JS 100W, Sec. 4: Writing Workshop – Spring 2009
Class Meeting Time and Room: Fridays, 12:30 PM – 3:15 PM, MH 526

Instructor: Dina M. Kameda, M.S.
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Cell Phone: (408) 832-9939 (10 AM – 8 PM)
Office Hours (MH 527): Mon 4-5 PM; Wed 4:30-5:30 PM; and Fri 3:15 – 4:15 PM
Course Materials: http://www.justice-studies.com
JS Department Web Site: http://www.sjsu.edu/justicestudies

Course Description: This is an integrated writing and research course designed to develop advanced communication skills which will be valuable for a career in criminal justice. Effective written and oral communication skills are vital to success in any career, but are particularly important to the criminal justice professional. The best method for improving these skills is through extensive practice, critical feedback, revision, and examination of models of excellence in communication. Upon successful completion of this course, students will be skilled at communicating information to criminal justice professionals and to general audiences in a variety of formats.

The students of JS 100W will develop the following:

- A clear, concise, effective writing style, exhibiting the mastery of the mechanics of writing
- Proficiency in research strategies and methodologies necessary to communicate complex ideas effectively and appropriately to both general and specific audiences
- The ability to read, interpret, and critically analyze scholarly literature within the field, and to respond critically both orally and in writing
- The ability to gather diverse supporting evidence from a variety of sources and appropriately cite these sources, using APA style format
- The ability to effectively express a position, using organized, clear concise wording in a variety of formats to target different audiences

UNIVERSITY POLICY ON 100W: This course satisfies Area Z, Written Communication II, a University Studies requirement. Students should note that courses to meet Areas R, S, and V of SJSU Studies must be taken from three different departments.
Prerequisites: Grade of "C" or better in English 1B or equivalent, passing score on the Writing Skills Test, completion of core GE requirements, upper division standing (60 units completed)

Required and Recommended Course Materials:

- Johnson, W. A., Rettig, R. P., Scott, G., & Garrison, S. (2005). *The criminal justice student writer's manual* (4th Ed.). Upper Saddle River: Prentice Hall. ***Required***
- American Psychological Association (2005). Concise rules of APA. American Psychological Association. ***Required***
- Three written examination booklets ("blue books") available at the Spartan Bookstore
- Scholarly articles for Article Critiques and Research Paper to be located online ***Required***
- A 1 ½ binder for 100W to keep all 100W work, including writing assignments, and handouts. Bring the binder to every 100W class. ***Recommended***
- *Merriam-Webster's collegiate dictionary (10th edition or newer).* ***Recommended***

Course Requirements: To satisfy the University's Written Communication II requirement, students will be required to write a minimum of 8000 words with an overall grade of "C" or better. Students will also make at least two oral presentations, and will evaluate classmates' writing on a variety of assignments. Assignments in JS100W will include: expository responses to problem statements, a review of scholarly literature, a research project, oral presentations, analytical thinking and writing exercises, and a final examination. All of these assignments are designed to provide practice in critical reading, thinking, and writing strategies necessary to plan and execute purposeful writing. Purposeful writing includes analyzing research, generating ideas, developing a thesis, organizing and writing a first draft, revising for form and content, editing for grammar, punctuation, spelling and usage, and evaluating, using, and documenting supporting materials. JS100W has been designed to meet the learning objectives of the University Written Communication II (Area Z) requirements. Each assignment meets some aspect of these learning objectives (documented on the next page).

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Learning Objective 1 (LO 1): Students shall be able to refine the competencies established in Written Communication IA and IB as summarized below:

IA Student Learning:

- *Students should be able to perform effectively the essential steps in the writing process (prewriting, organizing, composing, revising, and editing).*
- *Students should be able to express (explain, analyze, develop, and criticize) ideas effectively.*
- *Students should be able to use correct grammar (syntax, mechanics, and citation of sources) at a college level of sophistication.*
- *Students should be able to write for different audiences (both specialized and general)*

IB Student Learning:

- *Students should be able to use (locate, analyze, and evaluate) supporting materials, including independent library research.*
- *Students should be able to synthesize ideas encountered in multiple readings.*
- *Students should be able to construct effective arguments.*

Learning Objective 2 (LO 2): Students shall be able to express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.

