San José State University
Department of Economics
ECON 100W (Sections 02 & 03) spring 2019
Writing Workshop: Economic Reports

Course and Contact Information

Instructor:	John Linford
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Email:	John.Linford01@sjsu.edu **(email is preferred)**
Office Hours:	T/R 3:00PM – 4:00PM open scheduling T/R 4:00PM – 5:00PM *by appointment only*
Class Days/Time:	Section 02: T/R 9:00AM – 10:15AM Section 03: T/R 1:30PM – 2:45PM
Classroom:	Section 02: Dudley Moorhead Hall (DMH) 166 Section 03: Clark 316
Prerequisites:	A3 or equivalent 2nd semester composition course (with a min. grade of C-) Completion of core GE Satisfaction of Writing Skills Test Upper division standing
GE/SJSU Studies Category:	Z (Written Communication II)

Course Format

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the Canvas Leaning Management System course login website at http://sjsu.instructure.com. You are responsible for checking Canvas regularly. I recommend downloading the app as well as bookmarking the page in your browser. I will update grades in Canvas regularly.

Course Description

Writing skills appropriate to majors in economics of lucid expression in essays, reports, and other types of communication

Course Goal

To ensure all students who complete the course with a passing grade can write economics reports concisely, clearly, and correctly in grammar, syntax, and overall organization of ideas.

Course Learning Outcomes (CLOs)

Students who successfully complete this course have demonstrated that they can…

- 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 manage an economic research project
- Write concisely, using words efficiently and economically to convey ideas
- Write and edit for professional and academic audiences

Required Texts/Readings

McCloskey, D. (2000). *Economical writing* (2nd ed.). Waveland Press. ISBN 978-1-57766-063-7.

Nosich, G. (2012). *Learning to think things through: A guide to critical thinking across the curriculum* (4th ed.). Pearson Press. ISBN 978-0-13-708514-9

Williams, J.M., & Bizup, J. (2017). *Style: Lessons in clarity and grace* (12th ed.) (w/access to MyWritingLab). Pearson Press. ISBN 978-0-13-461502-8. (The required access card license to MyWritingLab is bundled with the hardcopy book.)

Other Readings

Other readings will be announced in class and found directly or as a link on Canvas

Other technology requirements

Students must have access to a laptop, computer, or other electronic device with access to MS Word, MS PowerPoint, and an Internet browser as well as the ability to upload and submit assignments to Canvas. I will only accept .doc, .docx, .pdf, .ppt, and .pptx files.

Library Liaison

The librarian for the Economics Department is Christa Bailey. She can be reached at Christa.Bailey@sjsu.edu or (408) 808-2422.

Course Requirements and Assignments

ECON 100W has an 8,500-word minimum writing requirement as an area Z course. This requirement will be met through the completion of various writing assignments.

Because this course is structured as a research working group, students are expected to complete all readings before coming to class. Participation is a substantial part of the course grade.

A breakdown of the various writing assignments is presented below:

Paper	**Word Count Minimum**	**Date Assigned**	**Due Date**
Introductory paper	300	1/24	1/24
Research Topic Proposal	300	2/5	2/19†
Revised Research Topic Proposal	~300	2/5	2/19*
Literature Review	1,000	2/28	3/30*
Revised Literature Review	~500	2/28	3/30*
Initial Findings	800	3/21	4/16†
Revised Initial Findings	~500	3/21	4/16*
Final Project	4,500	2/5	4/30†
Final paper	*3,000*		
Annotated Bibliography	*1,500*		
Presentations summary	500	4/23	5/9*
Total:	**8,700**		

* Due on Canvas only † Due both on Canvas and in class

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.

Final Examination or Evaluation

This course has a culminating final project that consists of a 3,000-word research paper, a 1,500-word annotated bibliography, and an 8- to 10-minute presentation, including a question and answer portion.

This course also has an optional final exam. It will be comprehensive, but students may take it if they wish to drop their midterm score. If a student opts to take the final and drop the midterm exam, the final exam will be 15% of the course grade, whether the student performs better or worse on the final than the midterm.

