

San José State University
Department of Justice Studies
JS100W-85, Writing Workshop, Spring 2020

Instructor:	Sheree Martinek
Office Location:	Health Building, Rm 123
Telephone:	408-679-5979
Email:	Sheree.Martinek@sjsu.edu
Office Hours:	Wednesdays 12:00pm-2:45pm via Zoom
Class Days/Time:	Online via Canvas
Classroom:	Online via Canvas
JS Competency Area:	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; upper division standing; passage of Writing Skills Test; and completion of core GE requirements.

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 Justice System. Effective written communication skills are vital to success in any career, but are particularly important to the health care professional. The best method for improving these skills is through extensive practice, critical feedback, revision, and examination of models of excellence in communication.

Course Canvas Page

The course materials can be found on the Canvas learning management system course website. You are responsible for checking Canvas regularly for assignments, announcements, and so forth.

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 Texts/Readings

APA Manual (6th edition) (ISBN: 978-1-4338-0561-5)

Available here: <https://www.amazon.com/Publication-Manual-American-Psychological-Association/dp/1433805618>

<https://www.barnesandnoble.com/w/publication-manual-of-the-american-psychological-association-american-psychological-association/1100212057>

<https://www.chegg.com/textbooks/publication-manual-of-the-american-psychological-association-6th-edition-9781433805615-1433805618>

Recommended Texts-Not Required

American Psychological Association. (2009). *Mastering APA Style-Student Workbook and Training*. Washington, DC: American Psychological Association. (ISBN:9781433805578)

Available here: <https://www.amazon.com/Mastering-APA-Style-Students-Workbook/dp/143380557X>

Additional Readings

Additional readings will include scholarly journal articles for Article Critique assignments, and the Research Paper which will require online literature searches.

Canvas and Technology Requirements

This course is delivered online through Canvas: <https://sjsu.instructure.com>. You are automatically registered with Canvas as a registered student of the course. Links for students regarding Canvas issues and questions:

<http://www.sjsu.edu/at/ec/docs/CanvasStudent%20Login%20Information.pdf>

and http://www.sjsu.edu/at/ec/docs/CanvasStudentTutorial_New.pdf. Success in this course requires active participation by logging in multiple times a week for updates, announcements, to complete

course assignments, take quizzes, review lectures and participate in discussions. Course material will be made available as needed and as determined by our collaborative determination of the needs of the class. Students are responsible for checking Canvas between classes for announcements and course content posting.

SJSU has a free [equipment loan](#) program available for students. Students are responsible for ensuring that they have access to reliable Wi-Fi during exams. If students are unable to have reliable Wi-Fi, they must inform the instructor as soon as possible or at the latest one week before the test date to determine an alternative. See [Learn Anywhere](#) website for current Wi-Fi options on campus.

Library Liaison

Nyle Monday, nyle.monday@sjsu.edu, (408) 808-2041 <http://libguides.sjsu.edu/justicestudies>

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at <https://www.sjsu.edu/senate/docs/S12-3.pdf>.

Assignments and Grading Policy

General formatting requirements for written assignments include a cover page, page numbering, 1” margins, double-spacing, and Times New Roman font. All assignments must be written in formal English, with college-level writing mechanics and APA-style formatting, inclusive of in-text citations and references. All assignments must be submitted on Canvas by deadlines. Assignments submitted via email will not be accepted. All handouts and assignments are or will be available on Canvas. It is the student’s responsibility to review the appropriate material for each class period.

Assignments

Article Critiques I & II

The process of writing an article critique is designed to improve and test your ability to critically analyze an empirical research study. Clearly, the better written an article is, the more likely it is to be accepted by the intended audience; however, research has varying degrees of quality. This assignment will enhance your overall outlining skills. It will increase your ability to read professional writing, recognize valid research and understand the results, and it will aid you in identifying weaknesses in research and writing. Learning to recognize flaws in grammar and logic will improve your ability to recognize those flaws in your own writing. [CLO2]

Diagnostics I – III and the Final Exam

Diagnostics I – III and the final exam will be Canvas administered written examinations designed to assess your ability to respond to examination items requiring the extrapolation of pertinent information, and critical analysis of the utility and validity of that information. [CLO3]

Final Research Paper

Topic and Thesis Write-up: This assignment will require you to develop and refine a research paper topic and thesis statement related to the instructor's chosen semester theme. A short write-up of your topic and thesis will be required. [CLO1]

APA Annotated Reference List: This assignment will require you to compile a reference list that will consist of (10) scholarly peer reviewed journal articles (no books, websites, newspapers, or magazines) related to your topic, which you may and should use for your research paper. The journal articles need to be empirical/quantitative research studies. Students will draft an annotated reference list for sources used in their research paper. Students should summarize, assess, and reflect upon each source cited. The annotated reference list must be no longer than 1,000 words, single-spaced with a 12-point font, and conform to APA style (not including cover page). [CLO1]

Outline: This assignment will enhance your overall outlining skills; help you to realize the utility of this skill in relation to the comprehension of complex material, and to test your ability to work in a collaborative manner. [CLO2, CLO4]