Learning Objective 3 (LO 3): Students shall be able to organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Campus policy in compliance with the Americans with Disabilities Act: *According to Presidential Directive 97-03 students with a disability are required to register with the Disability Resource Center (924-6000) in order to establish a record of their disability. Please meet with me to confirm that you have done this if you need course adaptation or accommodations because of a disability. If you have emergency medical information to share with me, or if you need to make special arrangements in case the building must be evacuated, please see me during office hours.*

Course Grade: All writing workshops are graded ABC/NC. Performance that merits a grade lower than a "C" will receive a "No Credit". *Please note that University and Departmental guidelines require a serious and compelling reason to drop a course. A course cannot be dropped because of grades alone.*

Your grade in 100W will be based upon points accrued throughout the semester. Not all assignments will be graded. Grades will be determined based upon adherence to the specific criteria for each assignment; points will be assigned in three areas: format, content and mechanics. All assignments completed outside of class must adhere to the following guidelines unless otherwise specified: typed, double-spaced, single sided, white paper, 1 inch margins, 12 pt. standard font (i.e.: Times, New York, Palatine, Geneva).
IMPORTANT NOTE: Always retain at least one electronic copy of any out of class writing that you submit.

Content is the most important area for which points are assigned. Content points will be given as follows:

- **Top score**: Excellent presentation with thoughtful, well-reasoned analysis and discussion. Demonstrates clear understanding of the reading(s), the issue(s) and the purpose of assignment.
- **Above average**: Good presentation, with somewhat less consistency, but clearly demonstrates an understanding of the assignment, the issue(s) and the reading(s).
- **Average**: Adequate demonstration of basic understanding of assignment and issues, but needs improvement. Ideas may be underdeveloped or paper may have serious grammar problems.
- **Failing score**: Incomplete work or lack of ability to demonstrate an understanding of the assignment, reading(s) or issue(s) and to articulate an appropriate response to the assignment.

Course Add/Drop: Instructors are permitted to drop students who fail to attend the first scheduled class meeting and who fail to inform the instructor prior to the second class meeting of the reason for any absence and their intention to continue in the class. Some instructors will drop students who do not meet the stated course prerequisites. However, instructors are not required to drop a student from their course. ***It is the student's responsibility to make sure classes are dropped.*** **You**, **the student**, are responsible for understanding the policies and procedures about add/drops, academic renewal, withdrawal, etc. found at: http://sa.sjsu.edu/student_conduct

Academic Integrity: Academic integrity is essential to the mission of San José State University. As such, students are expected to perform their own work (except when collaboration is expressly permitted by the course instructor) without the use of any outside resources. Students are not permitted to use old tests or quizzes when preparing for exams, nor may they consult with students who have already taken the exam. When practiced, academic integrity ensures that all students are fairly graded.

Violations of the Academic Integrity Policy undermine the educational process and will not be tolerated. It also demonstrates a lack of respect for oneself, fellow students and the course instructor and can ruin the university's reputation and the value of the degrees it offers. We all share the obligation to maintain an environment which practices academic integrity. Students who violate the Academic Integrity Policy will be subject to failing the course and being reported to the Office of Student Conduct & Ethical Development for disciplinary action, which could result in suspension or expulsion from San José State University.

Faculty members are required to report all infractions to the Office of Judicial Affairs. Cheating in JS100W may include, among other things, plagiarism. Adhere to the SJSU code prohibiting plagiarism. **Plagiarized work in JS100W will receive no credit and may not be resubmitted.** Plagiarism may also result in disciplinary action by the Department or the University. It is your responsibility to read and understand SJSU's policy on academic integrity. The policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct

Important note: Article Critiques and the Research Paper must be submitted to Turnitin.com prior to turning it in to the instructor. The instructor will access your Originality Reports online. You will submit a clean copy of each paper for grading, with an appropriate cover page.

Attendance and Participation: Critical reading, thinking, and writing involve a number of practical skills. These skills must be diligently practiced to be developed and maintained. Students are expected to keep up with class reading, and to attend all class meetings well prepared to contribute to the classroom exchange of ideas and information. Therefore, good attendance is essential in order to pass 100W. The instructor will take roll promptly at the start of each class meeting, if you arrive late be sure to check in with the instructor at the first appropriate opportunity.

