

# San José State University

## College of Social Sciences / Sociology and Interdisciplinary Social Sciences

### SOCI 100W, Writing Workshop, Section 80, Spring 2020

#### COURSE AND CONTACT INFORMATION

<b>Instructor:</b>	Rachel Bryant-Anderson, PhD
<b>Email:</b>	rachel.bryantanderson@sjsu.edu
<b>Office Hours:</b>	By appointment, online through Canvas Conferences
<b>Prerequisites:</b>	Completion of Core GE and WST; upper division standing; declared major in Sociology or Behavioral Science
<b>GE/SJSU Studies Category:</b>	Area Z: Written Communication II

#### COURSE FORMAT

This class will only meet online and will be facilitated through the Canvas Learning Management System. You'll need regular access to a reliable Internet connection and a computer in order to access Canvas.

You will not be required to attend class at specific times, as you would in a traditional face-to-face class. Instead of an in-person lecture, you will access course materials on the "Modules" section of Canvas. Instead of in-person class discussions, you will participate in online discussion boards and complete online activities. Because nearly all of our communication will be written, you will spend a great deal more time reading and writing in this online class than you would in a traditional class.

#### CATALOG DESCRIPTION

Practice in improvement of writing and research skills appropriate to the field of sociology, including formal reports, journals and articles.

#### COURSE DESCRIPTION

The purpose of this course is to help students become confident and effective writers. Students will develop skills essential for any writer, but we will focus specifically on sociological writing

conventions and applications. We will examine and implement rhetorical strategies that are appropriate for specific purposes and audiences through a series of formal writing assignments. In addition to these formal assignments, our class will be organized around continuous informal writing assignments, some completed in class and others outside of class.

Our objective will be continuous improvement of writing skills, which will involve regular reflection on the writing process (through informal assignments, online discussions, and completion of multiple drafts) and reliance on one another to provide and evaluate models of writing (through online discussions, group activities, and peer review).

## **GE COURSE GOALS AND STUDENT LEARNING OBJECTIVES**

### SOCI 100W Learning Objectives

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

1. Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression
2. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
3. Organize and develop essays and documents for both professional and general audiences

### How We'll Address These Objectives

Main course activities and assignments that will address these goals:

- Grammar & punctuation workshop
- Writing exercises/handouts
- Feedback on assignments
  
- Sociological imagination essay & related workshops
- Annotated bibliography & related workshops
- Research paper & related workshops
- Public sociology blog & related workshops
  
- *Professional academic audiences:* sociological imagination essay, annotated bibliography, & research paper & related workshops
- *Professional audiences:* resume, cover letter, & professional correspondence & related workshops
- *General audiences:* public sociology blog & related workshops

4. Organize and develop essays and documents according to appropriate editorial and citation standards
  - All major assignments
  - ASA workshops
  - Professional writing workshops
  - Public sociology blog workshops
  
5. Locate, organize, and synthesize information effectively to accomplish a specific purpose and to communicate that purpose in writing
  - Research paper
  - Public sociology blog
  - Library workshop
  
6. Read from sociological and popular literature from different sources
  - Assigned reading from classic sociological text
  - Assigned reading from sociological journal article
  - Journal articles selected/read for research paper
  - Assigned reading from Op-Ed
  - Assigned reading from blogs

## **REQUIRED TEXTS/MATERIALS**

### **Textbook**

*A Sociology Writer's Guide*, by Linda L. Yellin

- Available at the Spartan Bookstore
- ISBN-13: 978-0205582389
- There is also a copy available at the library's reference desk

### **Other Readings**

Other readings to be posted on Canvas

### **Other Technology Requirements/Equipment/Material**

Very reliable computer/Internet access

Access to technology for video and audio recording

Access to your SJSU Canvas account

## **ASSIGNMENTS**

### **Module Assignments**

I will regularly assign activities to be completed for class credit. These will be opportunities for you to practice writing and build writing skills in a low-pressure format. The assignments will be posted within the course modules and added to the online Canvas course schedule as they are assigned.

Please note: you will have a “free pass” for one of the module activities, but I will not accept assignments that are submitted late.

