

San José State University
Department of Justice Studies
JS 100W, Writing Workshop, Sec 02, Spring 2020

Course and Contact Information

Instructor:	Judith Randle
Office Location:	MH 508
Telephone:	(408) 924-8126
Email:	judith.randle@sjsu.edu
Office Hours:	Tu/Th 2:45 – 3:30pm
Class Days/Time:	Tu/Th 12 – 1:15pm
Classroom:	MH 520

Course CANVAS Page

Many of the course materials can be found on the Canvas learning management system course website. You are responsible for checking daily with the messaging system through MySJSU to learn of any updates.

Course Description

Note: Must achieve a grade of "C" or better to fulfill Justice Studies major requirements.

Course Learning Outcomes (CLO)

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

CLO 1: Produce discipline-specific written work that demonstrates upper-division proficiency in: 1) language use, 2) grammar, and 3) clarity of expression;

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

CLO 3: Organize and develop essays and documents for both professional and general audiences;

CLO 4: Organize and develop essays and documents according to appropriate editorial and citation standards; and

CLO 5: Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

Required Materials

Course Reader

The course reader, which contains weekly exercises, is available for purchase from me for \$16.

Pencil & Paper

Please come to every lecture with paper and a pencil for completing writing exercises.

Other Readings

Journal articles, news articles, and book excerpts are listed on the **Course Schedule** below and posted on CANVAS website under Files → Readings.

Web-Based Videos

YouTube videos are listed on the Course Schedule below and posted on CANVAS under Files → Videos.

Department's Reading and Writing Philosophy

The Department of Justice Studies is committed to scholarly excellence. Therefore, the Department promotes academic, critical, and creative engagement with language (i.e., reading and writing) throughout its curriculum. A sustained and intensive exploration of language prepares students to think critically and to act meaningfully in interrelated areas of their lives—personal, professional, economic, social, political, ethical, and cultural. Graduates of the Department of Justice Studies leave San José State University prepared to enter a range of careers and for advanced study in a variety of fields; they are prepared to more effectively identify and ameliorate injustice in their personal, professional and civic lives. Indeed, the impact of literacy is evident not only within the span of a specific course, semester, or academic program, but also over the span of a lifetime.

Course Requirements and Assignments

EOS Homework Exercises (27) – Writing exercises in the *EOS* companion workbook (“A&E”) are completed at home and brought to class on the assigned dates. Exercises are worth three points each. (CLOs 1, 3)

Paragraph Summaries of Student Presentations (10) – You will write a summary paragraph of each student presentation at the end of the semester, approximately three paragraphs per lecture period. You will receive one point per paragraph written, and I will randomly select one of the three to grade on a scale of one to four points. (CLOs 1, 2, 5)

In-Class Exercises (15) – During the lecture period you will often complete a worksheet or review the work of a fellow student. Each of these exercises is worth three points. If you do not attend lecture on the date shown, you cannot receive these points. (CLOs 1, 2, 3, 4, 5)

Personal Statement -- You will write a personal statement or cover letter, five to ten paragraphs in length, that responds to a job/internship advertisement or school application. Several homework assignments and class exercises help to build your personal statement or cover letter. Your final draft is worth 50 points. (CLOs 1, 2, 3, 5)

Review Essay -- You will write a review essay of an article that is twelve to fifteen paragraphs in length. Several homework assignments and class exercises help to build your review essay. Your final draft is worth 50 points. (CLOs 1, 3, 4, 5)

Research Paper -- You will write a research paper on an approved topic of your choosing that is approximately 10 pages in length, is informed by at least six academic sources, and is formatted in APA style. Several homework assignments and class exercises help to build your research paper. Your final draft is worth 100 points. (CLOs 1, 2, 3, 4, 5)

Grading Information (Point totals are approximate and subject to minor changes)

E&A Homework (27)	80
Other Homework (14)	60
In-Class Exercises (15)	45
Presentation Paragraphs (10)	70
Presentation	10
Personal Statement	50
Review Essay	50
Research Paper	100
Total Points	465

Grading Scale (Percentages)

A-plus: (98 – 100)	B-plus: (88 – 89)	C-plus: (78 – 79)	D-plus: (68 – 69)	F : (≤59)
A: (93 – 97)	B: (83 – 87)	C: (73 – 77)	D: (63 – 67)	
A-minus: (90 – 92)	B-minus: (80 – 82)	C-minus: (72 – 70)	D-minus: (60 – 62)	

Extra Credit: No Extra Credit is planned for this course.