Assignments: All handouts and assignments (except for the Diagnostics and the Final Exam) are or will be available on my website: http://www.justice-studies.com. It is the student's responsibility to have the appropriate handout for each class period. Being well prepared for class includes checking the schedule well before each class and bringing the appropriate assignment or handout to class. In some cases, a scoring guide is attached to the assignment. Download and read the scoring guide before doing the assignment, and attach a copy of the scoring guide to each assignment you submit.

In class writing assignments: Always be prepared to write in class; either individually or in group settings. In class assignments will include expository responses to problem statements (diagnostics), APA exercises, outlining exercises, general writing exercises as needed, critical analysis, and the final examination.

Out of class assignments: Out of class assignments will include preparation for oral presentations, development of a paper outline, the composition of article critiques, critiques of fellow student work, and the research paper. See individual assignments for details and scoring guides. Some out-of-class work will require submission to Turnitin.com (Article Critiques, Research Paper Draft, and the Final Draft of the Research Paper). Allow extra time to submit your assignment to Turnitin.com to get the Originality Report back in a timely fashion. Late papers will not be accepted; it is the student's responsibility to ensure that their work is submitted on time.

Research Paper: Students will write a culminating 8-10 page research paper, which will be analytical in nature. The theme for the paper will be chosen by the JS100W instructors. The research and development of this paper will include a thorough examination of scholarly literature, article critiques, and the application of college-level analytical thinking and writing skills. The research process itself has been broken down into several steps; some of these steps will be graded separately. The specifics of the research assignment are on a separate handout.

Late paper policy: Papers are due at the start of class on the dates indicated. Coming to class late will result in your paper being docked for coming in late (without a legitimate excuse). Do not attempt to turn in a paper after the class period in which it is due; late papers will not be accepted unless you have made prior arrangements with me. Remember that all article critiques and your research paper (draft and final product) must be submitted to Turnitin.com. It is recommended that you allow at least two days before the due date to receive the Originality Report. Mass submissions to Turnitin.com have resulted in long report generation delays in the past. Originality Reports must be generated and available for the instructor to review prior to start of class on the indicated due dates for papers.

Extra Credit: There is plenty of writing in 100W. Extra credit assignments are highly unlikely. Rather than take the time to try to get extra credit, make the commitment to keep up in class, and stick to it!!

Final Exam: Thursday, May 21, 12:15 PM - 2:30 PM in MH 526
As the final exam is on a different class meeting day than normal, please be sure to make any necessary arrangements well in advance.

A *make up exam* must be arranged in advance (by May 13, 2009) with your instructor, and will only be considered if a legitimate and verifiable reason can be provided.

