Course and Contact Information

<table>
<thead>
<tr>
<th>Instructor:</th>
<th>Karin Jeffery, Ph.D. (she/her/hers)</th>
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<tbody>
<tr>
<td>Office Location:</td>
<td>DMH 230</td>
</tr>
<tr>
<td>Telephone:</td>
<td>N/A</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:karin.jeffery@sjsu.edu">karin.jeffery@sjsu.edu</a></td>
</tr>
<tr>
<td>Office Hours:</td>
<td>MW 10:30-11:30 am, or by appointment</td>
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<td></td>
<td>DMH 230 or <a href="https://sjsu.zoom.us/j/600581904">https://sjsu.zoom.us/j/600581904</a></td>
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<tr>
<td>Embedded Tutor:</td>
<td>Ms. Sophie Cooper</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:sophie.cooper@sjsu.edu">sophie.cooper@sjsu.edu</a></td>
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<tr>
<td>Sophie’s Office Hours:</td>
<td>TBA</td>
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<td>Class Days/Time:</td>
<td>MW 9:00-10:15 pm</td>
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<td>Virtual Classroom:</td>
<td>DMH 162</td>
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<tr>
<td>Prerequisites:</td>
<td>Completion of Core GE, WST or ENGL/LLD 100A, Area A3, SOCI 1, and upper-division standing</td>
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<tr>
<td>GE/SJSU Studies Category:</td>
<td>Area Z: Written Communication II</td>
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Important Note about Course Grade:

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

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, discussions, and completion of multiple drafts) and reliance on one another to provide and evaluate models of writing (through discussions, group activities, and peer review).
Course Format
This is an in-person course but we will begin online (until Feb. 14). This means that teaching materials are posted online, and lectures will be provided via Zoom meetings at the regularly scheduled class times/dates. Additional Zoom meetings (group and individual) will be used throughout the semester to support student learning and progress in our course. More information about these, with advance notice, will be provided via Canvas messaging. You will need regular access to a stable internet connection that can sustain video to be able to access course content.

Course Goals
Learning Objectives (LO)
Upon successful completion of this course, students will be able to do the following:

LO 1: Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression

Related assignments and activities:
- Grammar & punctuation lectures/activities
- Writing exercises/handouts
- Assignment feedback

LO 2: Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

Related assignments and activities:
- Sociological imagination essay & related lectures/activities
- Annotated bibliography & related lectures/activities
- Research paper & related lectures/activities
- Public sociology blog & related lectures/activities

LO 3: Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

Related assignments and activities:
- Sociological imagination essay & related workshops
- Annotated bibliography & related workshops
- Research paper & related workshops
- Public sociology blog & related workshops

LO 4: Organize and develop essays and documents for both professional and general audiences

Related assignments and activities:
• **Professional academic audiences**: Sociological imagination essay, annotated bibliography, research paper

• **General audiences**: Public sociology blog

**LO 5**: Organize and develop essays and documents according to appropriate editorial and citation standards

**Related assignments and activities:**

• All major assignments

• ASA workshops

• Professional writing workshops

• Public sociology blog workshops

**LO 6**: Locate, organize, and synthesize information effectively to accomplish a specific purpose and to communicate that purpose in writing

**Related assignments and activities:**

• Research paper

• Public sociology blog

**Course Learning Outcomes (CLO)**

1. Students will be able to think sociologically about the relationship between social structure, interaction, identities, and inequalities.

2. Students will be able to identify and explain major sociological theories and apply them to everyday life.

3. Students will be proficient in qualitative and quantitative research design, data collection and data analysis.

4. Students will be proficient in oral and written communication skills appropriate to the discipline.

5. Students will be able to practice sociology as educated and civically engaged persons.

GE requirements for 100W stipulate that students shall write a minimum of 8000 words in the course of the semester, and that they shall be provided with frequent practice and feedback for improving their communication skills.

**Required Texts/Readings**

Required e-text: APA Academic Writer (available directly through APA). All other readings will be posted on Canvas.

**Other technology requirements / equipment / material**

• Regular access to a computer and internet connection.

• SJSU Library: Psychology-specific tutorials, database search, resources
To access our Canvas site: log in to one.sjsu.edu using your SJSU 9-digit ID and current SJSU One password.

Library Liaison

Sociology 100W requires students to conduct scholarly research. Our Sociology librarian is Jane Dodge (jane.dodge@sjsu.edu).

Course Requirements and Assignments

SJU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3.

Homework Assignments

I will regularly assign homework. These will be opportunities for you to practice writing and build writing skills in a low-pressure format. You can check the Canvas website for detailed homework instructions.