Late assignments: Course requirements must be completed on their scheduled dates in order to receive full credit. Homework assignments will be stamped at the beginning of the lecture period. Late homework assignments will be accepted for half credit in the next lecture period following the due date. The late penalty for the review essay and personal statement is ten percent per day late. There are no make-ups for missed in-class exercises or the presentation. Please also contact me ASAP if you have known obligation that may interfere with your ability to meet one or more due dates.

Classroom Protocol

Attendance –If you are late, enter quietly in the back of the classroom.

Materials -- Bring to class homework that was assigned for that day. Also bring a pencil or pen and a spiral notebook in which to take notes.

Laptops – Use of laptops is not permitted in this course.

Cell phones -- Cell phones must be in silent mode and not accessed during the course period.

Communication outside of class -- Check your university email account at least once daily for messages related to the course. I encourage regular communication with me over email and in office hours to clarify and enrich your understanding of the course material. To ensure confidentiality, use your university account to send and receive emails regarding this course.

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 Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>"

JS 100W / Writing Workshop, Sec 02 / Spring 2020 Course Schedule

*You are expected to have read/watched the materials assigned by the time you come to lecture.

**The schedule is subject to change with fair notice

(Week)	(Date)	Welcome! Writing for and about Criminal Justice Systems
1	Jan 23	Topics: Course overview; Writing with “clarity” (grammar, sentence structure, organization); common misspellings and misuses of words In-Class Exercises: Introductions
2	Jan 28	Topics: Grammar Review (possessives, commas) Readings: EOS, Section II: Elementary Rules of Usage CANVAS Video: EOS Module 1: beginning – 14:35 Homework Due: E&A 1, 2, 3
	Jan 30	Topics: Grammar Review (commas, semicolons) Readings: EOS, Section II: Elementary Rules of Usage CANVAS Video: EOS Module 1: 14:36 – 20:20 Homework Due: E&A 4, 5, 6
3	Feb 4	Topics: Grammar Review (colons and dashes) Readings: EOS, Section II: Elementary Rules of Usage CANVAS Video: EOS Module 1: 20:21 – 24:56 Homework Due: E&A 7, 8
	Feb 6	Topics: Grammar Review (subject-verb agreement, pronouns, participle phrases) Readings: EOS, Section II: Elementary Rules of Usage CANVAS Video: EOS Module 1: 24:57 – end Homework Due: E&A 9, 10, 11
4	Feb 11	Topics: Sentence Structure (passive voice, positive form, specific language) Readings: EOS, Section III: Elementary Principles of Composition CANVAS Video: EOS Module 2 & 3: 11:25 – 24:17 Homework Due: E&A 14, 15, 16 (skip 12&13!)
	Feb 13	Topics: Sentence Structure (needless words, coordinate ideas) Readings: EOS, Section III: Elementary Principles of Composition CANVAS Video: EOS Module 2 & 3: 24:18 – 28:40; 31:10 – 36:07 Homework Due: E&A 17, 19 (skip 18!)
5	Feb 18	Topics: Sentence Structure (related ideas, emphatic words) Readings: EOS, Section III: Elementary Principles of Composition CANVAS Video: EOS Module 2 & 3: 36:08 – 42:44; 45:15 – 48:44 Homework Due: E&A 20, 22 (skip 21!)
	Feb 20	Topics: The Paragraph (the paragraph; loose sentences) Readings: EOS, Section III: Elementary Principles of Composition CANVAS Video: EOS Module 2 & 3: 5:29 – 11:13; 28:42 – 31:09 Homework Due: E&A 13, 18
6	Feb 25	Topics: The Paragraph (one tense; short answer questions & discussion posts) Readings: EOS, Section III: Elementary Principles of Composition; “Fatal Distraction” (Weingarten) CANVAS Video: EOS Module 2 & 3: 42:45 – 45:14 Homework Due: E&A 21; HW1