JS 100W, Sec. 4 Fridays, 12:30-3:15 PM **Semester Schedule: Spring 2009**

Date	Tentative Class Agenda	Due in or prior to class	Homework Assignment for following week(s)
		Week 1	
Jan. 23rd	✓ Introductions ✓ Diagnostic I: (60 minutes) ✓ *Handouts: Green sheet, Research paper assignment, Diagnostic I* ✓ Discussion of Research Paper and potential topics ✓ Introduce Concise Rules of APA and CJSWM	✓ Diagnostic I	✓ Go online and choose a topic for term project. ✓ Read and study Green Sheet and Research Paper assignment ✓ CJSWM Ch.1 & Ch. 6 pgs. 109-110 (Through "Set Your Purpose" and pgs. 115 ("Narrow Your Topic and Establish a Working Thesis") -123.
		Week 2	
Jan. 30th	✓ Quiz on green sheet and research assignment ✓ Return and discuss Diagnostic I ✓ Lecture/discussion: Analyzing a scholarly research article and critical thinking	✓ CJSWM Ch.1 & Ch. 6 pgs. 109-110 and 115-123 ✓ Bring both text books to class	✓ CJSWM CH. 7 & Ch. 9 ✓ Type up a paragraph on your topic and bring to library **(LO 1)**
		Week 3	
Feb. 6th	**Mandatory *Electronic Media Review* –** **MLK Library, Room 217 (first half of class)** **JS Librarian: Nyle Monday (408) 808-2041** ✓ Discussion of plagiarism policy in relation to utilization of APA style ✓ Explain format for submitting Article Critiques ✓ Signing up for and using Turnitin.com ✓ Assign Article Critique #1	✓ CJSWM Ch. 7 & 9 ✓ Paragraph on your topic for the library visit	✓ Find & list in APA format 10 scholarly articles related to your topic Bring a **typed** copy to class next week, **and** you will need to e-mail a copy to the instructor prior to the start of class next week, 2/13/09. ✓ Prepare write up of topic and thesis presentation (Minimum of a half page, **typed**) Due next week, 2/13/09 (LO 1, LO 3) Handout available online. ✓ CJSWM Ch. 2 ✓ Work on Article Critique #1 – All students will use the same research article for this particular critique. **(LO 2)**
		Week 4	
Feb. 13th	✓ Critique APA reference lists in class: exchange one copy with a classmate. (**A copy of your APA reference list should be e-mailed to the instructor prior to the start of class**) ✓ Topic and Thesis oral presentations + write ups	✓ CJSWM Ch. 2 ✓ APA reference list of 10 scholarly articles related to your topic (**1 printed copy**), e-mail a copy to instructor PRIOR to class ✓ Topic and thesis write up	✓ Finish Article Critique #1 and submit to turnitin.com – Due next week on 2/20/09 ✓ E-mail your Article Critique #1 to the instructor PRIOR to the start of class next week. ✓ Prepare for Diagnostic II on 2/20/09 ✓ CJSWM Ch.5

Date	Tentative Class Agenda	Due in or prior to class	Homework Assignment for following week(s)
		Week 5	
Feb. 20th	✓ Article Critique #1 due via e-mail PRIOR to the start of class today ✓ Diagnostic II ✓ Finish Topic and Thesis oral presentations (if needed) ✓ Assign Article Critique #2	✓ Bring a printed copy of the article for Diagnostic II (same as the one used for Article Critique I), and an exam booklet (blue book) ✓ Diagnostic II ✓ CJSWM Ch.5 ✓ Article Critique #1 due	✓ Work on Article Critique #2 – Choose and clear your article with the instructor before submitting! (LO 2)
		Week 6	
Feb. 27th	✓ Return and discuss Article Critique #1 ✓ Organization process of writing a cohesive research paper: Outlining, critiquing sources, proofreading ✓ Check-in: paper progress		✓ Finish Article Critique #2 and submit to turnitin.com – Due next week on 3/6/09 ✓ E-mail your Article Critique #2 to the instructor PRIOR to the start of class next week.
		Week 7	
Mar. 6th	✓ Article Critique #2 due via e-mail prior to the start of class today ✓ Lecture/discussion on common writing issues (e.g., grammar, spelling, word choice, verb tense, etc.) ✓ Return and discuss Diagnostic II ✓ Assign Article Critique #3	✓ Article Critique #2 due	✓ Work on Article Critique #3 – Choose and clear your article with the instructor before submitting! (LO 2) ✓ Read short article for in-class, group outlining exercise next week! 3/13/09 (LO 3)
		Week 8	
Mar. 13th	✓ In-class group outlining exercise with presentation of outlines (time permitting) ✓ Return and discuss Article Critique #2 ✓ APA exercises/discussion ✓ Check-in: paper progress	✓ Printed copy of short article for group outlining exercise	✓ Finish Article Critique #3 and submit to turnitin.com – Due on 3/20/09 ✓ E-mail your Article Critique #3 to the instructor PRIOR to the start of class next week. ✓ Draft and type up a formal outline for your paper (LO 3) – Due on 3/20/09
		Week 9	
Mar. 20th	✓ Article Critique #3 due via e-mail PRIOR to the start of class today ✓ Assign Article Critique #4 ✓ Exchange of formal paper outlines ✓ Critical Movie Analysis + write up: Movie TBA	✓ Typed draft of formal research paper outline ✓ Article Critique #3 due	✓ Take home critique of formal paper outlines – due 4/3/09 (LO 2) ✓ Work on Article Critique #4 – Choose and clear your article with the instructor before submitting! (LO 2)

