

HPRF 100W, Sec. 1: Writing Workshop – Winter 2010
Class Meeting Time and Room: MTWR, 7:30 AM – 9:15 AM, Dwight Bentel Hall 202

Instructor: Susie M. Rivera, M.S., CPCC
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Office Hours (MH 525A): Monday – Thursday, 7 – 7:30 AM or by appointment
Course Materials: <http://www.justice-studies.com>

Course Description: This is an integrated writing and research course designed to develop advanced communication skills which will be valuable for a career in the health professions field. Effective written and oral communication skills are vital to success in any career, but are particularly important to the health 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 health professionals and to general audiences in a variety of formats.

The students of HPRF 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:

- ❖ Gavlan, J. L. (2009). *Writing Literature Reviews, 4th Ed.* Pycszak Publishing. **Required**
- ❖ American Psychological Association (2009). *Concise rules of APA Style, 6th Ed.* American Psychological Association. **Required**
- ❖ Three written examination booklets (“blue books”) available at the Spartan Bookstore **Required**
- ❖ 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. Assignments in HPRF 100W 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. HPRF 100W 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 earned 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. font (i.e.: Times New Roman, New York, Palatine, Geneva, or Calibri).

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.

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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 HPRF 100W may include, among other things, plagiarism. Adhere to the SJSU code prohibiting plagiarism. **Plagiarized work in HPRF 100W 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 final Research Paper must be submitted to Turnitin.com prior to turning it in to the instructor. If required by your instructor, you will need to print and attach your Originality Reports. 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 if required (your instructor will advise you).

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 and 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, unless prior arrangements have been made (inclusive of a legitimate and substantiated excuse); it is the student's responsibility to ensure that work is submitted on time.

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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 HPRF 100W 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.

Assignment completion: Students will not pass the course unless all assignments listed below are completed.

- Topic and Thesis write-up + presentation
- APA reference list
- Diagnostic I and II
- Article Critique I, II, and III
- Group Outline
- Research Paper Outline
- Critique of Research Paper Outline
- Research Paper
- Film Critique
- Final exam

Late assignment policy: Assignments are due by the start of class on the dates indicated. Coming to class late will result in your assignment being docked for coming in late (without a legitimate excuse). Late assignments will not be accepted unless you have made prior arrangements, or have a legitimate and substantiated excuse. Remember that all article critiques and your research paper must be submitted to www.turnitin.com. It is recommended that you allow at least one day before the due date to receive the Originality Report. Mass submissions to www.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, February 11, 2010 from 7:30 – 9:15 AM

A *make up exam* must be arranged in advance (by Thursday, February 4, 2010) with your instructor, and will only be considered if a legitimate and verifiable reason can be provided (documentation may be required).

Date	Tentative Class Agenda	Needed/Due in class	Homework assignments
Week 1: January 5th - 7th			
Jan. 5th	<ul style="list-style-type: none"> Overview of class Collect WST scores Introduce textbooks: <i>Writing Literature Reviews</i> (WLR) and <i>Concise Rules of APA Style</i> Discuss: Topic/Thesis write-up and presentation; APA reference list Discussion of Research Paper and potential topics Registering on www.turnitin.com (required) 	<ul style="list-style-type: none"> WST scores 	<ul style="list-style-type: none"> Type of a list of at least (3) topic ideas, bring to class tomorrow Topic/Thesis write-up + presentation on Tuesday, 01.12.09. Mandatory registration on www.turnitin.com by Friday, 01.08.09 Be sure to register using a valid e-mail address that you will check regularly. There will be a 15 point penalty for failing to register on time. Read: WLR Ch. 1 and 2 Handouts to download for 01.06.09: Greensheet, Research Paper Assignment, Part III: Article Critiques I-III, and Critical Thinking & Assessing Research
Jan. 6th	<ul style="list-style-type: none"> Discuss and collect lists of topic ideas Detailed discussion about Article Critiques (AC): purpose, assignment of articles, formatting requirements, scoring Lecture/discussion: Analyzing a scholarly research article and critical thinking 	<ul style="list-style-type: none"> Handouts (online) List of topic ideas 	<ul style="list-style-type: none"> Choose (1) specific topic for your Research Paper Begin working on a thesis Read: WLR Ch. 3
Jan. 7th	<ul style="list-style-type: none"> Meet in class at normal start time (class walk over to the MLK Library) Assignment of article for Article Critique I (AC1) Mandatory Electronic Media Review MLK Library, Room 217, 8:00 AM - 9:15 AM Librarian: Nyle Monday (Nyle.Monday@sjsu.edu) 		<ul style="list-style-type: none"> Find, download, and read article for AC1 (PDF version) Carefully review all requirements for ACs Complete AC1: Due on Monday, 01.11.09 at the start of class Begin online search for scholarly journal articles for APA reference list Read: WLR Ch. 5, and 13
Week 2: January 11th - 14th			
Jan. 11th	<ul style="list-style-type: none"> Collect AC1s at the start of class Discussion about AC1 writing experience Discussion about plagiarism/academic integrity policy in relation to the use of proper APA style formatting Q & A: Topic and Thesis write-up and presentations 	<ul style="list-style-type: none"> Printed copy of AC1 with Originality Report 	<ul style="list-style-type: none"> Finalize Topic/Thesis write-up and presentation for tomorrow Read: WLR Ch. 11
Jan. 12th	<ul style="list-style-type: none"> Collect Topic and Thesis write-ups at the start of class Topic and Thesis presentations Lecture/discussion: Mechanics and style 	<ul style="list-style-type: none"> Topic and Thesis write-up 	<ul style="list-style-type: none"> Continue searching for articles Blue book needed for Diagnostic I tomorrow
Jan. 13th	<ul style="list-style-type: none"> Check-in: Article search Assignment of article for Group Outlining Exercise (GOE) Diagnostic I (in-class written exam) 	<ul style="list-style-type: none"> Blue book for Diagnostic I 	<ul style="list-style-type: none"> Continue searching for articles Handout to download: Group Outlining Exercise for 01.20.09 Read: WLR Ch. 8
Jan. 14th	<ul style="list-style-type: none"> Assignment of article for Article Critique II (AC2) Return/discuss AC1 Outlining lecture/discussion 		<ul style="list-style-type: none"> Find, download, and read article for AC2 (PDF version) Complete AC2: Due on Tuesday, 01.19.09 at the start of class Complete APA reference list: Due on Tuesday, 01.19.09 Bring (2) printed copies of your APA reference list on 01.19.09