	Feb 27	Topics: Essay Writing (in-text citations; plagiarism) Homework Due: HW2
7	Mar 3	Topics: Essay Writing (transition statements); Sentence Structure Review Homework Due: E&A “A Few Matters of Form” Exercises 1 & 2 @ pp. 47 – 49, “Words and Expressions Commonly Misused” Exercises 1 – 4; HW3 <i>HW2 Returned with Professor Feedback</i>
	Mar 5	Topics: Essay Writing Homework Due: HW4
8	Mar 10 & 12	**Self-Study – NO LECTURE** Topics: Essay Writing Homework Due: HW5 (Mar 12; online only)
9	Mar 17	Topics: Cover Letters & Personal Statements Homework Due: HW6 <i>HW5 Returned with Professor Feedback</i>
	Mar 19	Topics: Cover Letters & Personal Statements Homework Due: HW7
10	Mar 24	Topics: Research and Term Papers (types of research and term papers; components of research and term papers; information sources; available sources; selecting relevant sources) Readings: “How to Read (and Understand) a Social Science Journal Article” (ICPSR) Homework Due: Review Essay (Final); HW8
	Mar 26	Topics: Research and Term Papers (topic selection) Readings: “Start Your Research” (SJSU Library) Homework Due: HW9
11	Mar 31 & Apr 2	**Spring Recess – NO LECTURE OR ASSIGNMENTS** <i>HW8 Returned with Professor Feedback</i>
12	Apr 7	Topics: Starting Your Research or Term Paper (“So what?”) Homework Due: HW10
	Apr 9	Topics: Starting Your Research or Term Paper (annotated bibliographies) Homework Due: Personal Statement or Cover Letter (Final); HW11
13	Apr 14	Topics: Synthesizing Findings from Multiple Sources Homework Due: HW12
	Apr 16	Topics: Synthesizing Findings from Multiple Sources; Student Presentations Homework Due: HW13
14	Apr 21	Topics: Putting it all together; Student presentations
	Apr 23	Topics: Student Presentations
15	Apr 28	Topics: Student Presentations Homework Due: HW14
	Apr 30	Topics: Student Presentations
16	May 5	Topics: Student Presentations
	May 7	Topics: Student Presentations <i>HW14 Returned with Professor Feedback</i>

May 13	Final Paper Due 9:45 – 12pm
-----------	------------------------------------

List of Assignments with HW Descriptions

*Please bring your E&A workbook to class through Mar 3

**Please print out all HW and Final Drafts

(Week)	(Date)	None
1	Jan 23	
2	Jan 28	E&A 1, 2, 3
	Jan 30	E&A 4, 5, 6
3	Feb 4	E&A 7, 8
	Feb 6	E&A 9, 10, 11
4	Feb 11	E&A 14, 15, 16
	Feb 13	E&A 17, 19
5	Feb 18	E&A 20, 22
	Feb 20	E&A 13, 18
6	Feb 25	E&A 21 HW1 (Responses to Weingarten #1)
	Feb 27	HW2 (Responses to Weingarten #2)
7	Mar 3	E&A “A Few Matters of Form” Exercises 1 & 2 E&A “Words and Expressions Commonly Misused” Exercises 1 – 4 HW3 (Review Essay Outline)
	Mar 5	HW4 (Review Essay Draft #1)
8	Mar 10	None
8	Mar 12	HW5 (Review Essay Draft #2) (due online only)
9	Mar 17	HW6 (Select an application for a job, scholarship, or other academic or professional opportunity that requires a personal statement)
	Mar 19	HW7 (Outline of cover letter or personal statement)
10	Mar 24	Review Essay (Final) HW8 (Personal Statement or Cover Letter Draft)
	Mar 26	HW9 (Research question + list of sources)

11	Mar 31 & Apr 2	**Spring Recess – NO ASSIGNMENTS**
12	Apr 7	HW10 (Research question + introductory paragraph)
	Apr 9	Personal Statement or Cover Letter (Final) HW11 (Research question + paragraph rewrite + summary of five sources)
13	Apr 14	HW12 (Research question + summary of 10+ sources)
	Apr 16	HW13 (Outline of literature review)
14	Apr 21	None
	Apr 23	None
15	Apr 28	HW14 (Literature Review Draft)
	Apr 30	None
16	May 5	None
	May 7	None
	May 13	Final Paper