logic, clarity, grammar (includes use of active voice), punctuation, and APA format. Detailed information on this assignment will be provided.

Length: 2-4 pages. Satisfies student learning objectives a, b, c, d, e, f, g, h, and i.

e. Abstract (50 pts.)

Students must write an abstract for an assigned article. Points will be based on clarity, organization, brevity (includes use of abbreviations), grammar (includes use of active voice), punctuation, and APA format. Detailed information will be provided.

Length: 1 page. Satisfies student learning objectives a, b, c, d, g, and i.

f. Final Paper Drafts (25 X 2) of Scholarly Research Paper (50 pts.)

The draft 1 of the final research paper must contain the following: 1-5 pp. of text, a working thesis statement, a working forecasting statement, clearly defined section headings, and a working references page. Draft 2 includes the same, but includes pages 6-10.

g. Final Scholarly Research Paper (200 pts.)

The final research paper must include the following:

1. 9-12 pages of text, not including the title page and references page.
2. A focused and thoughtful research question and thesis that involved challenging significant research.
3. Integrate multicultural and interdisciplinary considerations and perspectives.
4. Synthesize information from a wide range of relevant sources, both print and electronic, relevant to the thesis, balanced, and critically evaluated for credibility and objectivity.



5. Logical organization with unity developed from the thesis and clear connections among ideas.
6. Researcher's ideas integrated smoothly with paraphrased and quoted material, and all conclusions clearly supported by relevant, convincing evidence.
7. Effectively communicated the results of research to convey an original understanding (researcher's voice) with clear, unified concluding ideas.
8. Student papers demonstrate clear writing that exhibits mostly proper grammar, word choice, spelling, and consistently accurate APA format and citation style.

Length: 9 - 12 pages for each draft. Satisfies student learning objectives a, b, c, d, e, f, g, h, and i.

h. Final Paper Presentation (50 pts.)

All students are required to present their research project. Presentations must be no less than 5 minutes and no more than 6 minutes in length and must address what they discovered in the research and how they contributed to the academic discourse surrounding their topic.

Satisfies student learning objectives a, b, c, d, e, f, g, h, and i.

i. Examinations (100 pts.)

Midterm worth 50 points; Final Exam worth 50 points of final grade.

The midterm exam format will consist of multiple-choice questions and editing challenges. The final exam will consist of multiple-choice questions, short answers, and essay. Students are responsible for all material assigned in the book and presented in lecture. Although the lecture and book assignments will overlap to a great extent, some material in the lectures may not appear in the book and some of the material in the book may not be presented in lecture. The examinations will be based on both lecture and book material. A Scantron T&E 200 and large blue/green book is required for both exams.

j. Resume and Cover Letter Assignment (100 pts.)

Students must write a cover letter and a resume, which may be specific to a job announcement. Points will be based on organization, clarity, brevity, grammar (including use of action verbs), punctuation, and marketing effectiveness. Cover letter: 1) Who is the audience? 2) What is your goal/intent? 3) Did you do research? 4) Two to three paragraphs. 5) Include a call to action.

Length: 2-4 approx. pages. Satisfies student learning objectives a, b, c, d, and g.

k. Group Presentations (100 pts.)

- Your group will make presentations eight times
- From MAS, PM and TGP
- Your group leads the discussion
- Everyone should read the chapter and have one question for the discussion
- Your group will lead the discussion on your assigned chapter
 - Recap chapter
 - Review each example on the board
 - Explain key concepts
 - Review new vocabulary
 - Presentation slides are not necessary
 - Handouts are not necessary



- See Course Schedule for dates
- 0 points if you miss class when your group is presenting the chapter
- Instructor may make exceptions for family emergencies and will be on a case by case basis.
 - If approved by instructor you may submit a video in your absence but your team is responsible for showing it

I. Participation (100 pts)

- 100 points
- THIS IS NOT AN ATTENDANCE GRADE
- This class relies on participation
- If you are not here you cannot participate
- Point Breakdown
 - 0 missing participation 100 points
 - 1 missing participation 95 points
 - 2 missing participation 85 points
 - 3 missing participation 75 points
 - 4 missing participation 65 points
 - 5 missing participation 0 points

m. In-Class-Writing: 0%/0points

Students will write essays in class to be peer reviewed. Emphasis will be placed on organization, logic, clarity, grammar, and punctuation. Emphasis for peer reviews will be placed on constructive criticism, logic, clarity, grammar, and punctuation. Detailed information will be provided.

