

**San José State University**  
**Department of Justice Studies**  
**JS100W (Online), Writing Workshop**  
**Section 80, Summer 2019**

<b>Instructor:</b>	Harold W. Peterson, JD
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<b>Office Hours:</b>	Thursdays 10:00 a.m. to 11:00 a.m. Email, <b>Canvas</b> (chat), or in person (by appointment)
<b>Class Days/Time:</b>	Online - <b>Canvas</b>
<b>Classroom:</b>	N/A
<b>JS Competency Area:</b>	E: Analytical Research & Communication

**Course Catalog Description**

Development of advanced communication skills, both written and oral. Emphasis on writing formats used by criminal justice professionals. A scholarly paper, written in APA format and informed by research, will be required. GE Area: Z Prerequisite: A3 or equivalent second semester composition course (with a grade of C- or better); Completion of core GE, satisfaction of Writing Skills Test and upper division standing. Allowed Declared Major: Justice Studies. Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement (GWAR).

**Instructor's Course Description**

This is an integrated writing course designed to develop advanced communication skills, which are valuable for a career in the criminal justice profession. Effective written communication skills are vital to success in any career and are particularly important to the criminal justice professional. The best method for improving these skills is through extensive practice, critical feedback, revision, and understanding the fundamental principles of writing.

## **Prerequisites**

A grade of “C” or better in English 1B, a passing score on the Writing Skills Test (WST), upper division standing, and completion of the Core GE.

## **Course Requirements**

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty- five 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.

**SJSU Writing Requirement:** To satisfy the University’s Written Communication II requirement, students will be required to write a minimum of 8,000 words with an overall grade of “C” or better. Assignments in JS100W include: *expository responses to justice related topics, a critique of scholarly literature, an annotated bibliography and the development of a research paper*. All of these assignments provide practice in critical reading, thinking, and writing strategies necessary to plan and execute purposeful writing. Purposeful writing includes analyzing research, generating ideas, developing a thesis, organizing and writing a first draft, revising for form and content, editing for grammar, punctuation and spelling and evaluating, using, and documenting supporting materials.

**Justice Studies Reading and Writing Philosophy:** The Department of Justice Studies is committed to scholarly excellence. Therefore, the Department promotes academic, critical, and creative engagement with language (i.e., reading and writing) throughout its curriculum. A sustained and intensive exploration of language prepares students to think critically and to act meaningfully in interrelated areas of their lives—personal, professional, economic, social, political, ethical, and cultural. Graduates of the Department of Justice Studies leave San José State University prepared to enter a range of careers and for advanced study in a variety of fields; they are prepared to more effectively identify and ameliorate injustice in their personal, professional and civic lives. Indeed, the impact of literacy is evident not only within the span of a specific course, semester, or academic program but also over the span of a lifetime.

## **Course Learning Outcomes**

Upon successful completion of this course:

**CLO 1:** Students shall be able to produce discipline-specific written work that demonstrates upper-division proficiency in:

- Language use
- Grammar

- Clarity of expression

**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.

**CLO 3:** Students shall be able to organize and develop essays and documents for both professional and general audiences.

**CLO 4:** Students shall be able to organize and develop essays and documents according to appropriate editorial and citation standards.

**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.

**CLO 6:** Students should read, write, and contribute to discussion at a skilled and capable level.

### **Required Texts/Readings**

#### **Textbooks (recommended):**

Publication Manual of the American Psychological Association (2009). 6th Edition.

Additional readings for this course distributed through **Canvas**

#### **Library Liaison**

Silke Higgins, 408-808-2118, [silke.higgins@sjsu.edu](mailto:silke.higgins@sjsu.edu)

#### **Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drops, academic renewal, etc.

<https://slisweb.sjsu.edu/current-students/registration-and-enrollment/adding-and-dropping-classes>

Students should be aware of the current deadlines for dropping and adding classes. <http://www.sjsu.edu/provost/docs/1314aycalendar.pdf>

### **Assignments and Grading Policy**

Grades are determined based upon adherence to the specific criteria for each assignment. All assignments must adhere to the following guidelines unless otherwise specified: typed, double-spaced, single sided, 1 inch margins, 12 pt. standard font (i.e.: Times New Roman) and in APA format.

