

San José State University
Department of Political Science

POLS 100W: Writing Workshop, Fall 2019

Instructor:	Ken Yeager
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Office Hours:	Wednesday 5PM; Tuesday 9:30am to 10:30am, and by appt.
Class Days/Time:	TuTh 10:30AM – 1145AM
Classroom:	Clark 243

Course Description This course is a workshop designed for political science majors. Quizzes are designed to enhance students understanding of grammar and punctuation. Short writing assignments are designed to foster critical thinking, reading, and writing skills. A research paper on a topic of the student's choosing will form the main focus of the course. A minimum of 8000 written words is required for the completion of the course. Students should be aware that this is a reading and writing intensive course.

Useful Resources: The SJSU Writing Center offers a variety of resources to help students become better writers, and all services are free for SJSU students. Their mission is to enhance the writing skills of SJSU students so they can communicate clearly in any setting (informal, academic, or professional). They accomplish this goal through creating original writing resources, offering workshops, and conducting one-on-one and small-group tutoring sessions.

The SJSU Writing Center has two locations: They conduct drop-in tutoring sessions in Clark Hall, Suite 126; they conduct scheduled appointments on the second floor of the MLK Library. They also offer online tutoring sessions using the Zoom web conferencing platform. All appointments can be made online at sjsu.mywconline.com. All writing tutors have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment, register for a workshop, or to refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>.

For 100W (Area Z):

This course must be passed with a C or better as an SJSU graduation requirement.

Mapping POLS 100W Course Learning Outcomes	Assessment
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Required Texts and Readings

William Zinsser, *On Writing Well*
 Kathleen Sears, *Grammar 101*

Library Liaison The library liaison for Political Science is available to answer questions and provide one-on-one help learning using the library for research. His name and contact info is:

Paul Kauppila, Librarian, (408) 808-2042, Paul.Kauppila@sjsu.edu

Student Learning Outcomes

Upon successful completion of this course students will:

1. **CLO1:** Produce discipline-specific work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.
2. **CLO2:** Explain, analyze, develop and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
3. **CLO3.** Organize and develop essays and documents for both professional and general audiences.
4. **CLO4.** Organize and develop essays and documents according to appropriate editorial and citation standards.
5. **CL05:** Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

Program Learning Outcomes

Upon completion of the Political Science major program, students should be able to demonstrate the following learning outcomes.

1. **PLO1. Breadth:** Students should possess a broad knowledge of the theory and methods of the various branches of the discipline
2. **PLO2. Application:** Students should be able to apply these techniques to identify, understand, and analyze domestic and international political issues and organizations.
3. **PLO3. Disciplinary Methods:** Students should be able to formulate research questions, engage in systematic literature searches using primary and secondary sources, evaluate research studies, and critically analyze and interpret influential political text.
4. **PLO4. Communication Skills:** Students should master basic competencies in oral and written communication skills and be able to apply these skills in the context of political science. This means communicating effectively about politics and/or public administration, public policy, and law.
5. **PLO5. Citizenship:** Students should acquire an understanding of the role of the citizen in local, state, national, and global contexts and appreciate the importance of lifelong participation in political processes.

CL01: Produce discipline-specific work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.	Grammar Quizzes, short writing assignments
CL02: Explain, analyze, develop and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.	Short writing assignments. Library research
CL03: Organize and develop essays and documents for both professional and general audiences.	Short writing assignments, term paper
CL04: Organize and develop essays and documents according to appropriate editorial and citation standards. CL05: Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.	Quizzes, short writing assignments, term paper Term paper, power point presentation

Course Requirements and Assignments

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.

Resume, cover letter, op-ed, policy paper	25% of course grade
Grammar quizzes	25% of course grade
Research paper	40% of course grade
Power point presentation	10% of course grade

Grading Information

<i>Grade</i>	<i>Points</i>	<i>Percentage</i>
<i>A plus</i>	<i>960 to 1000</i>	<i>96 to 100%</i>
<i>A</i>	<i>930 to 959</i>	<i>93 to 95%</i>
<i>A minus</i>	<i>900 to 929</i>	<i>90 to 92%</i>
<i>B plus</i>	<i>860 to 899</i>	<i>86 to 89 %</i>
<i>B</i>	<i>830 to 829</i>	<i>83 to 85%</i>
<i>B minus</i>	<i>800 to 829</i>	<i>80 to 82%</i>
<i>C plus</i>	<i>760 to 799</i>	<i>76 to 79%</i>
<i>C</i>	<i>730 to 759</i>	<i>73 to 75%</i>
<i>C minus</i>	<i>700 to 729</i>	<i>70 to 72%</i>
<i>D plus</i>	<i>660 to 699</i>	<i>66 to 69%</i>
<i>D</i>	<i>630 to 659</i>	<i>63 to 65%</i>
<i>D minus</i>	<i>600 to 629</i>	<i>60 to 62%</i>

Classroom Protocol and Policies

Proper Use of Technology

In the classroom environment, texting, social networking, web searching—or any of the myriad things we all can do with our phones—hurts our ability to listen and communicate as effectively as possible. If you absolutely must use your phone, please leave the classroom.