Grading Information

Students will have their grades weighted as follows:

Assignment	Percent of Course Grade
Writing Assignments	52.5% (525 points)
Participation	20% (200 points)
Midterm (or Final) Exam	15% (150 points)
Presentations	7.5% (75 points)
MyWritingLab	5% (50 points)
Total:	**100% (1000 points)**

This course must be passed with a C or better as an SJSU graduation requirement. Course grades are determined as follows:

Percent	Grade	Percent	Grade	Percent	Grade
97.5% - 100%	A+	93% - 97.49%	A	90% - 92.9%	A-
87.5% - 89.9%	B+	83% - 87.49%	B	80% - 82.9%	B-
77.5% - 79.9%	C+	73% - 77.49%	C	70% - 72.9%	C-
67.5% - 69.9%	D+	63% - 67.49%	D	60% - 62.9%	D-
0% - 59.9%	F				

Writing assignments are weighted as follows:

Writing Assignment	Percent of Course Grade
Introductory paper	1% (10 points)
Research Topic Proposal	5% (50 points)
Revised Research Topic Proposal	2.5% (25 points)
Literature Review	7.5% (75 points)
Revised Literature Review	4% (40 points)
Initial Findings	7.5% (75 points)
Revised Initial Findings	4% (40 points)
Final Project	20% (200 points)
Final paper	*15% (150 points)*
Annotated Bibliography	*5% (50 points)*
Presentations summary paper	1% (10 points)
Total:	**52.5% (525 points)**

Students will have class sessions devoted entirely to work to revise their Research Topic Proposal, Literature Review, and Initial Findings papers. During these sessions, I will walk around to answer questions and/or

address concerns. Each revised paper must be submitted to Canvas as a separate document from the final draft of the paper; I will give more details on these assignments in class and in the prompts for the assignments. I will grade each revised paper and final draft separately.

Rubrics for writing assignments will be distributed with the prompts.

Students will lose points each day an assignment is submitted late: 10% of possible points the first day late, 20% of possible points the second day late, and 30% of possible points the third day late. Students will receive no credit for assignments submitted more than three days late.

The participation grade will work as follows:

- 15% of the course grade (150 points) will be earned during normal class days. Days possible to earn participation points are indicated on the course schedule. Students are expected to attend having read the assigned material(s). Most class meetings will involve class discussion of topics. If a student is called on and cannot contribute to the conversation or discuss something from the reading for that day, the student will lose 3% of the available 15%. This may occur no more than 5 times during the semester. Students may miss up to two days of class without impacting their participation grade.
- 5% of the course grade (50 points) will be earned during a library day, which is detailed on the course schedule. Students are expected to come to the library day with ideas about research they want to do and will submit a correctly formatted page of references that they found using the tools discussed during the library day.

I do not use the Canvas grade as the official course grade due to various issues in how it calculates grades. Instead, I keep my own gradebook on my computer using the weighting and points indicated in this syllabus. Students may ask me for their official course grade at any point during the semester.

Students can earn up to 3% extra course credit (30 points) by attending Provocative Lectures and submitting a summary for each. If students cannot attend a Provocative Lecture, they may watch a previous Provocative Lecture and submit a summary of it but must first email me letting me know of the scheduling conflict and proposing a previous Provocative Lecture to watch. Summaries for watched Provocative Lectures are due the same days as summaries for attended Provocative Lectures. I will not accept any late extra credit assignments.

Classroom Protocol

I will begin class at the scheduled start time each day. Coming to class late will result in missed material and potentially missed participation credit—if you arrive to class late and are called on to speak before you arrive, you will lose possible points for that day. If you must come to class late (or need to leave early), please, sit at the back of the class to avoid disrupting your fellow students.

If you wish to use an audio recorder, ask for my permission first. Laptops and tablets are allowed to be used for taking notes, but using them gives me permission to call upon you at any time during class to answer questions. Use of headphones in class is strictly not permissible.

