**San José State University**

# School/Department(48598) Writing Workshop: Economic Reports Section 01 Fall 2024

## Course and Contact Information

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| Instructor: | Deborah Clarke |
| Office Location: | DMH 219 |
| Telephone: | (408) 924-5422 |
| Email: | deborah.clarke@sjsu.edu |
| Office Hours: | W 11:00-12:00 |
| Class Days/Time: | M/W 12:00-1:15 |
| Classroom: | DMH 165 |
| 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.

The best way to reach me is through e-mail. If you do text, please include Section 1 in the subject line.

## 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:

## Understand and apply critical thinking techniques and analysis to economic problems;

##  Analyze problems from an economic discipline, upholding high intellectual standards;

##  Plan, organize, execute, and control a writing assignment;

##  Write concisely, using words efficiently and economically to convey ideas;

##  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, October 16, 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, October 30, 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 **Thursday, November 20, 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, December 2, 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 Wednesday, October 2, 2024**. 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.

**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*](file:///C%3A%5CUsers%5CSpain%5CAppData%5CLocal%5CTemp%5CUniversity%20Attendance%20and%20Participation%20Policy%20F15-12) *(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](file:///F%3A%5CThe%20University%27s%20Academic%20Integrity%20Policy%20is%20available%20at%3A%20http%3A%5Cwww.sa.sjsu.edu%5Cdownload%5Cjudicial_affairs%5CAcademic_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](file:///F%3A%5CStudent%20Conduct%20and%20Ethical%20Development%20is%20available%20at%20http%3A%5Cwww.sa.sjsu.edu%5Cjudicial_affairs%5Cindex.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

**Tuesday, September 7**, is the last day to drop without an entry on student’s permanent record. **Tuesday, September 7**, 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)

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| **Week** | **Day** | **Date** | **Topic** |   |
|   | Wed | 21-Aug | Go through syllabus |   |
| 1 | Mon | 26-Aug | Ch 1 ( and ch 8) | Becoming a successful writer |
|   | Wed | 28-Aug | Ch 2: Sentences | subjects and verbs |
| 2 | Mon | 2-Sep | **Labor Day: No Class** |  |
|   | Wed | 4-Sep | Ch 2: Sentences | sub/verb agree; tense; cap |
| 3 | Mon | 9-Sep | Ch 2 Sentences | pronoun; adj; adverb |
|   | Wed | 11-Sep | Ch 3: Punctuation | comma, colon ,semicolon, quote |
| 4 | Mon | 16-Sep | Ch 3: Punctuation | apostrophe, parentheses, dashes ,hyphens  |
|   | Wed | 18-Sep | Ch 4: Words | commonly confused words, spelling |
| 5 | Mon | 23-Sep | Ch 4: Words | word choice, prefixes suffixes, synonyms antonyms |
|   | Wed | 25-Sep | Ch 5: Help for English Speakers | Count and no-count nouns, prepositions |
| 6 | Mon | 30-Sep | Review | correct paragraphs at end of ch 2,3,4,5 |
|   | Wed | 2-Oct | **Midterm exam on grammar** |  |
| 7 | Mon | 7-Oct | Library Visit: King Classroom 219 | King Classroom 219 |
|   | Wed | 9-Oct | Outline/proposal for research paper | Outline/proposal for research paper |
| 8 | Mon | 14-Oct | Refine Your Writing | Refine Your Writing/ Peer Work |
|   | Wed | 16-Oct | **Writing Day: No Class** | **Paper Proposals Due**  |
| 9 | Mon | 21-Oct | Literature Review | Literature Review PowerPoint |
|   | Wed | 23-Oct | Write research paper |  Begin the Writing Process |
| 10 | Mon | 28-Oct | Group Work for lit review | Peer Work  |
|   | Wed | 30-Oct | **Writing Day: No Class** | **Literature Review Due** |
| 11 | Mon | 4-Nov | Write research paper | Creating Rough Draft PowerPoint |
|   | Wed | 6-Nov | Formatting the paper | Formatting PowerPoint |
| 12 | Mon | 11-Nov | **Veteran's Day: No Class** |  |
|   | Wed | 13-Nov | Visual Presentation of Paper | Oral Presentation PowerPoint |
| 13 | Mon | 18-Nov | **Oral Presentation of research paper** |  |
|   | Wed | 20-Nov | **Oral Presentation of research paper** | **Rough Draft Check Due**  |
| 14 | Mon | 25-Nov | **Final Paper Writing: No Class** |  |
|  | Wed | 27-Nov | **Thanksgiving Break: No Class** |   |
| 15 | Mon | 2-Dec | **Oral Presentation of research paper** | **Final Draft Due** |
|  | Wed | 4-Dec | **Oral Presentation of research paper** |   |
| 16 | Mon | 9-Dec | **Oral Presentation of research paper** | **Peer Presentation Evaluations Due** |
|  | Mon | 16-Dec | Make-up date for presentations that were missed (9:45-12 noon) | **Peer Presentation Evaluations Due if extra date needed** |