Writing Workshop (SOCI 100w) Syllabus

CRN 23629, Spring 2023

Instructor:	Dr. Tracy DeHaan
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Text:	408.755.5446
Virtual Office Hours:	Mondays 11:15-12:15pm and 2-3pm by appointment on Zoom/Phone Wednesdays 4:15-5:15 drop-in (with waiting room) on Zoom
Office Location:	Online Only
Class Days/Time:	Asynchronous – No scheduled meeting times
Classroom:	Online Only
Prerequisites	Completion of core GE, declared major, completion of appropriate placement mechanisms, and Junior status
GE/SJSU Studies	Area: Writing in the Disciplines (Formerly Area Z) Minimum of 8000 written words (approximately 32 pages)

COURSE DESCRIPTION

This course promotes writing skills, while also emphasizing their sociological applications. It includes the generic elements of writing (organization, composition, and grammar). In addition, experiential learning will require students to prepare sociological and professional manuscripts geared to a variety of audiences through secondary research, "in-class" exercises, and out-of-class writing assignments.

If you take this course seriously, it will benefit your professional future in a multitude of ways. First, upon the completion of this course, you will be a better writer. The only way to improve your writing is through practice and skill-building exercises. This course will help you improve your papers in other courses and positively affect your coursework evaluations. More importantly, when you finish this class you will have a completed paper that can serve as a sample paper for graduate school and/or serve as the foundation for a research project or senior thesis. This is an incredibly valuable course. I encourage you to take advantage of all it offers.

SOCI 100w is geared toward Sociology majors. We will learn the conventions of citation style and professional writing that are utilized by the American Sociological Association (ASA). Students from other majors may need to adjust from their discipline's writing requirements to meet the demands of this class.

This course is delivered completely online. We will not meet synchronously (unless for office hours), and Canvas will be the main platform for communication and engagement. All assignments, activities, and assessments will be completed in Canvas by the corresponding due dates. You are expected to review the course site regularly to check due dates, access materials, and stay on top of all course-related communications. Please review the introductory module on Canvas for detailed information about the course, to peruse answers to common questions, and to access support resources.

COURSE MATERIALS AND TECHNOLOGY REQUIREMENTS

Required Text/Readings

You are not required to purchase any materials for this class. All course materials, such as assigned readings, videos, syllabus content, assignment instructions, etc., can be found on the Canvas learning management system course website at https://sjsu.instructure.com/.

Optional Textbook: American Sociological Association. 2022. *Style Guide*, 6th edition.

A copy of the book has been posted to Canvas, but you might find a hard copy easier to navigate. Copies are for sale online or at the campus bookstore.

Lectures

Students will be expected to consume the assigned materials before participating in class assignments and quizzes. **Most modules contain lecture videos that you are expected to watch**. These videos explore the assigned chapters in more depth and help you to understand the materials better. Treat the lecture videos as you would class attendance. Please pay attention, take notes, and ask me questions about the content! **You will only do well in the course if you watch them regularly.**

Internet/Computer Access

All students will need consistent access to an electronic device with a strong Internet connection. Canvas runs best on a desktop/laptop. Please note, there are often glitches in the Canvas app for mobile devices. Therefore, *you should not rely solely on your cell phone or tablet to complete the work of the class*. Computing services are available on campus if you need access to an electronic device. If you are a low-income student, you may qualify for discounted Internet through Xfinity.

Adobe Reader

All students must have access to a program that can open .pdf files. Adobe Reader is a free software program that can open .pdf files, and it is available on Mac, PC, and most mobile operating systems.

Free Copy of MS Word and PowerPoint

You will need access to both word processing and presentation software for this class. I *highly* encourage students to use Microsoft Word (not Google Docs) for their writing assignments and PowerPoint (not Google Slides) for this class. Because **I do not accept Google links for assignment submissions**, you must export from Google. Many of the ASA formatting requirements do not survive the export process, which will result in point reductions on your assignments.

All students have free access to Microsoft Office products, including Word and PowerPoint. All you need is a personal computer and your campus email address to download the software for free.

Cloud Storage

Dropbox is a free cloud storage application. It allows you to access your files from any Internet device. It also acts as a backup for your files in case your computer is lost, stolen, or damaged. I recommend using Dropbox or a similar program (Google Drive) to store your work in this class. **I do not allow for makeup due to lost or damaged electronic files**.

