San José State University
Department of Psychology
PSYC 100W, Writing Workshop, Sec 01
Fall, 2020

Instructor: Dr. Sylvia Branca
Office Location: N/A – Online Course
Telephone: Psychology Department (408) 924-5600 (messages only)
Email (preferred): sylvia.branca@sjsu.edu
Office Hours: Virtual – Tuesdays & Thursdays, 9:00–10:00am or by appointment
Class Days/Time: N/A – Online Course
Classroom: N/A – Online Course
Prerequisites: ENGL 1B (with a grade of C or better)
Completion of core GE
Satisfaction of Writing Skills Test and upper division standing
PSYC 1
STAT 95 or senior standing
Psychology Majors/Minors and Behavioral Science Majors only

GE/SJSU Studies Category: Area Z

Course Description
In Psychology 100W students are given the opportunity to develop writing skills appropriate to the broad field of psychology, including essays, reports, and scholarly communication. The general goals of 100W are that 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.

Course Format
This is an online course set within a hybrid format. This means that teaching materials are posted online, and students work through course content at their own pace. We will utilize periodic Zoom meetings throughout the semester (group and individual) to support student learning and progress in our course. More information about these, with advance notice, will be provided via Canvas messaging. You are required to have stable internet connection that can sustain video to be able to access course content.

GE Learning Outcomes (GELOs)
Learning Outcomes (LOs) are specific, measurable goals and objectives that students have demonstrated upon successful completion of the course. GE/SJSU Course Learning Outcomes (GELOs) are course outcomes mandated by General Education and can be found, along with additional required course content, in the Fall 2014 GE Guidelines, which can be found here: http://www.sjsu.edu/senate/docs/2014geguidelines.pdf
Students shall write complete essays that demonstrate college-level proficiency. Upon successful completion of this course, students will be able to:

**GELO 1.** produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, clarity of expression satisfied by the following major assignments (there are other assignments that also address this GELO): *Literature Review, Mini-Literature Review, APA Style Mastery Test*

**GELO 2.** explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse satisfied by the following major assignments (there are other assignments that also address this GELO): *Literature Review, Mini-Literature Review, Research Report, Research Article Summaries and Evaluations*

**GELO 3.** organize and develop essays and documents for both professional and general audiences satisfied by the following major assignments (there are other assignments that also address this GELO): *Literature Review, Mini-Literature Review, General Audience Paper*

**GELO 4.** organize and develop essays and documents according to appropriate editorial and citation standards satisfied by the following major assignments (there are other assignments that also address this GELO): *Literature Review, Mini-Literature Review, Research Report, APA Style Mastery Test*

**GELO 5.** locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing satisfied by the following major assignments (there are other assignments that also address this GELO): *Literature Review, Mini-Literature Review, Annotated References, Literature Review Outline, Research Skills Pretest and Posttest*

**Required Texts/Readings**

**APA Manual**

**Equipment/Material/Resource Requirements**
- Regular access to a computer and internet connection.
- SJSU Library: Psychology-specific tutorials, database search, resources

To access the Canvas site: go to http://www.sjsu.edu/at/ec/canvas/ and click on “Log in to Canvas”

**Username** = SJSU 9-digit ID

**Password** = your current SJSUOne password

For additional information or help with logging in: Canvas Student Tutorial: http://www.sjsu.edu/at/ec/canvas/

The written assignments in Psychology 100W are designed to **gradually build the writing and research skills necessary to write scholarly papers** appropriate for the discipline of psychology. The major skills and associated assignments include (but are not limited to):

**Basic Skills Review** (e.g., research skills assessment, plagiarism tutorial)

**Writing Assignments** (including, but not limited to):
- Online Class Activities (discussion posts to help you reflect on/think critically about course content & your progress)
- Dissecting a Literature Review
- Article Summaries and Evaluations
- Social Policy Report
  - Literature Review* (see description below)
Literature Review development (see description below)

*Peer Reviews*

*Students will be given the opportunity to revise in response to instructor feedback and resubmit.*

**Mini-Literature Review**

To prepare you for one of major papers for this course (a literature review - see description below), you will write a “mini-literature review” (app. 800 words) that will help you to learn how to read, understand, and accurately report psychological research findings, develop synthesis skills by describing how studies build upon one another, and apply APA style to your writing.

