San José State University
Department of Political Science
POLS 100W: Writing Workshop, Fall 2020

Instructor: Dr. Sara Benson

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Class Days/Time: Mondays, 3:00 – 4:15 via Zoom
https://sjsu.zoom.us/j/97772512548

Office Hours: Mondays, 10:30 – 11:30 via Zoom
https://sjsu.zoom.us/j/91088094738
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Course Description

Writing skills for majors in political science. Basic materials; research; memos and research reports, press releases, analyses of political/electoral behavior, political speeches.

This workshop is designed for political science majors. It guides students in developing a writing practice focused on organization, analysis, sentence fluency, voice, and word choice. Course assignments allow students to craft useable pieces of writing, including a scholarship application and a short research report. This work will prepare students for professional writing in political science-related careers and require that students become familiar with the basic aspects of academic research and writing. Each assignment will be resubmitted after deep revision. Course readings will introduce students to the stages of revision and to various theories of composition. As background materials to guide the writing process, the readings can help jumpstart writing sessions and guide students through moments of potential frustration. Student success in this course will be based on consistency and improvement in composition over the course of the term.

Course Format
This is a hybrid online course (an online course with a synchronous component). All of your work in this course will be done using Zoom or Canvas. You will need to have regular access to Canvas and Zoom and a stable internet connection to be successful in this course.

Course Goals and Learning Outcomes

This course fulfills the Written Communication II (Z) General Education requirement. Student success in this course is dependent on an active engagement with the research and writing process. The primary goal of the course is for students to develop their own critical writing process. By the end of the course, students will be able to craft a scholarship application and a

short research report, to revise their own work and deepen the presentation of their ideas, and to properly cite primary and secondary materials.

General Education/Course Learning Outcomes:
GELO/CLO 1: Students shall be able to produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, clarity of expression.
GELO/CLO 2: Students shall be able to explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
GELO/CLO 3: Students shall be able to organize and develop essays and documents for both professional and general audiences.
GELO/CLO 4: Students shall be able to organize and develop essays and documents according to appropriate editorial and citation standards.
GELO/CLO 5: Students shall be able to locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.
Department/Program Learning Outcomes:
The Department of Political Science has the following goals in mind for this course:
Breadth Students should possess a broad knowledge of the theory and methods of the various branches of the discipline.
Application and Disciplinary Methods Students should be able to formulate research questions, engage in systematic literature searches using primary and secondary sources, evaluate research studies, and critically analyze and interpret influential political texts. Students should be able to apply these techniques to identify, understand, and analyze domestic and international political issues and organizations.
Communication Skills Students should master basic competencies in oral and written communication skills and be able to apply these skills in the context of political science. This means communicating effectively about politics and/or public administration, public policy, and law.
Citizenship Students should acquire an understanding of the role of the citizen in local, state, national, and global contexts and appreciate the importance of lifelong participation in political processes.

Required Texts/Readings

William Zinsser, *On Writing Well (30th Anniversary Edition)* ISBN 0060891548

All other required readings are posted on Canvas.

Course Requirements, Assignments, Grading Policy

***This course requires that students write a minimum of 8,000 words per semester.

Written Responses (~2000 words) (GELO/CLO 2, 3, 4)	20% of course grade
Discussion Posts (~1000 words) (GELO/CLO 1, 2, 5)	15% of course grade
Grammar and Participation Exercise (GELO/CLO 1)	10% of course grade
Personal Statement (~1000 words) (GELO/CLO 3)	15% of course grade
Research Proposal (~1500 words) (GELO/CLO 4 and 5)	15% of course grade
Research Paper (~5000 words) (GELO 1, 2, 3, 4, 5)	25% of course grade

Discussion Posts

Students will post responses to discussion questions to the board and respond respectfully to other students. This is a brave place for us to think critically about our own writing and to learn from our peers. See Canvas for topics and deadlines.

Written Responses

This part of your course grade is based on the quality of short written assignments (1-3 pages each), including reading responses and reflections. See Canvas for details.