COURSE RESOURCES

Library Liaison

Michael Aguilar michael.aguilar@sjsu.edu

You can use our library liaison for help in your research process. Michael can help you brainstorm research ideas, find academic/sociological sources on your topic using the library databases, and track down materials not available at MLK.

Peer Connections

Peer Connections offers free mentoring and tutoring services to undergraduate SJSU students. Peer Connections encourages students to become independent learners who are engaged with their campus experience. The Peer Connections mentors and tutors are SJSU students, just like you. They understand the challenges you may be facing, and they will assist you to the best of their abilities. They are in the Student Services Center, room 600. Appointments are available online this semester.

The Writing Center

The **_SJSU Writing Center_** is located on the second floor of the MLK Library. They accept both in-person and online appointments. Our writing specialists are well-trained to assist all students at all levels within all disciplines to become better writers. You should consult them for help with brainstorming, note-taking, grammar, spelling, paragraph construction, and organization. Do *not* consult them for help with ASA format requirements.

COURSE REQUIREMENTS

REQUIREMENT	DUE DATE	POINTS VALUE
Introductory Assignments	January 25 and 26	8
Content Quizzes	Most Wednesdays – See Schedule	40
Writing Padlets	Most Thursdays – See Schedule	30
Library/Topic Assignment	February 17	20
Article Review	February 24	20
Note-taking Assignment	March 3	15
Plagiarism Tutorial/Test	April 5	7
Plagiarism Contract	April 5	5
Literature Review	April 7	35
First Draft	April 19	50
Peer Review	April 20	10
Second Draft/Abstract	May 5	65
Professional Application	May 12	25
ASA/PSA Assignment	May 15	20
Presentation	May 15	50
Final Draft	May 18	100
Total		**500 points**

Unless otherwise noted, assignments are due by 11:59pm (PDT/PST). ***No extra credit will be provided under any circumstances***. Please take these assignment due dates seriously. More information about assignments may be found under the "Assignments" link on Canvas.

Introductory Assignments

There are three introductory assignments due the first week of class. The goals of these assignments include introducing you to the course and helping you get to know others in the class.

Quizzes

Most content modules have an accompanying quiz. These quizzes are intended to test your comprehension of important details within the module. Spending time on these quizzes will help you perform better on the written assignments, which are worth substantial points. The quizzes are *not* timed, and it is assumed you will use your resources to guide your performance on these quizzes. Your two lowest quiz scores will be dropped, which means you may miss two quizzes without penalty to your course grade.

Padlets

Padlets are online virtual "bulletin boards" where students and teachers can collaborate, reflect, and share links in a secure location. A unique Padlet will be assigned for most modules. There are thirteen possible Padlets to participate in. However, students are only obligated to participate in ten for full credit. In other words, your three lowest scores will be dropped. I encourage you to participate in as many as possible. These spaces are intended to prepare you for upcoming major writing assignments.

Writing Assignments

You have multiple writing assignments due this semester. These include short and long essays (including drafts of your final paper). Each paper is assigned a different point value, with the longer, more complex assignments worth more points. Many of these assignments build one another. For example, the literature review will become a part of your first, second, and final drafts. Therefore, **if you miss assignments early on (or perform poorly on them), your grade will likely be exponentially affected**. It is incredibly important that you start strong and maintain stamina in class.

All written assignments are designed to prepare you for the professional world of writing in sociology. *Extensive* feedback will be provided. It is your responsibility to review the feedback and make the appropriate revisions. Students who fail to incorporate the feedback provided will receive *heavy* grade penalties. Further, due to word count requirements for this class, papers that do not meet the page count requirement will receive *heavy* grade penalties (anywhere from 5-9 points per page).

Oral Presentation

To meet the General Education mandate of reinforcing basic GE skills, we will have an oral presentation component in this course. It will last 6-8 minutes. The presentation will be based on the research topic you use for your course paper. The presentation is scheduled near the end of the semester. Presentations will be in digital format and uploaded to a discussion to be shared with your classmates. You must use PowerPoint to create this presentation. This assignment is modeled after the American Sociological Association (ASA) and Pacific Sociological Association (PSA) professional, annual meetings.

Final Paper

The final paper MUST meet the criteria outlined by the Goals and Objectives of Area Z, Advanced Writing. If the paper does not meet the standards, then a <u>failing grade</u> will be assigned. The grading for the course is based on accumulated points and quality of work. The final paper is worth a large portion of your grade (20%). Therefore, **performing poorly on the final paper will have a significant impact on your overall course grade**.