The classroom should have an environment for group learning. Please, respect your classmates by not interrupting, avoiding offensive language, and silencing all electronic devices.

University Policies (Required)

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/.

ECON 100W (Sections 02 & 03) Spring 2019 Course Schedule

Week	Date		Topics and Assignments	Readings and Due Dates
1		1/24	• Introduction and syllabus ***Introductory paper assigned***	***Introductory paper due at end of class***
	1/29†		• What is critical thinking?	• Nosich Ch. 1 • "I, Pencil" – Leonard Read
2		1/31†	• The elements of reasoning	• Nosich Ch. 2
	2/5†		• The elements of reasoning • Writing a research question and hypothesis ***Research Topic Proposal and Final Project assigned***	• Nosich Ch. 2 **Last day to drop course w/o W**
3		2/7†	• Punctuation • Common grammar errors	• Williams and Bizup Appendix 1
	2/12		**Research Topic Proposal revision session**	**Last day to add w/o petition & late fee**
4		2/14†	• What is critical thinking within a regime or discipline?	• Nosich Ch. 3
	2/19		**Research Topic Proposal Presentations**	***Revised and final Research Topic Proposals due 2/19***
5		2/21†	• Standards of critical thinking	• Nosich Ch. 4
	2/26†		• Standards of critical thinking	• Nosich Ch. 4
6		2/28†	• Using and finding sources • Literature review and annotated bibliography similarities and differences ***Literature Review assigned***	• Williams and Bizup Appendix 2
	3/5†		• APA format	• Purdue OWL APA style pages
7		3/7	***Library day in MLK Library, King 219 at normal class meeting time***	*Come with research topics in mind* ***Library day references due 3/9***
	3/12†		• Putting it all together: Answering critical-thinking questions • *Economical Writing* discussion	• Nosich Ch. 5 • McCloskey pp. 1 – 89 • "The Day You Became a Better Writer" – Scott Adams (of Dilbert)
8		3/14	**Literature Review revision session**	
	3/19		**Midterm Exam**	
9		3/21†	• Discussing economic models, results, and conclusions • Review midterm answers ***Initial Findings paper assigned***	
	3/26†		• Understanding style • Correctness	• Williams and Bizup Lessons 1, 2 & pp. 176-177 (The First Rule of Ethical Writing)

Week	Date		Topics and Assignments	Readings and Due Dates
10		3/28†	• Actions • Characters	• Williams and Bizup Lessons 3, 4 ***Revised and final Literature Reviews due 3/30***
	4/2		**No class: Spring Recess**	
11		4/4	**No class: Spring Recess**	
	4/9†		• Cohesion and coherence • Emphasis	• Williams and Bizup Lessons 5, 6
12		4/11	**Initial Findings paper revision session**	
	4/16†		• Motivation • Global coherence • *Presentation Expectations*	• Williams and Bizup Lessons 7, 8 ***Revised and final Initial Findings papers due 4/16***
13		4/18†	• Concision • Shape ***Presentation days chosen***	• Williams and Bizup Lessons 9, 10 **MyWritingLab *due 4/20 by 11:00PM***
	4/23†		• Elegance • The ethics of style • *Last thoughts* ***Presentations Summary paper assigned***	• Williams and Bizup Lessons 11, 12
14		4/25	**Final Project work day**	***Final Project presentations due 4/27***
	4/30		**Student presentations**	***Final Paper and Annotated Bibliography due 4/30***
15		5/2	**Student presentations**	
	5/7		**End Student presentations**	
16		5/9	**No class: Study/Conference Day**	***Presentations summary paper due 5/9 by 11:00PM***
Final Exam			Section 02: Friday, 5/17; 7:15AM – 9:30AM Section 03: Friday, 5/17; 12:15PM – 2:30PM	**Grades viewable 5/25***

Course schedule is liable to change with advanced notice in class and on Canvas.

† Participation points awarded for normal course meetings

* Grades viewable with timely completion of SOTEs