Length: 4-6 pages. Satisfies student learning objectives a, b, c, d, f, g, h, and i.

Note: Students must use New Times Roman with a size 12 font for all submitted work in APA format.

Evaluation

Percentage of total points into a letter grade, use the following scale:

96-100	= A	73-76	= C
93-96	= A	70-72	= C-
90-92	= A-	67-69	= D+
87-89	= B+	63-66	= D
83-86	= B	60-62	= D-
80-82	= B-	below 60	= F
77-79	= C+		

Note: University Policy S11-5 (<http://www.sjsu.edu/senate/S11-5.htm>) goes into effect Spring 2012 semester.

The ABC/NC grading will be replaced by full letter grading (A-F) for all 100W courses, retaining the need for all such courses to be passed with a C or better (C– not accepted) when satisfying the CSU Graduation Writing.



Assessment Requirement

Your grade in this course will be determined by the following:

Topic Proposal	5%
Annotated Bibliography	10%
Outline	5%
Problem Statement	5%
Abstract	5%
Final Paper Drafts (2.5% X 2) of Scholarly Research Paper	5%
Final Scholarly Research Paper	20%
Final Paper Presentation	5%
Midterm and Final Examination (5% each)	10%
Resume and cover letter	10%
Group Presentation	10%
Participation	10%

There will be no make-up allowed for any missed examination. Assignments will not be accepted late except in cases of documented “extreme” emergency. See the course calendar for special dates.

The course will be taught as a workshop. This means students and instructor will work one-on-one at times and in small groups. Your work may be reviewed by your peers.

Final Examination

- Closed book and closed notes
- 100 question, multiple choice and true/false
- Essay questions
- Cumulative Exam
- Anything discussed in class or anything in the readings may be on the Final Exam
- Scantron 882E and Blue Book will be required

Classroom Protocol

1. All students are expected to read the assigned chapters/reading assignments before the lecture
2. All students are expected to participate in the class discussions from the assigned readings
3. Students are expected to attend every class and to take the exams as scheduled.
 - a. No makeup exams or quizzes are given and late homework is not accepted.
 - b. Written documentation of any illness, medical emergency or death of a close relative will be the exception. Contact instructor as soon as possible.
4. Students shall be excused from class or other scheduled academic activity to observe a religious holy day of their faith or a University Sponsored Activity with prior written notification via email to the instructor.
5. No noise-making electronic devices (lap tops, phones, calculators, etc.) are allowed.
6. Computers may only be used for class related activities.
7. Students must plan to spend a minimum of 6 hours per week outside of class time in order to complete all requirements, including readings, and submit assignments on schedule.
8. Check email on a regular basis and respond to emails in a timely manner.



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/>"

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's catalog policies. <http://info.sjsu.edu/static/catalog/policies.html>

Add/drop deadlines can be found

<http://www.sjsu.edu/registrar/calendar/2164/index.html>

Students should be aware of the current deadlines and penalties for dropping classes.

Information about the latest changes and news is available at the Advising Hub

<http://www.sjsu.edu/advising/>

Academic Integrity

Students should know that the University's Academic Integrity Policy is available at

<http://info.sjsu.edu/static/catalog/integrity.html>

Your own commitment to learning, as evidenced by your enrollment at San José State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development.

<http://www.sjsu.edu/studentconduct/>

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

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 make an appointment with me as soon as possible, or see me. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Accessible Education Center <http://www.sjsu.edu/aec/>.



KIN 100W / Writing Workshop, Fall 2017

Note: Dates subject to change at instructor's discretion. Students will receive fair notice.