Rough Draft: This assignment is designed to provide you with the opportunity to develop a well thought out and written rough draft of the research paper required for this course. Utilization of the previously completed research paper outline will provide you with a solid foundation for the development of a quality paper. [CLO1]

Peer Review Assignment: This assignment is designed to help students develop the ability to critically analyze the written work of others (i.e., fellow students), which in turn will assist each student in learning to recognize area of improvement in their own writing. [CLO2, CLO3]

Final Draft: The purpose of the writing workshop is to teach you, the student, how to read and think critically, and to communicate clearly and concisely in a professional style. This assignment is designed to provide a medium through which you can improve your research and writing skills while increasing your knowledge about the criminal justice system. Students will be required to write an 10-12 page analytical research paper. A separate handout detailing the specific requirements of this assignment is available on Canvas. [CLO1, CLO5]

Assignment	Points Possible	Percentage
Diagnostic I	15 pts	7.5%
Diagnostic II	15 pts	7.5%
Diagnostic III	15 pts	7.5%
Final Exam	15 pts	7.5%
Total:	60 pts	30%
Article Critique I	20 pts	10%
Article Critique II	20 pts	10%
Total:	40 pts	20%
Topic and Thesis	5 pts	2.5%
APA Annotated Bibliography	10 pts	5%
Research Paper Outline	10 pts	5%
Research Paper Rough Draft	15 pts	7.5%
Peer Review	10 pts	5%
Research Paper	50 pts	25%
Total:	100 pts	50%
Total:	200 pts	100%

Grading Policy and Late Submissions

Written assignments will primarily be graded on content; however, poor writing mechanics and APA formatting will result in a moderate point deduction. In order to demonstrate your comprehension of the course material, and knowledgeable application of theory, one must be able to write in a clear and effective manner. Always carefully proofread your assignments before submitting them.

Completion of all assignments is required to successfully pass this course, regardless of whether the assignment is for credit (i.e., points), or as a result of a late submission, the assignment is ineligible to receive points (i.e. Interactive Plus Activities). While some assignments may not be worth credit (i.e., points), they are nonetheless still required. Your grade will be based on the points accrued throughout the semester. Grades will be determined based upon adherence to the specific criteria for each assignment.

- Late work will only be accepted under extreme circumstances and with instructor approval.
 - Late assignments will be a letter grade deduction for every day that it is late.
- Assignments will be submitted to Canvas unless otherwise directed.
- E-mailed assignments will not be accepted under any circumstances. Assignments will be submitted to Canvas. If you have issues uploading to Canvas, it is your responsibility to contact the IT department and resolve the issue. I will not accept that as an excuse for late or missing assignments.
- Assignments must include proper APA citation. Students must reference their journal articles in APA- style formatting. Students should refer to an APA style guide or the Online Writing

Lab (OWL) from Purdue University at <https://owl.english.purdue.edu/owl/section/2/10/> if unclear about APA guidelines on in-text citations and reference pages.

Grading Information

Writing Standards

1. Conformity to the American Psychological Association standards for scholarly writing. The minimum standards include the following:
 - a. Consistent use of complete sentences;
 - b. Correct use of grammatical constructions, punctuation, sequencing (paragraphing), referencing, hyphenation, spelling, headings, capitalizations, pagination, abbreviations, and margins;
 - c. Appropriate content, clarity, conciseness, and style;
 - d. Neat appearance
2. Twenty percent of the grade for each written assignment will be based solely on writing mechanics.
3. Each written assignment must contain no more than (5) novel grammatical errors and/or (5) novel APA errors (e.g., in-text reference citation, reference list).
4. When a paper is submitted that does not meet departmental standards, it will be returned (ungraded) to the student(s) for revision. The student(s) will have (3) calendar days to revise and resubmit the paper.
5. Any paper that is returned to the student(s) for revisions will have an automatic 10% deduction in the total grade for the assignment.
6. Upon resubmission, if a paper still does not meet departmental standards, the student(s) will be given a “0” (zero) for the written portion of the total paper grade, and will be graded only for required content.

Content Grading Rubric

High Score: Excellent presentation with insightful, well-reasoned analysis and discussion that demonstrates a clear understanding of the reading(s), the issue(s) and the purpose of the assignment.

Above Average Score: Good presentation, with somewhat less consistency but clearly demonstrates an understanding of the assignment, the issue(s) and the reading(s).

Average Score: Adequate demonstration of basic understanding of the assignment, issue(s), and reading(s), but needs improvement. Ideas may be underdeveloped or writing may have serious grammar or APA-related issues.

Failing Score: The submission of incomplete work, or the inability to demonstrate an understanding of the assignment, reading(s) or issue(s). The inability of effectively, articulating an appropriate response to the assignment.

Course Grade Determination

Department of Justice Studies Course Grade Determination

Total Points	Grade	Total Points	Grade	Total Points	Grade
98.0 to 100	A plus	80.0 to 82.99	B minus	63 to 67.99	D
93.0 to 97.99	A	78 to 79.99	C plus	00.0 to 62.99	F
90.0 to 92.99	A minus	73.0 to 77.99	C		
88.0 to 89.99	B plus	70 .0 to 72.99	C minus		
83 to 87.99	B	68.00 to 69.99	D plus		

Note: A grade of “C” is required to pass this course.