LATE ASSIGNMENT POLICY

The introductory assignments cannot be submitted late. They serve as attendance for your first day, and students who do not submit these on time may be dropped from the course for non-attendance.

All other assignments may be submitted up to three days late without penalty; this is a **grace period** everyone receives; you do *not* need to request it.

After the grace period, the following rules apply:

- No quizzes may be submitted past the three-day grace period.
- Padlets may be submitted up to three days past the grace period for up to half credit.
- All other assignments may be submitted up to 5 days past the grace period with a 10% per day late penalty.

Symptomatic COVID-19 Late Policy

If you have contracted symptomatic COVID-19, and experience symptoms that interfere with your ability to continue in class, please notify me immediately. You will be asked to submit one of the following:

1. A doctor's note stating you have tested positive.
2. A dated, positive PCR test result with your name visible.
3. A picture of a positive antigen (at-home) test next to your student ID and a dated slip of paper (you may also write the date on the test cartridge).

Upon approval, you will have all assignment due dates for the next five days (after the positive test date) extended by five days without penalty. Symptoms persisting beyond the seven-day range should be reported to [the AEC](#) for potential semester-long health accommodations.

If you contract symptomatic COVID-19 at the end of the semester, and you've completed most of the work before infection with a passing grade, you will be provided the option to take an "incomplete" in the class.

Requesting an Exception

Unless you already have accommodations through the [AEC on campus](#) granting you extra time on out-of-class assignments, ***please do not make requests for exceptions to the above-stated policies***. If you do contact me and request an exception without a current accommodation from the AEC, your request ***will be denied***.

COMMUNICATION

Course Announcements and Updates

You are responsible for regularly checking your email associated with Canvas for any course updates and/or announcements. You must also update your settings to receive announcement information.

Communicating with Me

The fastest/best way to reach me is by text (408.755.5446). Please identify yourself by name and tell me the class you are in the first time you text so I may save you as a contact. I usually respond to text messages daily, within a few hours, between the hours of 11am and 11pm, including weekends and holidays.

Email is another great option. When you email me, you can expect to receive a response from me within 48 hours (excluding breaks, holidays, and/or weekends). You may email me using Canvas Inbox (safest) or you may use my SJSU email address. **Please include the course number and section in the subject line of your email correspondence**.

If you'd prefer to meet live and one-on-one, I hold regular office hours online. See the bottom of our course homepage on Canvas for days, times, and modalities.

Netiquette Guidelines

- **Avoid sarcasm.** People who don't know you may misinterpret your meaning.
- **Use appropriate language.** This includes avoiding "text talk" (acronyms, slang, lower-case "i")
- **Avoid "flaming"** (online "screaming") or sentences typed in all caps.
- **Be courteous** to the other students in the class. You might find it helpful to read your posts out loud before you submit them: "tone" is a very important part of online communication. When you read your message out loud, does it sound the way you would speak to another student in the classroom?
- **Never make derogatory comments** toward another person in the class.
- **You can disagree with ideas**, but do not make personal attacks.
- **Communicate professionally**. All communications in class should remain professional. This is an academic environment, so you should act appropriately for the context.

COURSE GRADES

My Grading Philosophy

I encourage you to separate yourself from mainstream ideologies about course grades. We are socialized to believe that grades reflect personal intelligence, abilities, and potential. In our class, grades are an evaluation of context-specific assignments measured against the course objectives. I view grades as a form of communication that leads to meaningful learning when combined with critical feedback. I encourage you to interpret them this way as well. Grades should serve as a reflection of your learning *process*, and act as motivation for improvement and/or continued effort.

Passing 100w

You must receive a C or higher *and* submit at least 8000 words to pass 100w as a CSU graduation requirement. If either of these two requirements is not met, you will be required to retake the course to fulfill this GE component.

Every semester, some students receive a failing grade for this course. This is due to several different reasons. Passing this course requires consistent effort to turn in all materials, make improvements on your successive drafts of your papers, and know the conventions of writing in sociology. Poor interaction with Canvas materials, submitting papers written in one night, or consistently turning materials in late, usually results in lower overall points and the possibility of not passing the course. **Failing 100w could delay your graduation**. So, please only enroll in 100w when you are confident you are ready to put in the effort to pass with a C or better.

Discussing Grades

Due to the Family Educational Rights to Privacy Act (FERPA), I am not allowed to discuss grades through email. If you'd like to discuss specific grades, you must use Canvas Inbox or visit me during office hours.