Week	Date	Group	Assignment
1	08/22/17		No Class
	08/24/17		First Day of Class
			Review Syllabus
2	08/29/17		Resume
			LinkedIn
	08/31/17		Bring in Rough Draft of Cover Letter and Resume
			Interview questions
3	09/05/17		Mock Interviews
			Bring in Rough Draft of Cover Letter and Resume
			Bring in Topic Proposals Rough Drafts
	09/07/17	1	PM Ch 1
			Bring in Topic Proposals Rough Drafts
			Rough Draft of Cover Letter and Resume/Mock Interviews
4	09/12/17		Library Session 1
			Martin Luther King, Jr. Library
			Section 02 - Room 219
			Section 04 - Room 217
	09/14/17	1	MAS Ch1
			Topic Proposals Rough Drafts
			Business Writing - Memos



5	09/19/17		Resume and Cover Letter Due
		2	PM Ch 2
			Business Writing - emails/Work on Topic Proposal
	09/21/17	2	MAS Parts of a Manuscript p32
		3	MAS Heading and Series p38
			Bring in Topic Proposals Rough Drafts
			Work on Abstract
6	09/26/17		Topic Proposal Due
		3	PM Ch 3
			Work on Abstract & Annotated Bibliography
			Work on Annotated Bibliography
	09/28/17	4	MAS Guidelines to Reduce Bias in Language p42
		5 & 1	MAS Grammar p48
		5	TGP Goof# 1-8
			Work on Abstract
7	10/03/17		Abstract Due
		1	PM Ch 4 Punctuation
		2	PM Ch 4 Spelling & Capitalization
		3	PM Ch 4 Italics & Abbreviations
	10/05/17	4	PM Ch 4 Numbers & Metrication
		5	PM Ch 4 Stats & Math Copy and Equations
		4	PM Ch 5
			Work on Annotated Bibliography
8	10/10/17	2 & 3	MAS Punctuation p58
		4	MAS Spelling and Hyphenation p70
			Work on Annotated Bibliography
	10/12/17		Annotated Bibliography Due
		5	MAS Capitalization 74
		1	MAS Italics p78
		2	MAS Abbreviations p80
9	10/17/17		Library Session 2
			Martin Luther King, Jr. Library
			Section 02 - Room 125
			Section 04 - Room 125
	10/19/17	5	PM Ch 6
		3	MAS Quotations p84



		4	MAS Reference Citation in Text p88 & Reference List p94
			Work on Outlines
	10/24/17	1 & 5	PM Ch 7
			Review for Midterm
			Work on Outlines
			Work on Rough Draft Part 1
	10/26/17		Outlines Due
			Midterm
10	10/31/17	4	TGP Goof# 9-16
			Work on Rough Draft Part 1
	11/02/17	2	MAS Abbreviations p156
		3	MAS Metrication p166
			Work on Rough Draft Part 1
11	11/07/17	3	TGP Goof# 17-24
			Final Paper Rough Draft Part 1 Due
			Work on Rough Draft Part 2
	11/09/17	4	MAS Stat and Math Copy p168
		5	MAS Tables
			Work on Rough Draft Part 2
			Work on Problem Statement
12	11/14/17	2	TGP Goof# 25-32
		1	TGP Goof# 33-41
			Work on Rough Draft Part 2
			Work on Problem Statement
	11/16/17	1,2,3,4,5	TGP Ch V-VIII
			Work on Rough Draft Part 2
			Work on Problem Statement
13	11/21/17	1,2,3,4,5	TGP Ch V-VIII Continued



	11/23/17		THANKSGIVING
14	11/28/17		Final Paper Rough Draft Part 2 Due
			Final Paper in Class Peer Review
			Work on Problem Statement
	11/30/17		Final Paper in Class Peer Review
			Final Paper Presentation
			Work on Problem Statement
15	12/05/17		Final Paper Due
			Review for Final
			Final Paper Presentation
	12/07/17		Problem Statement Due
			Final Paper Presentation
Wed	12/13/17		Final Exam Section 2
			9:45am - 12:00pm
Tue	12/19/17		Final Exam Section 4
			7:15am - 9:30am