Grammar and Participation Exercises

These assignments are Credit/No Credit tasks designed to get you thinking critically about your writing. See Canvas for details and deadline.

Scholarship Application/Personal Statement

This project begins with the "what is political science" essay and resume workshop, but will also require students to research scholarships and grants for which they may be eligible, and to craft an application using a personal statement. Most of these applications will require that the student outline their relationship to the field. Students should use this assignment to draft a useable piece of writing with which they might secure scholarships and grants. Potentially helpful websites include: http://www.sjsu.edu/polisci/scholarships/ and http://www.sjsu.edu/faso/Scholarships/.

Research Proposal

This assignment is comprised of three parts: a research proposal, a literature review, and a bibliography. Each aspect of the assignment will build on the previously submitted assignments and should reflect deep revision. The research proposal should outline the student's interest in the subject, its significance for the study of politics, and situate the work in relation to relevant scholarly literature. This assignment will eventually be incorporated into the introduction of the research paper.

Research Paper

This assignment should be approximately 15 pages and take the form of a traditional research paper. Students will submit multiple drafts for feedback over the course of the semester. The final assignment will be graded on an adherence to the conventions of writing.

Grading Information and Policies

This course must be passed with a C or better as a CSU graduation requirement.

No extra credit is available**.**

Grading Scale

97 to 100	A plus
93 to 96	A
90 to 92	A minus
87 to 89	B plus
83 to 86	B

80 to 82	B minus
77 to 79	C plus
73 to 76	C
70 to 72	C minus
63 to 69	D
60 to 62	D minus
less than 60	F

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 at http://www.sjsu.edu/gup/syllabusinfo/.

Please review the information about university policies on plagiarism contained above, which may result in a failing grade. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development.

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 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.

Classroom Protocol

Students should attend all class meetings and participate in class exercises. Please be respectful of your colleagues in class discussions and during peer review exercises. Discussion board discourse should always be professional, respectful, and even generous in this writing community.

If you have to miss class for any reason, you can view (not download) the lecture component of the course on the Canvas page. For 100W, this means that I will generally record the first 15 minutes of the class so that you will have access to the instructions but I will not record the workshop itself. These videos will be posted within 48 hours of the live class. You can view but not download these videos because they remain protected by the instructor's copyright, and students are prohibited by university policy (S12-7) from recording, distributing, or posting any part of these videos. Students who violate this policy can be referred to Student Conduct.

You are required to use your full name as your Zoom name and there will be days of discussion when you will want to have your camera on. Consider sitting in front of empty wall space to minimize distractions for others when you are on camera. Be professional in choosing your background. Please do your best to also minimize background noise. When I am lecturing and you are taking notes, you can turn your camera on or off as you please. You will always be on mute by default so be mindful of unmuting yourself if you have a question. You may also ask me questions during lecture using the chat feature of Zoom. Note that I can see all "private" exchanges in the chat feature and that they become part of the official transcript of the class. Finally, always be respectful of your colleagues during class discussions.

Political Science Departmental Writing Policy and SJSU Writing Center
Students of political science should develop the ability to write in clear, grammatical English.
Spelling and grammar count. Students must take care that appropriate citations are used. Direct
quotations must be so indicated with quotation marks and a specific reference to the page in the
source from which it was taken. Failure to cite your sources constitutes academic misconduct
which carries with it serious sanctions. A tutorial on citations is available at the library website at
http://www.sjlibrary.org/services/literacy/info_comp/citing.htm.

For assistance with writing, please see me or visit the SJSU Writing Center located in Clark Hall,
Suite 126. 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, visit the Writing Center
website at http://www.sjsu.edu/writingcenter.

Political Science 100W: Writing Workshop, Spring 2020

The schedule is subject to change with fair notice.