**Literature Review**

The final major paper you will be writing for this course is an **APA style literature review** (approximately 2000 words including references; 10 or more scholarly references). The goal of a literature review is to **answer a research question** by describing and **synthesizing** relevant theory and research findings relevant to the question. You will be developing your final literature review in several assignments, including (but not limited to):

- **Research Question Assignment** in which you develop, with help from the instructor, a research question appropriate to the discipline of psychology and to the requirements of the course.
- **Annotated References Assignment** in which you identify at least 10 – 15 sources relevant to your literature review topic using databases and other resources appropriate to psychological research.
- **Outline Assignment** in which you organize the main points of your literature review and indicate which sources will be used to support the main point, and how it will do so (e.g., full summary of the article vs. “microsummary” of the article)
- **Literature Review Conferences and Drafts** in which you receive feedback and revise your paper as needed.

**Class Activities**

Throughout the semester, you will be asked to respond to prompts related to our course content using online Canvas discussion boards. You will post your reply to instructor-generated prompts as well as reply to fellow classmates' postings. The goal of these activities is to help you think deeply and critically about psychological research, APA style writing, and your own progress through our course. More information about each activity will be available on Canvas.

**Final Examination or Evaluation**

The final evaluation for this course is the oral presentation of students' literature review. Due to time constraints, these presentations are scheduled at the end of the semester – including during the time of the final exam. More information about presentation requirements will be available on Canvas.

**Grading Information**

Course grades will be based on the number of points accumulated throughout the semester. The table on the next page summarizes the points and percentage of course grade associated with each course assignments. Rubrics for all major assignments can be found on the course Canvas shell. Final grades in this course will be assigned as indicated below.

<table>
<thead>
<tr>
<th>Percent</th>
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<td>89 – 88</td>
<td>B+</td>
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<tr>
<td>87 – 83</td>
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<table>
<thead>
<tr>
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<td>C</td>
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<tr>
<td>72 or less</td>
<td>NC</td>
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According to SJSU GE policy, this course must be passed with a C or better as a CSU graduation requirement.

Extensions / Make-Ups
No extensions or make-ups will be given except in cases of reasonable and documented academic reasons, emergencies, serious illness, or similar seriously disruptive events. If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation.

Late Assignments
Assignments are due (uploaded to Canvas) on the day indicated on the course schedule and in the assignment guidelines on Canvas. If due dates are changed, the new due date will be announced via Canvas in a timely fashion. No extensions will be given except in cases of reasonable and documented academic reasons, emergencies, serious illness, or similar seriously disruptive events. If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation.

Extra Credit
Up to 5 points of (optional) extra credit will be offered in this course. More information about these opportunities will be provided on Canvas. Extra credit will NOT be offered to individual students or upon request.

Course-Embedded Writing Tutor
This semester, we are fortunate to share a Writing Tutor across sections of 100W! Writing tutors are graduate level (or advanced level) SJSU students who have gone through a rigorous training process and are well prepared to assist all students at all levels to become better writers.

Writing Tutor: Ryan Tran (shared across one other section of Psyc 100W)
Email: ryan.tran01@sjsu.edu

Our writing tutor will (among other things):
- Provide valuable resources to help students improve their writing skills
- Work directly with students to facilitate their success on assignments
- Not grade or evaluate student work in any way

Our writing tutor is here for the duration of our semester and a valuable resource for you during all stages of your writing process!

Class Structure and “Classroom” Protocol
Most course activities will occur online. Each week will correspond to a module in Canvas. The modules will include items to read and homework assignments to upload in Canvas. You will also be required to post to discussion boards for “class participation” activities and respond to another student’s post. For each module, there may also be links to outside materials (videos, articles) that are relevant to the topic for the week. Note that this is not a lecture-based course. “Class time” will be used for reading research, studying the APA manual, completing the homework assignments, and completing class activities as assigned. Therefore, students are responsible for reading assigned content to keep up with the course.

This course is self-paced and will require you to time manage and self-motivate appropriately. I strongly recommend that you schedule time each week to complete the required activities. The worst thing you could do is to wait to complete the entire set of activities right before something is due.
Honor Code
(Reference: Academic Integrity Policy at: http://www.sjsu.edu/studentconduct/Policies/)

In order to ensure fairness and have a single standard of representing knowledge acquired, all students participating in online SJSU courses must agree to abide by the following code of conduct.

1. My work will be my own in this online course, except where the assignment is to work in groups or teams (I will let you know which assignments allow group work).