Assignments will be evaluated in terms of your ability to express a focused idea clearly and persuasively. This will require a clear thesis, careful organization, appropriate diction and sentence structure, substantial support for one’s points, polished expression, and an awareness of one’s audience. Library research will form a key component of several assignments.

Sociological Imagination Essay

Your first formal writing assignment will be an essay (approximately 500 words) applying C. Wright Mills’s concept of “the sociological imagination” to some aspect of your life.

Public Sociology Blog

You will write four blog entries and four responses to your classmates’ blog entries addressing one or more pressing social issues (approximately 750 words).

Sociology Research Paper

Your major assignment for this class will be a research paper (approximately 2000 words in the final draft) 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, as follows:

- Research Question
- Microsummaries (Version 1 & 2, approximately 1000 words total)
- Outline
- Draft 1 (for graded feedback)
- Draft 2 (for graded feedback)
- Final draft (for final grade)
Final Examination/Culminating Experience

This class has no exams. Your culminating experience will be the research paper as described above.

Late Assignment Policy

I will accept assignments up to 10 days late (including weekend days). Assignments are considered late if they are not submitted by the date and time specified on Canvas. There will be a 10% grade penalty for each late day. Assignments that are more than 10 days late will not be accepted.

If you have an ongoing issue that affects your ability to keep up with our class, please let me know as soon as possible and stay in touch with me.

How to Submit Assignments

All assignments must be submitted via Canvas (i.e., not by email).

Paper Format

Format your assignments according to ASA formatting guidelines as specified on https://owl.purdue.edu/owl/research_and_citation/asa_style/index.html. More information and examples will be provided on Canvas and during lectures. Your papers must also follow ASA conventions for citations and references.

Formal assignments must include a title page, including the word count.

- **Word count:** This is an essential requirement for passing the class (see “Workload and Requirements” below).

Workload and Requirements

You will spend a considerable amount of time writing and reading for this class. 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.

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf.

Determination of Grades

Your final course evaluation will be based on your total points for all assignments.

Point values for assignments are as follows (assignments will not be weighted):

**General Assignments: 50 total points**

- Introductory activities x 3: 15 points total
• Meeting with Embedded Tutor: 10 points
• “My Sociological Imagination” essay, 10 points
• Sociology blog, 15 points total (3 posts and 3 responses, 2.5 points each)

Research Paper Project: 100 total points
• Research proposal, 5 points
• Microsummaries #1, 10 points
• Outline, 5 points
• Microsummaries #2, 10 points
• Research paper development meetings with professor and/or embedded tutor: 20 total (2 meetings, 10 points each)
• Research paper draft #1, 10 points
• Research paper draft #2 (revision of draft #1), 10 points
• Peer review of your assigned partner’s draft, 10 points
• Final Paper (revision of draft #3), 20 points

Online Academic Writer Tutorials, Quick Guides, and Quizzes: 150 total points
• 15 assignments @10 points each

Total points possible for the semester: 300

Final Examination or Culminating Activity
The final draft of your research paper will fulfill the required SJSU culminating activity.

Grading Information for GE/100W
The grading scale for 100W courses is A through F. In order to pass the course, students must write a minimum of 8,000 words and receive an overall grade of C or better (a C- is not a passing grade).

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

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

Grade Symbols and Values:
A plus: 4.0
A: 4.0
A minus: 3.
B plus: 3.3
B: 3.0
B minus: 2.7
C plus: 2.3
C: 2.0
C minus: 1.7
D plus: 1.3
D: 1.0
D minus: .7
F: 0

**Contacting Dr. Jeffery**

You can reach me at [karin.jeffery@sjsu.edu](mailto:karin.jeffery@sjsu.edu) or via Canvas messaging. I will respond within 48 hours on weekdays. E-mails/messages received between Friday 5:00 pm and Sunday evening will be answered the following Monday.

**Office Hours**

I strongly encourage you to visit me during my office hours and/or schedule appointments with our Embedded Tutor Sophie (sophie.cooper@sjsu.edu) or me. You’re welcome to stop by for clarification on any course materials/concepts, further discussion of course topics, guidance as you prepare for upcoming assignments, questions about feedback on previous assignments, or just to check in.