Writing	Percentage
Assignments:	45%
Article Review (article provided)	
Annotated Bibliography	
Literature Review	
Discussions (includes class participation):	15%
D - 1	
D - 2	
D - 3	
Research Paper	40%
<b>TOTAL</b>	<b>100%</b>

More details can be found from [University Syllabus Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf) at <http://www.sjsu.edu/senate/docs/S16-9.pdf>.

### **Grading**

This course will be using the +/- system on final grades based on the following percentages:

93-100:	A	74-76:	C
90-92:	A-	70-73:	C-
87-89:	B+	67-69:	D+
84-86:	B	64-66:	D
80-83:	B-	60-63:	D-
77-79:	C+	0-59:	F

To receive a grade for this course, students must complete all course requirements. Failure to complete any of them may result in a failing grade for the course. Students may dispute assignment, examination and course grades at the instructor's convenience (or during office hours). It is important to note, however, that upon review, the instructor reserves the right to increase as well as decrease the grade in question. **Instructor will not accept late assignments without prior permission.**

- [University Syllabus Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>)
- [University Policy F15-12](http://www.sjsu.edu/senate/docs/F15-12.pdf) (<http://www.sjsu.edu/senate/docs/F15-12.pdf>)

## Writing Evaluation

Evaluation (rubric) of written work is as follows:

- **Content (20%):** The overall content of the paper including details and reference information.
- **Style (20%):** The way the student composed the paper, specifically in terms of perspective.
- **Organization/Citations (20%):** The order by which the student presented information in the paper and paragraph structure.
- **Grammar/Sentence Structure (20%):** The grammatical elements of the paper and sentence structure.
- **Observations/Conclusions (20%):** The general and specific observations and conclusions drawn from the paper.

## Material for Evaluation

Assignments include the following:

**Article Reviews:** Students will be required to read and write a reviews of an academic article from a scholarly journal. The instructor will assign the article. The article review must be no longer than 1,000 words, double-spaced with a 12-point font, and conform to APA style (not including cover page and bibliography). (*CLO's 1-3*)

**Literature Review:** Students will be required to write a literature review on a topic related to the student's research paper. The literature review must be no longer than 1,000 words, double-spaced with a 12-point font, and conform to APA style (not including cover page and bibliography). (*CLO's 1-4*)

**Annotated Bibliography:** Students will draft an annotated bibliography for sources used in their research paper. The annotated bibliography must include at least five (5) sources and annotations. Students should summarize, assess and reflect upon each source cited. The annotated bibliography must be no longer than 1,000 words, single-spaced with a 12-point font, and conform to APA style (not including cover page and bibliography).

**Book Review:** Students will be required to read and write a book review. The book review must be no longer than 1,200 words, double-spaced with a 12-point font, and conform to APA style. (*CLO's 1-4*)

**Research Paper:** Students are required to write a research paper that is due at the end of the term. This paper will cover a topic within the field of Justice Studies and will be persuasive in nature. Each student will choose a topic from a list provided. The *discussion section* of the research paper must be no longer than 1,500 words (not including the cover page, abstract, introduction, literature review and bibliography), double-spaced with a 12-point font, and conform to APA style. **The instructor will not accept late papers without prior permission.** (*CLO's 1-4*)

**Discussions:** The instructor shall post three (3) discussion topics online in the “Discussions” area of the **Canvas** website. Students must respond to each topic in a manner consistent with the instructions and appropriate to the discussion. In addition to the student’s initial response for each topic, students must reply to at least three (3) other student postings; thus, developing an asynchronous discussion. The purpose of this discussion is to write in a clear, formal, and professional manner regarding controversial topics in the field of Justice Studies. These topics are laden emotion—the objective is to discuss them in a critical manner that is respectful and draws upon the available evidence. All postings should be formally written and grammatically correct, which means that students should proofread before posting.