2. I will not give any answers for individually graded assignments to anyone else or share assignments on the internet via course tutoring websites.

3. I will not engage in any other activities that will misrepresent my own work or improve my results falsely. I will not engage in any activities that will misrepresent others’ work.

4. I will not download, save, or otherwise retain materials from the course for anything but personal use.

Class Environment
In an effort to create an environment conducive to sharing one’s thoughts, I require the following etiquette when engaging in online discussions and all course-related communication:

- Be polite and respectful to the other people in the class
- Do not use profanity in posts

Respect for the rights and opinions of others is required. The free and open exchange of ideas is the cornerstone of higher education, but we must always remain respectful of others, even if we disagree strongly with them. Disagreement is acceptable, but discourtesy is not. Behavior that creates a threatening or harassing environment will not be tolerated. Severe and pervasive disruptions of course activities are a violation of the Student Code of Conduct will be reported to the Office of Student Conduct and Ethical Development. http://www.sjsu.edu/studentconduct/docs/Student%20Conduct%20Code%202013.pdf

If we all show each other courtesy and respect we can maintain a pleasant classroom climate. Thank you.

Correspondence
Please email me, Dr. Branca (sylvia.branca@sjsu.edu), if you have general questions about the course or course content. Include your name and the course title in all correspondence. I will make every attempt to respond within 24 hours during weekdays. I will not respond to emails on the weekend unless it is an urgent situation. Please reach out to me anytime you’d like to meet in virtual office hours when you have additional questions or need help. I have scheduled office hours (see 1st page of this document) and I am also willing to meet with you for an individual appointment.

Consider emails for this course as professional correspondence. Just as you would communicate with a supervisor or colleague, consider the information you are presenting in your email as professional communication.
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. Add/drop deadlines can be found on the current academic calendar. Please see the Late Drop Policy for information about the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the Advising Hub.

Course Web Page and Messaging
All materials for this course may be found in the course shell in Canvas. In the event I need to contact you for class purposes, I will send you a message via Canvas.

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/

Librarian: Psychology
The SJSU library has a librarian who specializes in psychology (and other social sciences), and this librarian can serve as a very valuable resource for helping you to develop research ideas and locating appropriate research materials. The library also has an abundance of resources for doing psychology research.

Christa Bailey is the Reference Librarian assigned to assist Psychology students in using databases, helping with keyword searches, etc. She will be available throughout the semester to meet virtually with individual students. Her phone number is (408) 808-2422 and her email is christa.bailey@sjsu.edu.

Student Technology Resources
Computer labs for student use are available in the Academic Success Center at http://www.sjsu.edu/at/asc/ 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.

The ACCESS Success Center is a resource for College of Social Sciences students, which includes psychology majors. This center provides mentoring, tutoring, and advising especially geared for social science majors. The center provides workshops and presentations on writing, statistics, graduate school applications, and so forth. Visit their webpage for more information, http://www.sjsu.edu/access/

SJSU Peer Connections
Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics...
including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester in Psychology 100W, and other related topics.


SJSU Writing Center
The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists 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 one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter.

SJSU Counseling Services
It is not always easy getting through college! As students, you must all navigate the many demands on your time, resources, and interpersonal relationships. SJSU Counseling Services are available virtually. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit the Counseling Services website at http://www.sjsu.edu/counseling or call (408) 924-5910.
<table>
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<th>Approximate Word Count*</th>
<th>Approximate Pages*</th>
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<th>% Course Grade</th>
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<td>Class Activity Posts to Canvas (5 total @ 5 points each)</td>
<td>Reflect on course content and your writing process.</td>
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<td>-</td>
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<td>Research Skills Assessment Pretest</td>
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<td>-</td>
<td>5 (R)</td>
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<td>Plagiarism Tutorial</td>
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<td>5</td>
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<td>Evaluating Sources of Information</td>
<td>Fulfills “General Audience Paper” GE requirement</td>
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<td>Dissecting a Literature Review</td>
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<td>Mini-Literature Review</td>
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<td>Microsummaries</td>
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<td>Basic Editing APA Style</td>
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<td>Social Policy Report</td>
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<td>2000</td>
<td>11 – 12</td>
<td>10</td>
<td>5%</td>
<td>Literature Review (Draft 1)</td>
<td>Required (R) Final draft will not be evaluated unless this draft is turned in</td>
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<td>3%</td>
<td>Literature Review Conference</td>
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<td>3%</td>
<td>Literature Review - Peer Review (Draft 2)</td>
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<td>50%</td>
<td>Literature Review (Final)</td>
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<td></td>
<td>10 (R)</td>
<td>5%</td>
<td>Oral Presentation (5-7 min. on Literature Review topic) &amp; Reflection Activity [5 pts. Each]</td>
<td>Required (R) Part of SJSU GE requirements</td>
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<td>Research Skills Assessment Posttest</td>
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<td>8600</td>
<td>55 – 59</td>
<td>200</td>
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*Includes title page and references page when applicable. [Approx. 250 double-spaced words = one page].
(R) = Required element to complete course.
Psyc 100W  
Fall 2020  
Course Schedule  