Date	Tentative Class Agenda	Needed/Due in class	Homework assignments
Week 3: January 18th - 21st			
Jan. 18th	Holiday - No Class		<ul style="list-style-type: none"> • Work on Research Paper outline: Due Tuesday, 01.26.09
Jan. 19th	<ul style="list-style-type: none"> • Collect AC2s at the start of class • Collect (1) copy of APA reference list • Exchange (1) copy of APA reference list with fellow student for in-class critique of APA reference lists • Return/discuss Diagnostic I 	<ul style="list-style-type: none"> • (2) printed copies of APA reference list • Printed copy of AC2 with Originality Report 	<ul style="list-style-type: none"> • Complete preparation for GOE tomorrow • Bring a printed copy of the article for GOE tomorrow • Work on Research Paper outline
Jan. 20th	<ul style="list-style-type: none"> • Assignment of article for Diagnostic II • Group Outlining Exercise 	<ul style="list-style-type: none"> • Copy of article for GOE • Completed outlines due at the end of class 	<ul style="list-style-type: none"> • Work on Research Paper outline • Read: WLR Ch. 9 and 10 • Prepare for Diagnostic II on 01.27.09
Jan. 21st	<ul style="list-style-type: none"> • Assignment of article for Article Critique III (AC3) • Return/discuss AC2 • Lecture/discussion: Paper organization and general writing 		<ul style="list-style-type: none"> • Work on Research Paper outline • Prepare for Diagnostic II
Week 4: January 25th - 28th			
Jan. 25th	<ul style="list-style-type: none"> • Collect AC3s at the start of class • Return/discuss outlines from GOE • Return/discuss APA reference lists 	<ul style="list-style-type: none"> • Printed copy of AC3 with Originality Report 	<ul style="list-style-type: none"> • Complete Research Paper outline: Due tomorrow, 01.26.09 • Bring (1) printed copy of Research Paper outline to class
Jan. 26th	<ul style="list-style-type: none"> • Exchange Research Paper outline with a fellow student for in-class critique of outlines • In-class APA exercise and discussion 	<ul style="list-style-type: none"> • (1) printed copy of Research Paper outline 	<ul style="list-style-type: none"> • Complete preparation for Diagnostic II tomorrow (blue book)
Jan. 27th	Diagnostic II (in-class written exam)	<ul style="list-style-type: none"> • Article (printed) for exam + blue book • Turn in blue book + exam 	<ul style="list-style-type: none"> • Work on Research Paper
Jan. 28th	<ul style="list-style-type: none"> • Return/discuss Research Paper Outlines • Check-in: Research Paper progress 		<ul style="list-style-type: none"> • Work on Research Paper
Week 5: February 1st - 4th			
Feb. 1st	<ul style="list-style-type: none"> • Return/discuss AC3 • Q & A: Research Paper + presentations 		<ul style="list-style-type: none"> • Work on Research Paper + presentation
Feb. 2nd	<ul style="list-style-type: none"> • Return/discuss Diagnostic II • Q & A: Research Paper + presentations 		<ul style="list-style-type: none"> • Work on Research Paper + presentation
Feb. 3rd	FILM		<ul style="list-style-type: none"> • Work on Research Paper + presentation
Feb. 4th	<ul style="list-style-type: none"> • Assignment of article for Final Exam • In-class Film Critique 		<ul style="list-style-type: none"> • Work on Research Paper + presentation

Date	Tentative Class Agenda	Needed/Due in class	Homework assignments
Week 6: February 8th - 11th			
Feb. 8th	<ul style="list-style-type: none"> • COLLECT RESEARCH PAPERS AT THE START OF CLASS • Ressearch Paper presentations 		<ul style="list-style-type: none"> • Prepare for Final Exam
Feb. 9th	Ressearch Paper presentations		<ul style="list-style-type: none"> • Prepare for Final Exam
Feb. 10th	Ressearch Paper presentations		<ul style="list-style-type: none"> • Complete preparation for Final Exam tomorrow (blue book needed)
Feb. 11th	<ul style="list-style-type: none"> • SOTES • Final Exam (in-class writtten exam) 	<ul style="list-style-type: none"> • Article (printed) for exam + blue book • Turn in blue book + exam 	<i>CONGRATULATIONS! YOU HAVE SURVIVED 100W!</i>