**Peer Connections**

Peer Connections’ free tutoring, mentoring, and supplemental instruction is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. Peer Connections tutors are trained to provide content-based tutoring in many lower-division courses (some upper-division) as well as writing and study skills assistance. Small group and individual tutoring are available. Peer Connections mentors are trained to provide support and resources in navigating the college experience. This support includes assistance in learning strategies and techniques on how to be a successful student. In addition, Peer Connections supplemental instruction (SI) leaders assist professors in select courses by running study groups and review sessions. Peer Connections also has a study space, desktop computers, and success workshops on a wide variety of topics. For more information on services, hours, locations, or a list of current workshops, please visit Peer Connections' website at [http://peerconnections.sjsu.edu](http://peerconnections.sjsu.edu) for more information.
Classroom Protocol

To create and maintain an environment conducive to learning, I require the following etiquette when engaging in all discussions and course-related communication:

- Be professional – in other words, be polite and respectful to the other people in the class.
- Do not use biased language or 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 discourteousness 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 and will be reported to the Office of Student Conduct and Ethical Development:

http://www.sjsu.edu/studentconduct/docs/Student%20Conduct%20Code%202013.pdf

Thank you in advance for maintaining a positive and professional classroom climate.

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 the Office of Graduate and Undergraduate Programs’ Syllabus Information web page at

http://www.sjsu.edu/gup/syllabusinfo/
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<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>What We’ll Cover</th>
<th>Due this Week</th>
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<tbody>
<tr>
<td>1</td>
<td>1/26</td>
<td>Course welcome; syllabus review; intro to APA Academic Writer (AW)</td>
<td>*Self-intro discussion&lt;br&gt;*Video: Why this Course?&lt;br&gt;*Set your Canvas Notifications</td>
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<td>2</td>
<td>1/31, 2/2</td>
<td>Evaluating information sources; reading research articles; Academic Writer Orientation</td>
<td>*Getting Started with APA Academic Writer (AW)</td>
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<td>3</td>
<td>2/7, 2/9</td>
<td>Brainstorming a topic and narrowing it down</td>
<td>*Research skills assessment pre-test&lt;br&gt;*AW Tutorial: Basics of APA Style (applies to ASA)&lt;br&gt;*AW Tutorial: Finding Reliable Sources&lt;br&gt;*AW Quick Guide: Types of Journal Articles&lt;br&gt;*AW Quiz: Types of Journal Articles</td>
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<td>4</td>
<td>2/14, 2/16</td>
<td>Starting your paper</td>
<td>*Mini-paper draft with 2 research sources&lt;br&gt;*My Sociological Imagination</td>
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<td>5</td>
<td>2/21, 2/23</td>
<td>Summarizing and comparing research</td>
<td>*AW Quick Guide: Citing references in text&lt;br&gt;*AW Quiz: Citing references in text&lt;br&gt;*Sign up for 1:1 Meeting #1 with Dr. J</td>
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<td>6-7</td>
<td>2/28-3/11</td>
<td>1:1 Paper Development Meeting #1 (Zoom only; no class)</td>
<td>*1:1 Meeting #1 with Dr. J (Zoom only!)&lt;br&gt;*Outline for main lit review</td>
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<td>8</td>
<td>3/14, 3/16</td>
<td>Paper format; writing and organizing microsummaries</td>
<td>*Microsummaries #1 assignment&lt;br&gt;*AW Quick Guide: Heading levels</td>
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<td>9</td>
<td>3/21, 3/23</td>
<td>Writing quality: conciseness, verb tense, clarity, continuity</td>
<td>*AW Quick Guides: Conciseness, verb tense, clarity, continuity</td>
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<tr>
<td>10</td>
<td>3/28</td>
<td>SPRING BREAK</td>
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<td>11</td>
<td>4/4, 4/6</td>
<td>Microsummaries, continued; developing your reference list</td>
<td>*Microsummaries #2 assignment&lt;br&gt;*Set up your sociology blog on Slack&lt;br&gt;*Sociology blog post #1</td>
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<tr>
<td>12-13</td>
<td>4/11 - 4/22</td>
<td>1:1 Paper Development Meeting #2 (Zoom only; no class)</td>
<td>*1:1 Meeting #2 with Dr. J (Zoom only!)&lt;br&gt;*Outline for main lit review&lt;br&gt;*Blog response #1&lt;br&gt;*Blog post #2</td>
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<td>14</td>
<td>4/25, 4/27</td>
<td>Peer review: Lit review drafts</td>
<td>*Peer review of your partner’s draft&lt;br&gt;*Your draft as submitted to your partner&lt;br&gt;*Blog response #2&lt;br&gt;*Blog post #3</td>
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<td>15</td>
<td>5/2, 5/4</td>
<td>Research &amp; Social Policy</td>
<td>*Blog response #3</td>
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<td>16</td>
<td>5/9, 5/11</td>
<td>Avoiding language bias</td>
<td>*AW Quick Guides: Disability, gender, sexual orientation, racial &amp; ethnic identity</td>
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<td>17</td>
<td>5/16</td>
<td>Last day of instruction</td>
<td>*Final research paper</td>
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NOTE: Grades due from faculty Friday May 27