### **Sociological Imagination Essay**

Your first formal writing assignment will be an essay (approximately 1000 words) applying C. Wright Mills’s concept of “the sociological imagination” to some aspect of your life.

### **Resume, Cover Letter, and Job Interview**

As part of the course’s focus on professionalization, you will prepare a resume and cover letter (approximately 500 words). You will also participate in mock job interviews as an interviewee and interviewer.

### **Public Sociology Blog**

You will write a blog entry addressing a pressing social issue to a public audience (approximately 750 words).

### **Library Research Paper**

Your major assignment for this class will be a research paper (approximately 2000 words) on a sociological topic of particular interest to you. You will complete this paper in several stages throughout the quarter, and it will go through multiple drafts before you turn in the final version (see the major steps/assignments below):

- Research proposal
- Annotated bibliography
- Outline
- Draft 1 (for peer review)
- Draft 2 (for graded feedback)
- Final draft (for final grade)

### **Participation**

Our learning in this class will take part largely through discussion. Thus, your participation in class is vital to its success, as well as to the quality of your overall performance. Your participation grade will be based on the frequency and quality of your contributions to large group and small group discussions, as well as evidence of your completion of the readings and engagement with course themes. Excellent (A-level) participation involves:

- Frequent, respectful, productive contributions to class discussions and activities
- Timely, substantive feedback on peers’ work
- Contributions that make specific reference to course materials

Please note: you will have a “free pass” for one of the participation activities, but I will not accept assignments that are submitted late.

#### **Late Assignment and Make-up Work Policy**

Major Assignments: I will accept late papers for up to one week after the due date. Late papers will be marked down one full letter grade. They will also receive the lowest priority in terms of the amount of feedback and turnaround time.

All Other Work: You may not turn in module assignments or contribute to online discussions after the deadline. You will receive one “free pass” (no points deducted for missing), for a missed module activity and one “free pass” for a missed participation activity, and I strongly suggest saving this for unforeseen circumstances that arise during the semester. Canvas will automatically apply your free pass by dropping your lowest score in these categories (you don’t need to contact me to use your free pass).

#### **When Life Events Affect Your Class Performance**

If you have an ongoing issue that will compromise your ability to complete the coursework, it’s important that you let me know as soon as possible and stay in touch with me.

#### **Submitting Assignments: Guidelines & Policies**

Unless otherwise noted, **assignments are due by 11:59pm** on the stated deadline. Assignments must be submitted on Canvas.

Please plan to complete all assignments well in advance of the deadline so that you have time to troubleshoot any technical difficulties that arise. E-mail me as soon as possible (before the deadline) if you are experiencing an issue with assignment submission. If you choose to wait until the last minute to submit an assignment, and you run in to difficulties that prevent the submission (loss of Internet access, etc.), you are still responsible for any grade penalties that result from the missed deadline.

#### **Assignment Format**

Please note that Canvas will not read .pages format. Please submit your work in **.doc or .pdf** format.

Format your major assignments according to the formatting guidelines Yellin establishes in Chapt. 2. Your papers must also follow ASA conventions for citations and references.

All assignments (formal and informal) should include the **word count**.

#### **Final Exam or Evaluation**

We will not have exams in this class. Your final assignment, the research paper, will be due on our scheduled final exam date, along with a few small assignments to wrap up the last module and the course.

## **GRADING**

Your final course evaluation will be based on your performance on the above assignments. These assignments will be weighted as follows:

Sociological Imagination Essay	13%
Resume	5%
Cover Letter	5%
Public Sociology Blog	13%
Final Research Paper	20%
Research Paper Components	19%
<i>Research Proposal</i>	2%
<i>Annotated Bibliography</i>	5%
<i>Outline</i>	2%
<i>Draft</i>	10%
Module Assignments	15%
Activities & Participation	10%

Final course grades will be assigned based on the following scale; grades below 60% will be considered failing (“F”):

A plus = 98 – 100%	B plus = 88 – 89.9%	C plus = 78 – 79.9%	D plus = 68 – 69.9%
A = 92 – 97.9%	B = 82 – 87.9%	C = 72 – 77.9%	D = 62 – 67.9%
A minus = 90 – 91.9%	B minus = 80 – 81.9%	C minus = 70 – 71.9%	D minus = 60 – 61.9%

#### Passing 100W

This course must be passed with a C or better as an SJSU graduation requirement. In addition, students must write a minimum of **8,000 words**.

