

Writing Workshop
Justice Studies 100W, Section
MH 526 Wednesdays 5:30- 8:15 pm
San Jose State University Fall 2009

Instructor: Natasha Kutina

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Course Materials: <http://www.justice-studies.com>

Justice Studies Website: <http://www.sjsu.edu/justicestudies>

Office: MH 527

Office Hours: W 4:30-5:30PM

or by appointment

Course Description and Objectives

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.

JS 100W students 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.

Prerequisite

Completion of core GE, upper division standing, ENGL 1B (with a grade of C or better), and satisfaction of Writing Skills Test

Required Text and Materials:

- Gavlan, J. L. (2009). *Writing Literature reviews*, 4th Ed. Glendale, CA: Pycszak Publishing.
- American Psychological Association. (2009). *Concise Rules of APA*. Washington, DC: American Psychological Association.
- Scholarly Articles to be located online for Article Critique assignments and the Research paper
- Three "blue books" for diagnostics available at the Spartan Bookstore

Recommended Text and Materials:

- *Merriam-Webster's collegiate dictionary*
- A binder to keep all 100W work and handouts (you should bring this to every 100W class)

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 the following: 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.

Learning Objective 1 (LO1)

Students shall be able to refine the competencies established in Written Communication 1A and 1B as summarized below:

1A 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)*

1B 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 (LO2)

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 (LO3)

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.

Grading

All writing workshops are graded ABC/NC. Performance that merits a grade lower than a “C” will receive a “No Credit”.

Please Note: 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 will be based on the points accrued throughout the semester. Not all assignments will receive a grade. Grades will be determined based upon adherence to the specific criteria for each assignment. All assignments completed outside of class must be typed, double-spaced, and single sided with 12 pt. standard text font.

Assignments will be graded based on format, content and mechanics. Content is the most important element of each assignment. Please see content rubric below:

- **High Score:** *Excellent presentation with insightful, 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 writing may have serious grammar issues.*
- **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.*

ALL ASSIGNMENTS MUST BE SUBMITTED TO PASS THIS CLASS! FAILURE TO DO SO WILL RESULT IN A “NO CREDIT”!

Attendance and Participation

Students are expected to keep up with the readings and to attend ALL class meetings prepared to contribute to the classroom exchange of ideas and information. Good attendance is necessary to pass this class. Roll will be taken at the beginning of each class meeting.

Assignments

All handouts and assignments (except for the diagnostics and 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 if required (you will be advised).

In Class Writing Assignments

Always be prepared to write in class! In class assignments (individually or in groups) will include expository responses to problem statements (diagnostics), APA exercises, outlining exercised, 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. For details and scoring rubrics see individual assignments available on the website: <http://www.justice-studies.com>.

Research Paper

Students will be required to submit an 8 to 10 page, analytical research paper. The theme for this paper will be chosen by the instructor. 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 specifics of the research paper will be on a separate handout.

Assignment completion

Students will not pass the course unless all assignments and presentations listed below are completed.

- Topic and Thesis write-up + presentation
- APA reference list
- Diagnostic I, II, and III
- Article Critique I, II, III, and IV
- Group Outline (Group Outlining Exercise)
- Research Paper Outline
- Critique of Research Paper Outline
- Research Paper Draft
- Final Research Paper
- Media vs. Reality Roundtable Discussion
- Final exam

Late Assignments

All papers are due at the BEGINNING of class on the dates indicated. If you try to submit a paper after the class period in which it is due it will not be accepted. **Late papers will not be accepted** unless you have made prior arrangements. When submitting your assignments to turnitin.com be sure to allow enough time to generate the Originality report. Originality reports must be generated and available to the instructor when the assignment is submitted at the beginning of class on the dates indicated.

www.Turnitin.com Student Enrollment

All assignments including Article Critiques, Research Paper Draft and the Final Research Paper must be submitted to www.turnitin.com. You will be required to submit an Originality report for all of these assignments in class on the dates indicated on the individual assignment handouts. Students must have a personal user profile to be able to log in to Turnitin.com. Please see instructions below:

New Users
Click- "New Users"

Select- Student
Enter class ID: 3058641

Enter class enrollment password: sp10

Click – “join a new class”

Enter class ID: 3058641

Enter class enrollment password: sp10

Current Users

Log On

E-Mail Policy

Please feel free to e-mail me at any time (I check my e-mail often from 8:00 am to 8:00 pm). Any e-mailed assignments must be sent in one of the following formats as a separate attachment: Microsoft Word or Microsoft Works. **Do not** copy and paste any assignments into an e-mail.