Please note that **I will not respond to emails about "improving your grade" or "extra credit opportunities" regardless of circumstance**. If you have concerns over an assigned grade or would like more personal feedback, please see me during office hours or email me using Canvas Inbox. Please note that I do not change assigned grades unless I have made a legitimate error.

Canvas as a Grading Tool

Canvas is an online tool used to help you succeed in this class. All grades are posted to Canvas, and you should calculate your *current* course grade using that tool. While I post grades for individual assignments to Canvas, you should **not** rely on these automatic calculations for a full understanding of your position in the class. Large assignments carry much more weight and can rapidly raise/drop your grade. Further, missed assignments do not affect your grade until a "0" is entered; this can make your grade look inflated. Your "current" grade may not reflect your overall position/potential in the class.

Calculating Your Letter Grade

All assignments will be given point scores. These scores will be turned into percentages and weighted according to the table above to average your course grade. The course percentages will be assigned a letter grade as follows:

Percentage	Letter Grade	Percentage	Letter Grade
94-100%	A	74-77%	C
90-93%	A minus	70-73%	C minus
88-89%	B plus	68-69%	D plus
84-87%	B	64-67%	D
80-83%	B minus	60-63%	D minus
78-79%	C plus	Below 60	F

Note: Percentages are rounded to the nearest whole number. For example, if you receive a 93.3 your grade will be rounded to 93 as an A-minus. If you receive a 93.6 your grade will be rounded to a 94 as an A. ***Please do not email me and ask for an alternative rounding system or request a personal "bump" in your percentage to get you into the next grade level****.*

UNIVERSITY POLICIES

Per University Policy S16-9, relevant information to all courses, such as academic integrity, accommodations, dropping and adding, consent for the recording of the class, etc. is available on the Office of Graduate and Undergraduate Programs' Syllabus Information web page. Make sure to review these university policies.

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 for instruction, preparation/studying, or course-related activities, including but not limited to internships, labs, and clinical practica.

Sharing Lecture Materials

You should consider all materials created and posted by me as my intellectual materials. I do not consent to the sharing of materials outside of our classroom environment. If you need to share content, please seek my consent in writing (email is OK).

COURSE GOALS AND OBJECTIVES

Student Learning Objectives and Activities

Learning Objective	Assignment or Activity
LO 1: Explain, analyze, develop, and critique ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.	Literature Review (1000 – 1500 words) Article Review (250 – 500 words) Note-taking Assignment (500 words) Research Paper and Drafts (3000 – 3500 words)
LO 2: Organize and develop complete discipline-specific texts and other documents for both professional and general audiences, using appropriate editorial and citation standards.	Library Search and Sources Assignment Citation Style Exercise/Bibliography Research Paper and Drafts (3000 – 3500 words) Literature Review (1000 – 1500 words) Peer Reviews Presentation Article Review (250 – 500 words) Letter of Intent/Cover Letter (250-500 words)
LO 3: Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.	Literature Review (1000 – 1500 words) Article Review (250 – 500 words) Research Paper and Drafts (3000 – 3500 words) Peer Review
LO 4: Produce discipline specific work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression	Research Paper and Drafts (3000 – 3500 words) Literature Review (1000 – 1500 words) Article Review (250 – 500 words) Letter of Intent/Cover Letter (250-500 words) Padlets (1000 words)
LO 5: Read from Sociological and popular literature from different sources	Literature Review (1000-1500 words) Research Paper and Drafts (3000-3500 words) Article Review (250 – 500 words)

Course Goals

Students will develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. Writing in the Disciplines should reinforce and advance the abilities developed in Written Communications I (A2) and Critical Thinking and Writing (A3) courses and broaden and deepen these to include mastery of the discourse peculiar to the discipline(s) in which the course is taught. A minimum grade of C (not including C-) meets this CSU graduation requirement.

Course Content

1. Writing in the Disciplines courses are discipline-specific. All courses will use language and forms of writing appropriate to the discipline.
2. Writing assignments shall total a minimum of 8000 words assigned throughout the semester, at least 4000 of which must be in revised final draft form. How the 8000-word minimum will be met and distributed must be indicated on course syllabi.
3. Courses shall give students repeated practice in all phases of the writing process: prewriting, organizing, writing, revising, and editing.
4. Courses shall provide opportunities for students to revise drafts based on feedback from the course instructor. A single final term paper does not satisfy the requirement.

SOCI 100w Course Schedule

The schedule is subject to change with fair notice. Changes will be announced on Canvas.