#### A Grades

Grades in the A range will be granted only for exceptional work. Exceptional, or A, work refers to exemplary work that goes above and beyond basic requirements, demonstrating critical thinking, clarity, and sophistication in form (e.g., language use, structure, format) as well as substance (e.g., logically developed arguments, use of appropriate examples). This is work that could serve as a model for other students. To receive an A as a course grade, the student must write 8,000 words or more over the semester.

#### B Grades

Grades in the B range are earned with work submitted on time that is of good quality. B work meets all the requirements and involves clear, coherent, carefully edited writing. The work has a clear purpose and appropriate development, but may lack in originality or insightfulness. Written work demonstrates careful editing and a solid grasp on grammar and mechanics. To receive a B as a course grade, the student must write 8,000 words or more over the semester.

#### C Grades

Grades in the C range are earned with work submitted on time that fulfills basic requirements and is of satisfactory quality. This work is competent: the author establishes a purpose and supporting ideas, but argument may be somewhat vague, unclear, or uneven. There may be structural issues and problems with the clarity of prose and incorrect use of grammar. To receive a C as a course grade, the student must write 8,000 words or more over the semester.

## CLASSROOM PROTOCOL

### Workload and Time Requirements

You will spend a considerable amount of time writing and reading outside of class. You will have **one or more assignments due every Monday, Wednesday, and Friday**. In order to satisfy the requirement for SJSU Studies area Z, you must write a **minimum of 8,000 words** in this class. This requirement will be met through the assignments listed above as well as the informal assignments you complete as homework. Thus, it is essential that you complete all of the formal and informal assignments and include a word count on all assignments completed outside of 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.

This is a 3 unit course. Since our class is fully online, you should plan to spend **9 hours each week** working independently on this class. Many assignments require interaction with peers, and your classmates will need your regular input during the semester. In order for you to be successful in this course and for the course to run effectively, falling behind is not an option.

### Guidelines for Conduct

I am committed to fostering a learning environment that is respectful, productive, and inclusive. This requires each person in the class to behave in a way that is professional, respectful, and collegial. In order to achieve this, please observe the following norms:

- Refer to others by the names and pronouns they identify.
- Pay close attention to what others have to say.
- Provide encouraging/kind but honest and critical feedback on your peers' work when asked to do so.
- Allow others to share their opinions and observations, even if you disagree with them. We can respectfully ask others to critically examine their assumptions and beliefs in the face of empirical evidence or faulty logic.
- Do not demean or diminish the experiences that other people are willing to share. We can ask individuals to contextualize their experience within a larger social pattern.
- Participate in discussion board conversations in a thoughtful, timely, and ongoing manner in order to engage in meaningful dialogue with your peers.
- Have a sense of humor about our social world. Be willing to accept other people's blunders without assuming they are trying to be offensive.
- Be committed to grow and learn about your own social self and world.

## GETTING YOUR QUESTIONS ANSWERED

### General Questions

Most of your course-related questions should be answered on this syllabus. If you have additional general questions about the course or particular assignments, please post them on the discussion board thread “General Questions and Sharing.” This will allow your peers to quickly answer the question and for everyone to view the responses to questions that more than one student may be wondering about. If your question on the General Questions and Sharing board doesn’t receive a response within 24 hours, feel free to contact me through e-mail to let me know.

### Technical Issues

For technical questions with Canvas, check the Canvas Student Resources or contact eLearning for help.

### Office Hours

I strongly encourage you to check in with me. We’ll be using the “Conference” feature in Canvas for office hours, and one or more students can virtually meet with me at a time. In order to best meet the needs of students with varied schedules, I will be scheduling office hours as requested by students wishing to meet with me.