Add/Drop Information

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. However, instructors are not required to drop a student from their course. *It is the student’s responsibility to make sure classes are dropped. Friday, February 5, 2009 is the drop deadline.* 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

Students with disabilities

If you need course adaptations or accommodations because of a disability, please see me as soon as possible. University policy (Presidential Directive 97-03) requires that students with disabilities must register with SJSU’s Disability Resource Center (DRC) to establish a record of their disability. The DRC will work with you to determine the disability, document it, and determine the services and accommodations necessary for your success. The DRC may also contact me to determine the types of consideration necessary. In most cases, students should register with the Center during the first three weeks of the semester. The DRC Web site: <http://www.drc.sjsu.edu/>

Cheating and plagiarism (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 to 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. Violators of the Academic Integrity Policy will both *fail this course* and be 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 JS 100W may include, among other things, plagiarism. Adhere to the SJSU code prohibiting plagiarism. **Plagiarized work in JS 100W will receive no credit and may not be resubmitted.** Plagiarism may also result in disciplinary action by the Department or the University. The policy on academic integrity can be found at: http://sa.sjsu.edu/student_conduct

Final Exam: Wednesday, May 19, 2010 from 5:15 PM – 7:30 PM

A *make up exam* must be arranged in advance (by Wednesday, May 12, 2010) with your instructor, and will only be considered if a legitimate and verifiable reason can be provided (documentation may be required).

Course Schedule Legend

- Article Critique I (AC1)
- Article Critique II (AC2)
- Article Critique III (AC3)
- Article Critique IV (AC4)

- Diagnostic I (D1)
- Diagnostic II (D2)
- Diagnostic III (D3)

- Academic Integrity Policy (AIP)
- Student Conduct Code (SCC)

- Research Paper Rough Draft (RPRD)
- Group Outlining Exercise (GOE)

	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 1				
Jan. 27th	<ul style="list-style-type: none"> • Introduction • Discussion of Research Paper and potential topics • Introduce <i>Writing Literature Reviews (WLR)</i> and <i>Concise Rules of APA Style</i> • Discuss Ch. 1 Activity • Registering on www.turnitin.com (required) • Diagnostic I (in-class written exam) 	<ul style="list-style-type: none"> • Diagnostic I 	<ul style="list-style-type: none"> • Download/study Greensheet and Research Paper Assignment Course web site: www.justice-studies.com 	01.27.10
			<ul style="list-style-type: none"> • Go online and begin selection of a topic for Research Paper 	01.27.10
			<ul style="list-style-type: none"> • Bring both textbooks to class next week 	02.03.10
			<ul style="list-style-type: none"> • Mandatory registration on www.turnitin.com Be sure to register using a valid e-mail address that you will check regularly. (15) point penalty for failing to register on time. 	02.03.10
			<ul style="list-style-type: none"> • Read WRL: Ch. 1, Ch. 2, and Ch. 3 	02.03.10
			<ul style="list-style-type: none"> • WRL Assignment: Ch. 1 Activity: pg. 8 (Items A-E) 	02.03.10
			<ul style="list-style-type: none"> • Download and print Part I: Topic/Thesis, Reference List 	02.03.10
			<ul style="list-style-type: none"> • Download and print Part III: Article Critiques I-IV 	02.03.10
			<ul style="list-style-type: none"> • Meet at the MLK Library, Room 217 @ 5:30 PM 	02.03.10
Week 2				
Feb. 3rd	<ul style="list-style-type: none"> • Mandatory Electronic Media Review (1st half of class) MLK Library, Room 217 @ 5:30 PM JS Librarian: Nyle Monday (Nyle.Monday@sjsu.edu) • Quiz on Green Sheet and Research Paper Assignment • Return and discuss Diagnostic I • Discuss Topic/Thesis oral presentation, APA reference list • Discuss process of Ch. 1 Activity • Explanation of format for submitting Article Critiques 	<ul style="list-style-type: none"> • Greensheet • Research Paper Assignment • Textbooks • Quiz • Ch. 1 Activity • Topic/Thesis, Reference List handout • Article Critique handout 	<ul style="list-style-type: none"> • Read WLR: Ch. 11 and Ch. 13 	02.03.10
			<ul style="list-style-type: none"> • Find and list in APA format (10) scholarly journal articles related to your topic 	02.24.10
			<ul style="list-style-type: none"> • Prepare write up for Topic and Thesis presentation (minimum of a 1/2 page, typed) - (LO 1, LO 3) 	03.03.10
Week 3				
Feb. 10th	<p style="text-align: center;">FURLOUGH DAY - NO CONTACT WITH THE INSTRUCTOR</p> <ul style="list-style-type: none"> • The article information for Article Critique #1 (AC1) and Diagnostic II (D2) will be e-mailed on Tuesday, 02.09.10 		<ul style="list-style-type: none"> • Find/download article for AC1/D2 (LO 2) 	02.09.10
			<ul style="list-style-type: none"> • Download and read the following documents: Academic Integrity Policy (AIP) & Student Conduct Code (SCC) (On the <i>Student Expectations</i> page of web site) 	02.17.10
			<ul style="list-style-type: none"> • Download: Critical Thinking and Assessing Research 	02.17.10
Week 4				
Feb. 17th	<ul style="list-style-type: none"> • Discussion about AIP and SCC documents • Review www.turnitin.com Originality Report example • Lecture/discussion: Critical Thinking and Assessing Research • APA lecture/discussion 	<ul style="list-style-type: none"> • AIP document • SCC document • Critical Thinking and Assessing Research handout 	<ul style="list-style-type: none"> • Read WLR: Ch. 4 and Ch. 5 	02.24.10
			<ul style="list-style-type: none"> • Complete APA Reference List - Bring (2) printed copies 	02.24.10
			<ul style="list-style-type: none"> • Finish AC1 and submit to www.turnitin.com Bring a printed copy of AC1 w/Originality Report attached 	02.24.10
			<ul style="list-style-type: none"> • Prepare for Diagnostic II - You will need to bring a printed copy of the article for Diagnostic II and a blue book 	02.24.10