Date	Tentative Class Agenda	Due in or prior to class	Homework Assignment for following week(s)
		Week 10	
Mar. 27th	**No class – Spring Break**		
		Week 11	
Apr. 3rd	✓ Return formal paper outline critiques to classmates ✓ Diagnostic III ✓ Return and discuss Article Critique #3	✓ Paper outline critiques ✓ Bring a printed copy of the article for Diagnostic III, and an exam booklet (blue book) ✓ Diagnostic III	✓ Bring a printed copy of the Peer Review handout/worksheet to class next week, 4/10/09 ✓ Finish Article Critique #4 and submit to turnitin.com Clear your article with the instructor before submitting Due next week on 4/10/09 ✓ E-mail your Article Critique #4 to the instructor PRIOR to the start of class next week.
		Week 12	
Apr. 10th	✓ Article Critique #4 due via e-mail prior to the start of class today ✓ APA exercises/discussion ✓ Discussion about research paper drafts: Requirements, format, and Peer Reviews	✓ Article Critique #4 due ✓ Printed copy of the Peer Review handout	**Bring (2) printed copies of your research paper draft to class next week! No Exceptions. You will need to e-mail a copy of your research paper draft to the instructor prior to the start of class on 4/17/09. Be sure to allow sufficient to submit your draft to Turnitin.com. (LO 1; LO2; LO 3)**
		Week 13	
Apr. 17th	✓ Return and discuss Article Critique #4 ✓ Return and discuss Diagnostic III ✓ Peer Review of research papers: Exchange a printed copy of your research paper draft with (2) classmates	✓ Research paper draft (2 printed copies) ✓ E-mail a copy of your research paper draft to the instructor PRIOR to the start of class	✓ Type up peer reviews to hand back to classmates next week (4/24/09) – Bring one printed copy of <u>each</u> peer review. ✓ **You will need e-mail a copy of each peer review to the instructor prior to the start of class next week.**
		Week 14	
Apr. 24th	✓ Hand back typed peer reviews to classmates ✓ Go over Citizen Complaint Exercise (CCE), select teams, turn in list of team members, their role, and contact information (phone and e-mail) ✓ CCE preparation in class	✓ Typed peer reviews (one copy of each peer review) ✓ E-mail a copy of <u>each</u> Peer Review to the instructor PRIOR to the start of class	✓ **Keep working your Research Paper (final draft) – Due in two weeks on 5/8/09!** ✓ Prepare for CCE: Plan who will cover what material in presentation. Research for proper perspective/background of team members**. (LO 3)** Keep in touch with CCE members!

Date	Tentative Class Agenda	Due in or prior to class	Homework Assignment for following week(s)
		Week 15	
May 1st	✓ Return graded peer reviews ✓ CCE Preparation in class ✓ Select someone from each team to make name tags for your team which can be read across room.	✓ Any materials/information needed for group preparation for the CCE	✓ **Finish your Research Paper (final draft) – Due next week on 5/8/09! The final draft of your Research Paper will be due PRIOR to the start of class via e-mail. Be sure to allow sufficient to submit your paper to Turnitin.com.** ✓ CCE Teams: Dress your part next week! Also, bring name tags which can be read across the room from your desk so everyone will know who you are!
		Week 16	
May 8th	✓ **Final Draft of Research Paper due today via e-mail PRIOR to the start of class** ✓ **Citizen Complaint Exercise** ✓ **SOTES** ✓ ***Article for Final Exam will be e-mailed out today***	✓ **E-mail a copy of your Research Paper to the instructor PRIOR to the start of class** ✓ **Materials needed for the CCE (e.g., notes, name tags, etc.)**	✓ Prepare for the final – download, read, and critique the article for final exam. **(LO1; LO2; LO3)**
		Week 17	
May 15th	**Last day of instruction is Wednesday, May 13, 2009 – No class on May 15th**		
		Week 18	
May 21st	✓ **In –class Final Exam from 12:15 – 2:30 PM** ✓ **Return Research Papers via e-mail**	✓ **Bring a printed copy of the final exam article, and an exam booklet (blue book)**	You survived 100W – Congratulations!