The instructor shall evaluate Discussion Responses and Replies as follows:

- 1) The substance of the posting; is it written in a clear and thorough manner, adequately addressing the topic? Did you include additional sources? Did the student reference their sources correctly?
- 2) Did the student reply to other postings? How many replies did they post? How often did they reply? When did they reply? Was the content of these replies appropriate and insightful?
- 3) Were the postings grammatically correct? Were they easy to understand?

Each discussion area will close on the date indicated on the schedule at 6:00 pm. The instructor will not accept late postings. See additional instructions in the “Discussion” area. (CLO’s 1-6)

### **Rewrites & Revisions**

This class requires students to keep pace with the course material and complete the assignments by the scheduled due-date. Notwithstanding, students may revise and resubmit certain assignments for up to half the difference between the total amount of points possible for the assignment and the student’s original score. The instructor has the sole discretion to award additional points and to determine which assignments are eligible for rewrites. Rewrites and revisions are subject to the following conditions:

- The original assignment is complete and timely (Does not include Annotated Bibliography, Literature Review, or Final Research Paper).
- All previous assignments are complete and timely.
- The student, and the student alone, made the actual and material improvements to the assignment (this does not include assistance the student may have received from the Writing Center).
- The student has not already twice submitted the assignment.
- The revision will substantially improve the student’s grade on the assignment. (CLO’s 1-4)

## **Additional Information**

Students may find additional information regarding the assignments, exercises and examinations in the “**Modules**” area.

## **University Policies and Student Resources**

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](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>”

### **Academic Integrity:**

[www.sjsu.edu/studentconduct/docs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sjsu.edu/studentconduct/docs/Academic_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 University will not tolerate instances of academic dishonesty. 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. Students must complete all assignments 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 the SJSU 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 of building evacuation, 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 AEC (Accessible Education Center) to establish a record of their disability. For more information call their office at 408-924-6000 (v) or 408-924-5990 (TTY).

**Student Technology Resources:** Computer labs for student use are available in the Academic Success Center located on the 1st floor of Clark Hall and 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 digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

**Peer (Mentoring) Connections:** Peer Connections offers free mentoring and tutoring services to undergraduate SJSU students. <http://peerconnections.sjsu.edu>

Peer Connections has four locations on the SJSU main campus:

- Student Services Center (SSC) 600, on the corner of 10<sup>th</sup> and San Fernando (inside the 10<sup>th</sup> Street parking garage building)
- Martin Luther King, Jr. Main Library in room LL 67, just off of the elevator lobby on the lower level
- Academic Success Center in Clark Hall, on the first floor next to the Computer Lab
- The Living Learning Center (LLC) in Campus Village B.

**SJSU Writing Center:** The SJSU Writing Center located in Room 126 in Clark Hall offers a variety of resources to help students become better writers, including one-on-one tutoring sessions and numerous writing workshops. All of the services are free for SJSU students. <http://www.sjsu.edu/writingcenter/>

**CASA Student Success Center:** The Student Success Center in the College of Applied Sciences and Arts (CASA) provides advising for undergraduate students majoring or wanting to major in programs offered in CASA Departments and Schools. All CASA students and students who would like to be in CASA are invited to stop by the Center for general education advising, help with changing majors, academic policy related questions, meeting with peer advisors, and/or attending various regularly scheduled presentations and workshops. If you are looking for academic advice or even tips about how to navigate your way around SJSU, check out the CASA Student Success Center. Location: MacQuarrie Hall (MQH) 533 - top floor of MacQuarrie Hall. Contact information: 408.924.2910. Website: <http://www.sjsu.edu/casa/ssc/>. The CASA Student Success Center also provides study space and laptops for checkout.

## **Course Schedule**

The Course Schedule is located under the **Modules** menu of the **Canvas** website.