	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 5				
Feb. 24th	<ul style="list-style-type: none"> Submission of AC1 (at the start of class) Critique APA reference lists in class + discussion Exchange (1) copy with a fellow student, and hand in (1) copy to the instructor Assign article for Article Critique #2 (AC2) and Diagnostic III (D3) Diagnostic II (in-class written exam) 	<ul style="list-style-type: none"> (2) Typed copies of APA reference list AC1 Diagnostic II (D2) Printed copy of D2 article Blue book 	<ul style="list-style-type: none"> Find/download article for AC2/D3 	02.24.10
			<ul style="list-style-type: none"> Complete Topic and Thesis write-up and presentation 	03.03.10
Week 6				
Mar. 3rd	<ul style="list-style-type: none"> Collect Topic and Thesis write-ups Topic and Thesis presentations Return and discuss APA reference lists Return and discuss AC1 Return and discuss D2 	<ul style="list-style-type: none"> Topic/Thesis write-up Topic/Thesis presentation 	<ul style="list-style-type: none"> Finish AC2 and submit to www.turnitin.com Bring a printed copy of AC2 w/Originality Report attached 	03.10.10
			<ul style="list-style-type: none"> Download and review/print Part IV: Research Paper Outline 	03.10.10
			<ul style="list-style-type: none"> Prepare for Diagnostic III - You will need to bring a printed copy of the article for Diagnostic III and a blue book 	03.10.10
Week 7				
Mar. 10th	<ul style="list-style-type: none"> Submission of AC2 (at the start of class) Return Topic and Thesis write-ups Discussion: Writing a cohesive research paper - organization, outlining, critiquing sources, & proofreading Discussion of Research Paper Outline Diagnostic III (in-class written exam) Assign article for Article Critique #3 (AC3)/ Group Outlining Exercise (GOE) 	<ul style="list-style-type: none"> AC2 Research Paper Outline handout Diagnostic III (D3) Printed copy of D3 article Blue book 	<ul style="list-style-type: none"> Find/download article for AC3/GOE(LO 2) 	03.10.10
			<ul style="list-style-type: none"> Read WLR: Ch. 8 	03.17.10
			<ul style="list-style-type: none"> Begin working on your formal Research Paper Outline 	04.07.10
Week 8				
Mar. 17th	<ul style="list-style-type: none"> Return and discuss AC2 Return and discuss D3 Lecture/discussion on: common writing issues (e.g., grammar, spelling, word choice, verb tense, etc.) 		<ul style="list-style-type: none"> Download and review/print Group Outlining Exercise handout 	03.24.10
			<ul style="list-style-type: none"> Bring your own printed copy of the AC3/GOE article to class 	03.24.10
			<ul style="list-style-type: none"> Finish AC3 and submit to www.turnitin.com Bring a printed copy of AC3 w/Originality Report attached 	03.24.10
			<ul style="list-style-type: none"> Work on formal Research Paper Outline 	04.07.10
Week 9				
Mar. 24th	<ul style="list-style-type: none"> Submission of AC3 (at the start of class) Group Outlining Exercise 	<ul style="list-style-type: none"> AC3 Printed copy of GOE article + notes Group Outline 	<ul style="list-style-type: none"> Work on formal Research Paper Outline 	04.07.10