*Note: Schedule is subject to change with fair notice – if changed, I will announce it via Canvas messaging.*  

Weekly Due Dates: **All assignments are due by Sundays at 11:59pm**, except as noted on the syllabus.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>What We’ll Cover</th>
<th>Assignments Due / Notes</th>
</tr>
</thead>
</table>
| 1 and 2 | 8/19-8/30 | Course Intro. & Syllabus  
Dissecting a Literature Review  
Evaluating Sources | *Class Activity #1: Introduce Yourself  
*Research Skills Assessment Pretest  
*Evaluating Sources of Information |
| 3     | 8/31-9/6  | Understanding Research Articles  
Developing a Research Question  
APA Style Basics                      | *Dissecting a Literature Review  
*Research Question                   |
| 4     | 9/7-9/13  | Research Skills & Database Search  
Summarizing Articles: Transitions and Microsummaries | *Plagiarism Tutorial  
*Microsummaries  
*Class Activity #2: Your Research Topic |
| 5     | 9/14-9/20 | Research Question Feedback  
Basic Editing / Mini Literature Review | *Basic Editing  
*Mini Literature Review               |
| 6     | 9/21-9/27 | Annotated References  
Literature Search, cont.               | *Annotated References                    |
| 7     | 9/28-10/4 | Outline / Literature Search, cont.  
APA Style Basics                       | *Outline                                  |
| 8     | 10/5-10/11| Literature Review Development Meetings               | Individual Zoom meetings w/ Dr. Branca via Zoom                                          |
| 9     | 10/12-10/18| Literature Review Development Meetings               | Individual Zoom meetings w/ Dr. Branca via Zoom                                          |
| 10    | 10/19-10/25| Writing Your Literature Review  
Research & Social Policy                | *Literature Review Draft 1  
*Social Policy Report                   |
| 11    | 10/26-11/1| Literature Review Individual Conferences            | Must be signed up for a Zoom meeting with Dr. Branca  
*Class Activity #3: Writing Resources  |
**Course Schedule, cont.**

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Lecture Topic</th>
<th>Assignments</th>
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<tr>
<td>12</td>
<td>11/2-11/8</td>
<td>Literature Review Individual Conferences</td>
<td>Must be signed up for one Zoom meeting with Dr. Branca</td>
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<tr>
<td>13</td>
<td>11/9-11/15</td>
<td>Literature Review Individual Conferences</td>
<td>Must be signed up for one Zoom meeting with Dr. Branca</td>
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<td>14</td>
<td>11/16-11/22</td>
<td>Literature Review Prep</td>
<td>*Literature Review – Peer Review (Draft 2)</td>
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<td>*Class Activity #4: Peer Review</td>
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<td>*Class Activity #5: Reflection and Goals</td>
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<tr>
<td>16</td>
<td>11/30-12/6</td>
<td>Oral Presentations</td>
<td>*Oral Presentation: All Must Upload Presentation Slides to Canvas by 12/6</td>
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<tr>
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<td>*Literature Review Final Paper</td>
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**Final Culminating Experience:** Thursday, Dec 10 5:15pm – 7:30pm  
Course Wrap-Up & Reflection and Oral Presentations (as needed)

*The greatest weapon against stress is our ability to choose one thought over another.*  
— William James

**Three Keys to Your Success...**

* Keep it simple  
stay organized, write things down, ask for help when stuck, focus on ‘right now’

* Own your path  
this is your experience, don’t compare yourself to others, know yourself

* Remember the journey  
enjoy your experience, keep big picture in mind, focus on your goals

*You can do it...and let me know how I can help!!*