### E-mail

You are welcome to e-mail me, but please note that I do not provide assignment/draft feedback over e-mail. Before you send your e-mail, please check to make sure that you have:

- Included the course (SOCL 100W) in the subject line.
- Followed general correspondence guidelines, such as including a salutation.
- Proofread your message.
- Reviewed the course syllabus and any relevant assignment prompts to make sure your question hasn’t already been answered in one of those documents and, if you have a general course question, posted your question on the “General Questions and Sharing” discussion board.

I will respond to your e-mail within 24 hours on weekdays **IF** you follow the above guidelines. If you don’t, I may ask you to review these guidelines and send a revised version.

### How NOT to Contact Me

Canvas gives you lots of options for leaving me messages; unfortunately, many of these methods never reach me. Using “Conversations” (your Canvas “Inbox”) will send me an e-mail, and I will regularly check the “General Questions and Sharing” discussion board. **These are the only effective methods for reaching me from within Canvas.**

If you leave a comment on an assignment that has already been graded, reply to an announcement that I post, or use a method other than those listed in the paragraph above, I will likely not receive your message.



## Library Liaison

You can reach our Library Liaison, Jane Dodge, at [jane.dodge@sjsu.edu](mailto:jane.dodge@sjsu.edu) or 408-808-2321.

## UNIVERSITY POLICIES

Per [University Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo) (<http://www.sjsu.edu/gup/syllabusinfo>), which is hosted by the Office of Undergraduate Education. Make sure to visit this page to review and be aware of these university policies and resources.

## UNIVERSITY RESOURCES

The university offers many resources to aid your success. Please check out these resources (listed [here](#)), and use them as they apply to your specific needs and circumstances.

## SOCI 100W/WRITING WORKSHOP, SPRING 2020, COURSE SCHEDULE

This schedule is subject to change. Please note that this schedule only lists the major assignments associated with each module; there will be **additional smaller assignments due every Monday, Wednesday, and Friday** (the full list of assignments and due dates will be outlined at the beginning of each module). There will also be quite a bit of reading to complete within the module content. Since I will be communicating with you primarily through writing rather than oral lectures, your “lessons” within each module will involve lots of reading. You will also be regularly reading your peers’ work.

Module	Dates	Readings	Major Assignments Due
One: <b>Introductions</b>	Weeks 1-2 1/23-1/29	Syllabus Pappas, “10 Netiquette Tips for Online Discussion”	
Two: <b>Research Papers</b>	Weeks 2-3 1/31-2/7	Yellin, Chapters 1, 3 & 5 Martin & Kazayak, “Hetero-Romantic Love and Heterosexiness in Children’s G-Rated Films”	Research Proposal

<b>Module</b>	<b>Dates</b>	<b>Readings</b>	<b>Major Assignments Due</b>
Three: <b>Academic Essays</b>	Weeks 4-8 2/10-3/13	Yellin, Chapter 4 Mills, "The Promise" Roberts, "A Sociology of Writing" The Homeless Adjunct, "How the American University Was Killed, in Five Easy Steps" Sample Student Essay <i>ASA Style Guide</i>	Sociological Imagination Essay Annotated Bibliography
Four: <b>Professional Communication</b>	Weeks 9-11 3/16-4/8 Spring Break: 3/30-4/3	SJSU Career Center Website "Resume and Cover Letters" "Interviewing" "Effective Outlining"	Resume Cover Letter Job Interview Research Paper Outline
Five: <b>Research Paper Drafting &amp; Conferencing</b>	Weeks 11-13 4/10-4/24	"Writing Introductions for Essays" "Conclusions" <i>ASA Style</i> Yellin, Chapter 2 (selection)	Research Paper Draft
Six: <b>Blogs</b>	Weeks 14-16 4/27-5/11	Martin & Kazyak, "Hetero-Romantic Love and Heterosexiness in Children's G-Rated Films" Sociological Blog Examples Medium Guides "Code of Ethics"	Blog
Seven: <b>Finalizing Research Papers</b>	Week 17 5/18-5/22		Research Paper Final Draft