Email Communication

The easiest way to contact me is via email. Please be aware though that I will not (unless in unusual circumstances) respond to email after normal working hours (Monday through Friday 8am-5pm). During busy times of the semester I receive a high volume of emails so please give me at least 24 hours to respond (not counting weekends for reasons just described) before sending me a follow up.

Late papers or Assignments Policy

Make-up exams are only given in cases of excused absences in accordance with the university's policy on excused absences. Circumstances that may lead to an excused student absence are subpoenas, jury duty, military duty, religious observances, illness, illness of a dependent, and bereavement for immediate family. If you are a member of a SJSU varsity intercollegiate athletic team, please provide me with your team schedule during the first week of the class.

Papers that are turned in late will be penalized a full letter grade for every 24 hours past the original due date. For example, a paper submitted 10 minutes past

the deadline will be penalized 1 full letter grade. This same penalty will apply to a paper turned in up to 24 hours past the original deadline. For every 24 hours after that, a paper will be penalized an additional letter grade and so on until the start value is an 'F.'

Please be aware of this policy and be sure to get your writing assignments turned in on time. Papers cannot be emailed. They will need to be turned in to the Political Science Dept where they will be time stamped.

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 at <http://www.sjsu.edu/gup/syllabusinfo/> I want to particularly draw your attention to the university's academic integrity policy which can be found here <http://www.sjsu.edu/senate/docs/F15-7.pdf>. Please note, all exams, quizzes, and class writing assignments for this class must be your own original work and must follow the rules outlined in the university academic integrity policy.

Consent for Recording of Class and Public Sharing of Instructor Material

Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material." More information on this policy can be found here: [University Policy S12-7](#),

Additional Class Notes

This is a course that covers a lot of material in a short period of time. I encourage every student in class to participate by asking questions and actively participating in group and class discussions. Although attendance in the class is not mandatory it is obviously difficult to participate if you do not attend class. You each have a lot to bring to the class, and the course becomes much more rewarding if you frequently participate.

Students should become comfortable having other students commenting on their papers. I know it can be a little disconcerting having others read our work, but it really is the best way to get input on whatever field you enter.

Finally, I am more than happy to help answer any questions you have about the course at any time during the semester. If my office hours do not work with your schedule please don't hesitate to make an appointment with me outside of normal office hours. The best way to contact me to set up an appointment is via email. Of course, you can talk with me right before or right after class as well. This should be a fun and rewarding semester.

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	8/22	Getting to know you; Writing assignment: What I like/don't like about writing (due 8/29)
2	8/27	What do you want to get out of this course; discussion of paper, film
2	8/29	Visitor from the writing center; comma splices and fused sentences
3	9/3	Grammar quiz #1; Prepare your resume
3	9/5	Applying for jobs, internships, and scholarships; punctuation
4	9/10	Research on city and county government
4	9/12	Grammar quiz #2
5	9/17	Due: Resume and cover letter; editing and revising
5	9/19	Grammar
6	9/24	Final draft of resume and cover letter due; Grammar quiz #3
6	9/26	Writing an op-ed piece; grammar
7	10/1	Grammar quiz #4
7	10/3	Know your audience (Zinseer, Chpt 4)
8	10/8	Draft of Opinion piece due; class discussion
8	10/10	Visit to MLK
9	10/15	Due: Opinion piece
9	10/17	Writing Center on APA style
10	10/22	Grammar exam #5
10	10/24	First draft due of term paper
11	10/29	Clutter and style (Zinseer, Chpt. 3 and 4)
11	10/31	The lead and the ending (Zinseer, Chpt 9 and 10)
12	11/5	Second draft of term paper due
12	11/7	Editing your work
13	11/12	Working on students' papers
13	11/14	Working on students' papers

14	11/19	Power point presentation
14	11/21	Power point presentation
15	11/26	Term paper due
15	11/28	Thanksgiving
16	12/3	Moving forward with our writing
16	12/10	Study/conference day
Final Exam	12/12	10:45