University Policies

University Policies: Office of Graduate and Undergraduate Programs maintains university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. You may find all syllabus related University Policies and resources information listed on GUP’s Syllabus Information web page at <http://www.sjsu.edu/gup/syllabusinfo/>

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc. Information on add/drops are available at <http://www.sjsu.edu/advising/faq/index.htm#add>. Information about late drop is available at <http://www.sjsu.edu/aars/policies/latedrops/>. Students should be aware of the current deadlines and penalties for adding and dropping classes. Information about the latest changes and news is available at the [Advising Hub](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

Academic Integrity

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](http://www.sjsu.edu/senate/docs/S07-2.pdf) at <http://www.sjsu.edu/senate/docs/S07-2.pdf> requires 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 [Student Conduct and Ethical Development website](http://www.sjsu.edu/studentconduct/) is available at <http://www.sjsu.edu/studentconduct/>.

Student Technology Resources

Computer labs for student use are available in the [Academic Success Center](http://www.sjsu.edu/at/asc/) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located

in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

CoSS ACCESS

The Academic Counseling Center for Excellence in the Social Sciences (ACCESS) provides General Education advising for undergraduate students majoring or intending to major in any of the departments in the College of Social Sciences (CoSS). ACCESS Academic Advisors are committed to helping you develop a clear path to graduation and supporting your academic success.

Fall 2020 Office Hours: Monday-Thursday 8:00 AM - 5:00 PM and Friday 9:00 AM-4:00 PM. You can schedule an appointment and find more information at sjsu.edu/access.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

As SJSU has moved in-person classes to an online environment due to COVID-19 concerns, Writing Center operations have also moved online. Please review information below regarding their online services, which we have been working to expand significantly. Lastly, please be sure to check out our "Resources" page for videos and handouts that you can use for self-study. Refer to our COVID-19 FAQs for more detailed information.

JS 100W, Fall 2020

Tentative reading assignments are listed below. However, due to the length of discussions and other factors beyond my control, this schedule and readings are subject to change. You are expected to complete all readings on the day they are listed and be prepared to discuss them in class.

Week	Date	TOPIC AND ASSIGNMENTS
1	Aug 19 th	<p>Topic: Introduction and Course Overview; APA Formatting</p> <p>Assignments: Plagiarism Quiz</p>
2	Aug. 26 th	<p>Topic: Diction- Usage, Exactness, and Conciseness</p>
3	Sept. 2 nd	<p>Topic: Grammar- Sentence Essentials, Phrases and Clauses, Fragments, Run-ons, Comma Splices, Modifiers, and more.</p>
4	Sept. 9 th	<p>Topic: Topics and Thesis Statement</p> <p>Assignments: Topic and Thesis Statement</p>
5	Sept. 16 th	<p>Topic: Mechanics- Spelling, Capitals, Italics, and Abbreviations</p> <p>Assignments: Diagnostic I</p>
6	Sept. 23 rd	<p>Topic: Research Concept- Finding and Evaluating Sources, Using Sources, Citing Sources.</p> <p>Assignments: APA Annotated Reference List Due</p>
7	Sept. 30 th	<p>Topic: Punctuation- Comma, Semicolon, Apostrophe, and More</p> <p>Assignments: Research Paper Outline</p>
8	Oct. 7 th	<p>Topic: Writing Concept- Reading and Writing Critically</p> <p><i>Reading for assignment:</i> Kramer, R. & Remster, B. (2018). Stop, frisk, and assault? Racial disparities in police use of force during investigatory stops. <i>Law & Society Review</i>, 52(4), 960-993.</p> <p>Assignments: Article Critique #1</p>
9	Oct. 14 th	<p>Topic: Writing Concept- Planning and Drafting Essays</p>

		Assignments: Written Diagnostic II
10	Oct. 21 st	Topic: Importance of Effective Writing in the Workplace <i>Reading for assignment:</i> Linos, E., Reinhard, J., & Ruda, S.. (2017). Levelling the playing field in police recruitment: Evidence from a field experiment on test performance. <i>Public Administration (London)</i> , 95(4), 943-956. Assignments: Article Critique #2
11	Oct. 28 th	No classwork. Complete your research paper draft. Assignments: Completed Research Paper Draft
12	Nov. 4 th	Topic: Writing Concept- E-Writing, Writing Arguments, Writing Academic Discourse Assignments: Written Diagnostic III
13	Nov. 18 th	Topic: Writing Concept- Revising and Editing Assignments: Peer Review
14	Dec. 2 nd	Topic: Resume Building Workshop <i>Read this article in preparation for the final exam:</i> Correll, J., Park, B., Judd, C. M., Wittenbrink, B., Sadler, M. S., & Keesee, T. (2007). Across the thin blue line. <i>Journal of Personality and Social Psychology</i> , 92(6), 1006-1023. Assignments: Final Research Paper
		FINAL EXAM Thursday Dec. 10th 5:15PM-7:30PM – <i>Note: Exam is 90 minutes. If you attempt to take it past 6:00PM, you will not have the full allotted time.</i>