

San José State University
School/Department
(27630) Writing Workshop: Economic Reports Section 01 Spring 2024

Course and Contact Information

Instructor:	Deborah Clarke
Office Location:	DMH 219
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Email:	deborah.clarke@sjsu.edu
Office Hours:	W 11:00-12:00
Class Days/Time:	M/W 12:00-1:15
Classroom:	DMH 348
GE/SJSU Studies Category:	Z
Prerequisites:	A3 or equivalent second semester composition (with a grade of C- or better); completion of core GE; satisfaction of Writing Skills Test or completion of ENGL 100A/LLD 100A with C or better; ECON 1A and ECON 1B; and upper division standing. Or Graduate or Postbaccalaureate level.

Faculty Web Page and MYSJSU Messaging

Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on my faculty web page at <http://www.sjsu.edu/people/Deborah.Clarke> or on the Canvas Learning Management System course login website. You are responsible for regularly checking with this messaging system through My SJSU at <http://my.sjsu.edu> to learn of any updates. If I make any changes to the schedule or outline, I will also announce them at the beginning of class.

Course Description

SJSU Catalog Description: Writing skills appropriate to majors in economics of lucid expression in essays, reports and other types of communication

Course Learning Outcomes (CLO)

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

1. Understand and apply critical thinking techniques and analysis to economic problems;
2. Analyze problems from an economic discipline, upholding high intellectual standards;
3. Plan, organize, execute, and control a writing assignment;
4. Write concisely, using words efficiently and economically to convey ideas;
5. Write and edit for specific audiences, especially those found in business.

Required Texts/Readings (Required)

Textbook

Writing for Success, free online resource, linked through Canvas Course page.

Deirdre N. McCloskey, *Economical Writing* (2nd or 3rd edition). Articles and handouts posted on Canvas

Other Readings

Research Methodology in Applied Economics, Don Ethridge
I occasionally distribute readings on current events during the semester.

Library Liaison

Economics Librarian, Christa Bailey christa.bailey@sjsu.edu

Course Requirements and Assignments

Written Communication II (100W)

*The California State University (CSU) junior-level writing requirement is known as the “Graduation Writing Assessment Requirement” (GWAR). At SJSU, the GWAR is satisfied by (1) passing the Writing Skills Test (WST) or passing with a “C or better” the designated 100A course or by completing the WST Directed Self Placement exercise; **and** (2) passing with a “C or better” (C- not accepted) the designated 100W course.*

Written Communications II (100W) - Courses must develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences.

Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse. Organize and develop essays and documents for both professional and general audiences. Organize and develop essays and documents according to appropriate editorial and citation standards. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Assignments will total a minimum of 8000 words.

“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.” (The [University Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf), Course Syllabi (<http://www.sjsu.edu/senate/docs/S16-9.pdf>))

Final Examination or Evaluation

Upon completion of this course students will complete an individual research paper on an Economic Topic. You can either choose from a list of Economic Topics or choose your own. The paper can either be a theoretical exploration or a statistical presentation of the topic. The research paper will consist of the following elements:

- A Paper Proposal. **This is due by Wednesday, March 18, 2024.** This should be 1-2 pages long, double-spaced (approximately 450-600 words). In your proposal, you need to include your research question, hypothesis, data sources, and 4-5 economic journal articles you plan to use.
- An initial literature review for your Final Paper. The literature review is **due on Wednesday, April 10, 2024.** This review should be between 4-6 pages long, double-spaced (approximately 1000-1500 words). This needs to have at least 10 citations in a research appropriate format. To find sources and appropriately complete your reference section, you need to attend the class Library Day. This event will be announced in class. You will add to this literature review as you progress through writing your Final Paper.
- A Final Paper Draft. This should be between 10 to 12 pages (approximately 3000-3500 words). This is a tightly organized paper, containing elements from both the proposal and literature review. The final draft needs to be checked by me by **Wednesday, April 24, 2024.** You will continue to improve on this draft. However, this will be the draft that you will receive comments from your peers.
- Final research paper. The final research paper is **due on Monday, May 8, 2024.**