All assigned materials may be found under the "Modules" link on Canvas

All assignments are due by 11:59pm (PST/PDT) on the date assigned.

Week	Date	Topics, Readings, Assignments, Deadlines
1	MODULE 0 – INTRODUCTORY MODULE	
	January 25	**Introductory Quiz** **Headshot Assignment**
	January 26	**Introductory Padlet**
2	MODULE 1 – UNDERSTANDING WRITING AND RESEARCH IN SOCIOLOGY	
		Read: *Starting Your Paper* Watch: Lecture Videos
	February 1	**Module 1 Quiz**
	February 2	**Module 1 Padlet**
3	MODULE 2 – WRITING A TERM PAPER AND CHOOSING A TOPIC	
		Read: *Writing and the Search for Literature (Part I)* Watch: Lecture Videos
	February 8	**Module 2 Quiz**
	February 9	**Module 2 Padlet**
4	MODULE 3 – LIBRARY RESEARCH	
		Read: *Writing and the Search for Literature (Part II)* Watch: *Library Tutorial Video* Watch: Lecture Videos
	February 15	**Module 3 Quiz**
	February 16	**Module 3 Padlet**
	February 17	**Library Assignment**
5	MODULE 4 – NOTETAKING FOR RESEARCH PAPERS	
		Read: *Notetaking* Watch: Lecture Videos
	February 22	**Module 4 Quiz**
	February 23	**Module 4 Padlet**
	February 24	**Article Review**
6	MODULE 5 – WRITING A LITERATURE REVIEW	

Week	Date	Topics, Readings, Assignments, Deadlines
		Read: *Writing a Literature Review as a Term Paper for a Class* Watch: Lecture Videos
	March 1	**Module 5 Quiz**
	March 2	**Module 5 Padlet**
	March 3	**Note-taking Assignment**
7	MODULE 6 – PARAGRAPH CONSTRUCTION	
		Read: *On Paragraphs* Watch: Lecture Videos
	March 8	**Module 6 Quiz**
	March 9	**Module 6 Padlet**
8	MODULE 7 – ASA FORMATTING	
		Read: Chapter 1: *ASA Editorial Style* Read: Chapter 2: *Some Mechanics of Style* Read: Chapter 3: *ASA-Specific Usages and Conventions* Read: Chapter 6: *Preparing and Submitting a Manuscript* Watch: Lecture Videos
	March 15	**Module 7 Quiz**
	March 16	**Module 7 Padlet**
9	MODULE 8 – IN-TEXT CITATIONS	
		Read: Chapter 4: *Guidelines for Organizing and Presenting Content* Read: Chapter 5: *Guidelines for Using Electronic Resources* Read: Chapter 8: *Appendix* Watch: Lecture Videos
	March 22	**Module 8 Quiz**
	March 23	**Module 8 Padlet**
10	**Spring Break – No New Materials – No Office Hours**	
11	MODULE 9 – AVOIDING PLAGIARISM	
		CAN – Avoiding Plagiarism Watch: Lecture Videos
	April 5	**Plagiarism Tutorial Quiz** **Plagiarism Contract**
	April 6	**Literature Review**
	April 7	**Module 9 Padlet**

Week	Date	Topics, Readings, Assignments, Deadlines
12		MODULE 10 – WRITING AN INTRODUCTION
		Watch: Lecture Videos
	April 12	**Module 10 Quiz**
	April 13	**Module 10 Padlet**
13		MODULE 11 – PEER REVIEW PROCESS
		Read: *Peer Review* Read: *Incorporating Feedback and Refining the First Draft* Watch: Lecture Videos
	April 19	**First Draft**
	April 20	**Peer Review**
14		MODULE 12 – WRITING AN ABSTRACT
		Watch: Lecture Videos
	April 26	**Module 12 Quiz**
	April 27	**Module 12 Padlet**
15		MODULE 13 – PROFESSIONAL APPLICATIONS
		Read: *Tips on Writing the Statement of Purpose* Read: *How to Write a Personal Statement for Sociology* Read: *Resume and Cover Letter Guide* Watch: Lecture Videos
	May 3	**Module 13 Quiz**
	May 4	**Module 13 Padlet**
	May 5	**Second Draft**
16		MODULE 14 – PRESENTATIONS
		Read: *Presentations* Watch: Lecture Videos
	May 10	**Module 14 Quiz**
	May 11	**Module 14 Padlet**
	May 12	**Professional Application**
17	May 15	**Presentation**
		ASA/PSA Assignment
	May 18	**Final Draft**