Date	Topics, Readings, Assignments, Deadlines
Week 0	Course Introductions

Week 1	Good Writing
	Monday, August 24th
	    Live Film Screening of *Bad Writing* via Zoom
	Due Wednesday, August 26th by 5pm
	    Discussion Post Due

Week 2	On Habits and Voice
	Monday, August 31st
	    Live Workshop on Zoom (The Practice of Writing)
	Due Wednesday, September 2nd
	    Read John Steinbeck, selections from *Journal of a Novel* and Audre Lorde, "The Transformation of Silence…" (both posted on Canvas)
	    Written Response Due/Goal Setting

Week 3	Decluttering
	Monday, September 7th (Labor Day): No Live Lecture
	Due Wednesday, September 9th
	    Read William Zinsser, *On Writing Well*, 1-91
	    Written Response Due

Week 4	Resumes
	Monday, September 14th
	    Live Resume Workshop on Zoom—please bring a draft resume
	Due Wednesday, September 16th
	    Timed Writing Exercise on Personal Statements Due

Date	Topics, Readings, Assignments, Deadlines
Week 5	Personal Statement Workshop Monday, September 21 Personal Statement Workshop on Zoom Due Wednesday, September 23 Draft of Personal Statement Due
Week 6	Research and Information Literacy: Working Backwards Monday, September 28 Zoom Workshop on Virtual Library Research Read Judy Hunter, "The Importance of Citation" Read Thomas Cronin, "The Write Stuff" Due Wednesday, September 30 Article Summaries Due
Week 7	Crafting the Research Proposal Monday, October 5 Zoom Workshop on 3 Requirements of the Research Proposal Read Jennifer Hochschild's "Writing Introductions" Read Knopf and McMenamin, "How to Write a Lit Review" Due Wednesday, October 7 Research Proposal Due
Week 8	Roadmap Sentences Monday, October 12 Zoom Workshop on Roadmap Sentences Post your roadmap sentence to the discussion board. Due Wednesday, October 14 Watch Speed Revision Video for Personal Statements Final Draft of Personal Statements Due
Week 9	Titles, Quotes, and Paragraph Structure Monday, October 19 Zoom Workshop on PIE Paragraphs, Quotes, and Shifting the Proposal into an Introduction to the Paper Due Wednesday, October 21 Watch Title Workshop Video in Canvas Post your title to the discussion board. **Sign up for feedback sessions**
Week 10	Mapping the Sections of the Paper Monday, October 26 Zoom Workshop: Bring a 5-page draft to class for peer review Due Wednesday, October 28 Submit Mapping Workshop on Canvas

Date	Topics, Readings, Assignments, Deadlines

Week 11	Reverse Outlining: Paragraph Sequence and Topic Sentences
	Monday, November 2
	     Watch Zoom Workshop on Reverse Outlining and Topic Sentences
	Wednesday, November 4
	     Submit Reverse Outline

Week 12	Paragraph Structure
	Monday, November 9
	     No Zoom Workshop
	     Submit a recording of you reading your paper AND upload your paper (this should be 7-10 pages of writing).
	     Review the Grading Matrix posted on Canvas.
	Wednesday, November 11 (no work due, Veteran's Day)

Week 13	Feedback Sessions/Mobilizing Quotes Effectively
	Review Handout on the Use of Quotations on Canvas
	Monday, November 16
	     Feedback Session 1 (sign up in advance!)
	Wednesday, November 18
	     Feedback Session 2 (sign up in advance!)

Week 14	Feedback Sessions/Building Strong Transitions Review Transitions Guide on Canvas Monday, November 23 Feedback Session 3 (sign up in advance!) Wednesday, November 25 (no work due—campus holiday)

Week 15	Feedback Sessions /Crafting Conclusions
	Review Conclusions Video on Canvas
	Monday, November 30
	     Feedback Session 4 (sign up in advance!)
	Wednesday, December 2
	     Feedback Session 5 (sign up in advance!)

Week 16	Course Conclusions Monday, December 7 Review Final Paper Checklist on Canvas

*Final papers due Thursday, December 10th by 2:30 pm