In addition to the research paper students will be graded on the following:

- In-class daily journals. This will be at the beginning of each class and will be based on a prompt. It will be due by the end of class.
- In-class exercises. This will be at the end of each class and will apply the writing topics taught in class. It will be peer graded and turned in online at the end of class.
- Midterm. **This will be on Monday, March 4, 2023.** It will conclude the grammar portion of this course.
- Short papers and peer reviews.: On the odd weeks each person will complete a 500 word (minimum) Thought Essay on an economic topic (I will have prompts to choose from). You will need to apply economic concepts you have learned in your other classes to the prompts and analyze the topic accordingly. On the alternate weeks you complete a 200-word (minimum) peer review of the Thought Essay of three of your classmates. Peer Review will be based on a Structured Rubric that will be handed out in class. The essays and reviews will be due on Sunday night at 11:59 pm. Points will be lost for any tardiness.
- Student presentations and class peer reviews. We will spend the last five class sessions on student presentations. **Attendance is required for these presentations.** Every student not presenting has to submit an in-class peer review for each presentation. I will handout rubrics for you to use.

NOTE: The modules *Paper Proposal, Review of the Literature, and Final Paper* (all in the second half of the course) also incorporate both in-class and individual assignments.

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Please plan for these due dates early. I do not accept any late work. If you do not submit these on time you can earn a zero for this component of the course.

Assignments and Grading Policy

Grading Information

“Passage of the Writing Skills Test (WST) or ENGL/LLD 100A with a C or better (C- not accepted), and completion of Core General Education are prerequisite to all SJSU Studies courses. Completion of, or co-registration in, 100W is strongly recommended. A minimum aggregate GPA of 2.0 in GE Areas R, S, & V shall be required of all students.”

Grading

This course must be passed with a C or better as an SJSU graduation requirement. These weights are fixed - improvement in other categories will not raise your grades elsewhere. Late work will not be accepted. **I do not offer individual extra credit, or extensions on due dates unless you have valid documented reasons.** The final grade in the course will be based on the following weights:

Your numerical grade will be based on the following categories and weights:

Quizzes: Syllabus, Plagiarism	5%
In-Class Activities	5%
Journals	5%
Thought Papers and Peer Reviews	10%
Midterm	15%
Paper Proposal Module	15%
Review of Literature Module	15%
Final Paper	20%
Final Paper Presentation	10%

I do *not* use a grading curve. Your final numerical grade will be the weighted average of your scores in the above categories, and your corresponding letter grade will be assigned as follows:

Percent	Grade	Percent	Grade	Percent	Grade
98-100%...	A+	93-97%...	A	90-92%...	A-
88-89%...	B+	83-87%...	B	80-82%...	B-
78-79%...	C+	73-77%...	C	70-72%...	C-
68-69%...	D+	63-67%...	D	60-62%...	D-
0-59%...	F				

Classroom Protocol

1. Be on time. If you must come to class late or leave early, please do so with as little disruption as possible. Leaving class before class is dismissed is **not** acceptable, unless there is an

emergency. Under those circumstances, please make every effort to leave quietly so that the rest of the class is not disturbed.

2. No beeping please. Turn off cell phones, pagers, and other electronic devices. Laptop computers and audio recorders are okay. Headphones are not. **Please do not** browse the web, TM, IM, or otherwise communicate to the outside world during class. *Your use of a laptop in class gives me permission to randomly call on you to answer a question from your seat or in front of the class.*
3. No food consumption during class; drinks are ok

Attendance Policy

University Attendance per se shall not be used as a criterion for grading according to Academic Policy F-69-24.

- [University Attendance and Participation Policy F15-12](http://www.sjsu.edu/senate/docs/F15-12.pdf)
(<http://www.sjsu.edu/senate/docs/F15-12.pdf>)

However, missing class can reduce your grades through preparation for the homework, quizzes, in-class participation activities, and exams. If you miss class, please refer to my website or find out from a fellow student what you missed, get relevant assignments, and do the work to catch up.

