

**San José State University**  
**School/Department**  
**(29147) Writing Workshop: Economic Reports Section 03 Spring 2020**

**Course and Contact Information**

Instructor:	Deborah Clarke
Office Location:	DMH 219
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Email:	deborah.clarke@sjsu.edu
Office Hours:	M/W 10:30 -11:30 and by appointment
Class Days/Time:	M/W 12:00 – 1:15
Classroom:	HGH 217
GE/SJSU Studies Category:	Z
Prerequisites:	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.

**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.

**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:

1. Understand and apply critical thinking techniques and analysis to economic problems;)
2. Analyze problems from an economic discipline, upholding high intellectual standards;
3. Plan, organize, execute, and control a writing assignment;
4. Write concisely, using words efficiently and economically to convey ideas;
5. 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

*Economics in One Lesson*, Henry Hazlitt. I will be using selected chapters of this book during the course. You can purchase your own copy, check out a copy from the library, or download one

Research Methodology in Applied Economics, Don Ethridge  
I occasionally distribute readings on current events during the semester.

**Other materials:** When completing the daily writing exercises at the beginning and the end of the class you will need to have writing paper, pens, pencils, and an eraser.

### Library Liaison

Economics Librarian, Christa Bailey [christa.bailey@sjsu.edu](mailto:christa.bailey@sjsu.edu)

## Course Requirements and Assignments

“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), 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 March 16.** This should be a 1-2 pages long (approximately 400-500 words). In your proposal, you need to include your research question, hypothesis, data sources, and 3-5 economic journal articles you plan to use.
- An initial literature review for your Final Paper. The literature review is **due on Wednesday, March 25.** This needs to have at least 15 citations in a research appropriate format. To complete this you need to attend the class Library Day which will be announced in class. You can add to this literature review as you progress through writing your Final Paper

- A Final Paper Draft. **This is due on Wednesday, April 22. This draft needs to be as close to completion as possible.** You will continue to improve on this draft. However, this will be the draft that you will receive comments on both from your peers and me
- Final research paper. This is due on the day the Final Exam is scheduled for this course, **Wednesday, May 13 by 2:30pm.** This will be based on the final draft paper with only minor modifications.

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. I will check it in 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.
- Midterm. This will be on Wednesday, March 4. It will conclude the grammar portion of this course.
- Short papers and peer reviews.: I will divide the class into two groups by the second week of the semester, and each student will have a buddy. Each week one group will complete a 250 word (minimum) Thought Essay on an Economic Topic (I will have prompts to choose from). You will need to apply economic concepts to the prompts and analyze the topic accordingly. The other group will complete a 200-word (minimum) peer review of the Thought Essay of their buddy. Thought Essays will be due on Mondays, and Peer-review reports on Wednesdays. Peer Review will be based on a Structured Rubric that will be handed out in class
- Student presentations and class peer reviews. We will spend the last five class sessions on student presentations. Every student not presenting has to submit an in-class peer review for each presentation. I will handout rubrics for you to use.

## 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

Your numerical grade will be based on the following categories and weights:

In-Class Daily Journal	5%
In-Class Exercises	5%
Midterm	20%
Short Papers and Peer Reviews	10%
Paper Proposal	10%
Review of Literature	10%
Final Paper-Draft	10%
Final Paper Presentation	10%
Final Paper	20%

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 from the back of the class 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](http://www.sjsu.edu/senate/docs/F15-12.pdf)  
(<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)

[http://www.sa.sjsu.edu/download/judicial\\_affairs/Academic\\_Integrity\\_Policy\\_S07-2.pdf](http://www.sa.sjsu.edu/download/judicial_affairs/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 website for Student Conduct and Ethical Development is available at http://www.sa.sjsu.edu/judicial\\_affairs/index.html.](http://www.sa.sjsu.edu/judicial_affairs/index.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 in Room 126 in Clark Hall. 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/)

### Dropping and Adding

**Tuesday, February 4** is the last day to drop without an entry on student's permanent record. **Tuesday, February 11** 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/)

## Course Number / Title, Semester, Course Schedule

Week	Day	Date	Topic
	Mon	27-Jan	Go through syllabus
1	Wed	29-Jan	Ch 1
	Mon	3-Feb	Ch 2: Sentences
2	Wed	5-Feb	Ch 2: Sentences
	Mon	10-Feb	Ch 2 Sentences
3	Wed	12-Feb	Ch 3: Punctuation
	Mon	17-Feb	Ch 3: Punctuation
4	Wed	19-Feb	Ch 4: Words
	Mon	24-Feb	Ch 4: Words
5	Wed	26-Feb	Ch 5: Help for English Speakers
	Mon	2-Mar	Ch 5: Help for English Speakers
6	Wed	4-Mar	<b>Midterm exam on grammar</b>
	Mon	9-Mar	Library Visit?
7	Wed	11-Mar	Ch 8: The Writing Process
	Mon	16-Mar	Literature Review; <b>Paper Proposals Due</b>
8	Wed	18-Mar	Write literary review
	Mon	23-Mar	Write literary review
9	Wed	25-Mar	Write literary review; <b>Literature Review Due</b>
	Mon	30-Mar	<b>SPRING BREAK</b>
10	Wed	1-Apr	<b>SPRING BREAK</b>
	Mon	6-Apr	Write research paper
11	Wed	8-Apr	Write research paper
	Mon	13-Apr	Write research paper
12	Wed	15-Apr	Write research paper
	Mon	20-Apr	Write research paper
13	Wed	22-Apr	Write research paper; <b>Rough Draft Due</b>
	Mon	27-Apr	Oral Presentation of research paper
14	Wed	29-Apr	Oral Presentation of research paper
	Mon	4-May	Oral Presentation of research paper
15	Wed	6-May	Oral Presentation of research paper
	Mon	11-May	Oral Presentation of research paper; <b>Presentation Peer Edits</b>
16		1May	<b>Final Paper Due on Canvas and Turnitin</b>