	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 10				
Mar. 31st	Spring Break - No Class this week		<ul style="list-style-type: none"> Finish formal Research Paper Outline You will need to bring (1) printed copy of your Research Paper Outline to class. 	04.07.10
Week 11				
Apr. 7th	<ul style="list-style-type: none"> Critique of Research Paper Outlines in class Check-in: paper progress Discussion about Research Paper Rough Drafts: Requirements, format, and Peer Review Assignment Return and discuss Group Outlines Return and discuss AC3 Assign Article Critique #4 (AC4) 	<ul style="list-style-type: none"> Research Paper Outline Critique of Research Paper Outline 	<ul style="list-style-type: none"> Find/download article for AC4 (LO 2) 	04.07.10
			<ul style="list-style-type: none"> Complete Research Paper Rough Draft (RPRD) You will need to bring (2) printed copies of your RPRD to class Submit your RPRD to www.turnitin.com 	04.14.10
			<ul style="list-style-type: none"> Download/print: Part VI: Peer Review Worksheet 	04.14.10
			<ul style="list-style-type: none"> Read Ch. 9 and Ch. 10 	04.14.10
Week 12				
Apr. 14th	<ul style="list-style-type: none"> Turn in a printed copy of your RPRD to the instructor Return Research Paper Outline critiques Exchange a printed copy of your RPRD with a fellow student Begin working on Peer Review Assignment in class 	<ul style="list-style-type: none"> (2) printed copies of RPRD Printed copy of Peer Review Worksheet 	<ul style="list-style-type: none"> Finish AC4 and submit to www.turnitin.com Bring a printed copy of AC4 w/Originality Report attached 	04.21.10
			<ul style="list-style-type: none"> Download/print: Critical Movie Analysis handout 	04.21.10
			<ul style="list-style-type: none"> Type up your Peer Review Assignment for next week: Bring (2) printed copies of your Peer Review Assignment to class: (1) copy for classmate, (1) copy to hand in 	04.21.10
Week 13				
Apr. 21st	<ul style="list-style-type: none"> Submission of AC4 (at the start of class) Hand back typed Peer Reviews to fellow students, and turn in a printed copy to the instructor Feedback on rough drafts Discuss Critical Movie Analysis for end of the semester round table discussion - "Media vs. Reality" Designate group members for "Media vs. Reality" General class discussion about "Media vs. Reality" in the CJ field 	<ul style="list-style-type: none"> AC4 (2) printed copies of Peer Review Assignment 	<ul style="list-style-type: none"> Work on final draft of Research Paper 	05.05.10
Week 14				
Apr. 27th	<ul style="list-style-type: none"> Return and discuss AC4 + overview of AC progress throughout the term Return graded Peer Reviews Final check-in on Research Papers: Review organization, difference between a good paper and a great one, and proofreading APA discussion/in-class exercise (time permitting) 		<ul style="list-style-type: none"> Read Ch. 14 	04.27.10
			<ul style="list-style-type: none"> Finish your Research Paper (final draft) Bring (1) printed copy to class 	05.04.10

	Tentative Class Agenda	Due/Needed in Class	Homework assignment(s)	Due Date
Week 15				
May 5th	<ul style="list-style-type: none"> • Submission of Research Paper (final draft) • Brief review of "Media vs. Reality" discussion process • "Media vs. Reality" movie: TBA 	<ul style="list-style-type: none"> • Research Paper 	<ul style="list-style-type: none"> • Prepare for "Media vs. Reality" round table discussion: 	05.12.10
			<ul style="list-style-type: none"> • Download/print "Media vs. Reality" Discussion handout 	05.12.10
			<ul style="list-style-type: none"> • Keep in touch with your group members, collaborate! 	
Week 16				
May 12th	<ul style="list-style-type: none"> • SOTES • Assign article for Final Exam • "Media vs. Reality" roundtable discussion 		<ul style="list-style-type: none"> • Find/download article for the Final Exam (LO2) 	05.12.10
May 19th	<ul style="list-style-type: none"> • In-class final exam from 5:15 PM - 7:30 PM 	<ul style="list-style-type: none"> • Printed copy of article for Final Exam + notes • Blue book 	<p>Congratulations! You have survived 100W!</p>	