University Policies

Academic integrity

[The University's Academic Integrity Policy is available at:](http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf)
http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University's integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. [The website for Student Conduct and Ethical Development is available at](http://www.sa.sjsu.edu/judicial_affairs/index.html)
http://www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have submitted, or plan to submit for another class, please note that SJSU's Academic Policy F06-1 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the DRC (Disability Resource Center) to establish a record of their disability

SJSU Writing Center

The SJSU Writing Center is located on the second floor of MLK library. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. [The Writing Center Website is located at http://www.sjsu.edu/writingcenter/](http://www.sjsu.edu/writingcenter/).

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Dropping and Adding

Monday, February 19, is the last day to drop without an entry on student's permanent record. **Monday, February 19**, is the last day to add courses and register late. *The Department Chair WILL NOT sign late add unless the University Administration (Bursar's Office, Financial Aid, Admissions) admits in writing that failure to add on time was the University's fault*

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Students should be aware of the current deadlines and penalties for adding and dropping classes. [Information on add/drop deadlines is available at http://www.sjsu.edu/registrar/calendar/](http://www.sjsu.edu/registrar/calendar/). [Information about late drops is available at: http://www.sjsu.edu/sac/advising/latedrops/policy/](http://www.sjsu.edu/sac/advising/latedrops/policy/) .

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Course Number / Title, Semester, Course Schedule

(actual schedule may be subject to revision)

Week	Day	Date	Topic	
	Wed	24-Jan	Go through syllabus	
1	Mon	29-Jan	Ch 1 (and ch 8)	Becoming a successful writer
	Wed	31-Jan	Ch 2: Sentences	subjects and verbs
2	Mon	5-Feb	Ch 2: Sentences	sub/verb agree; tense; cap
	Wed	7-Feb	Ch 2 Sentences	pronoun; adj; adverb
3	Mon	12-Feb	Ch 3: Punctuation	comma, colon ,semicolon, quote
	Wed	14-Feb	Ch 3: Punctuation	apostrophe, parentheses, dashes ,hyphens
4	Mon	19-Feb	Ch 4: Words	commonly confused words, spelling
	Wed	21-Feb	Ch 4: Words	word choice, prefixes suffixes, synonyms antonyms
5	Mon	26-Feb	Ch 5: Help for English Speakers	Count and no-count nouns, prepositions
	Wed	28-Feb	review	correct paragraphs at end of ch 2,3,4,5
6	Mon	4-Mar	Midterm exam on grammar	Midterm exam on grammar
	Wed	6-Mar	Library Visit: King Classroom 219	King Classroom 219
7	Mon	11-Mar	Outline/proposal for research paper	Outline/proposal for research paper
	Wed	13-Mar	Refine Your Writing	Refine Your Writing/ Peer Work
8	Mon	18-Mar	Writing Proposal	Paper Proposals Due

	Wed	20-Mar	Literature Review	Literature Review PowerPoint
<u>9</u>	Mon	25-Mar	Write research paper	Begin the Writing Process
	Wed	27-Mar	Group Work for lit review	Peer Work
10	Mon	1-Apr	Spring Break	
	Wed	3-Apr	Spring Break	
11	Mon	8-Apr	Writing Lit Review	
	Wed	10-Apr		Literature Review Due
12	Mon	15-Apr	Write research paper	Creating Rough Draft PowerPoint
	Wed	17-Apr	Formatting the paper	Formatting PowerPoint
13	Mon	22-Apr	Visual Presentation of Paper	Oral Presentation PowerPoint
	Wed	24-Apr	Group Work of Rough Draft	Peer Work Rough Draft Check Due
14	Mon	29-Apr	Oral Presentation of research paper	
	Wed	1-May	Oral Presentation of research paper	
15	Mon	6-May	Oral Presentation of research paper	Final Draft Due
	Wed	8-May	Oral Presentation of research paper	
16	Mon	13-May	Oral Presentation of research paper	Peer Presentation Evaluations Due
	Fri	17-May	Make-up date for presentations that were missed (9:45-12 noon)	Peer Presentation Evaluations Due if extra date needed