
Course Information

Class Location: Sweeney Hall, SH239
Class Day/Time: Tuesday/Thursday 12pm – 1:15pm

Course Website: [JS100W - WRITING WORKSHOP](#)

Textbooks:

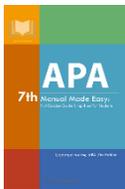
Required:



Ferree, C. W. & Pfeifer, H. L. (2018). *Write & wrong: Writing within criminal justice, a student workbook* (2nd Ed.). Jones & Bartlett Learning: Burlington, MA.

ISBN-13: 978-1284112993
ISBN-10: 1284112993

Recommended:



Publication Manual of the American Psychological Association –
7th Edition

ISBN-13: 978-1433832178
ISBN-10: 1433832178

Contact Information

Instructor: Kimberly Wong, M.S., C.C.S.A.
Email: kimberly.a.wong@sjsu.edu
Office Location: MH508
Office Hours: (Email or see me after class for an appointment.)

Course Description

This course will introduce students to academic research and writing with an emphasis on professional writing in criminal justice research and in the criminal justice field. It is imperative that students entering the workforce (in all areas of criminal justice) have a solid foundation in manuscript structure and the professional writing style of the field. Topics will include the "why and how" of criminal justice writing and guidance on how to write accurately and concisely at the same time. This course emphasizes grammatical structure, use of capitalization and punctuation, sentence structure, topic development, and critical analysis.

Course Objectives

This course is intended to introduce and familiarize students with:

- ☑ APA manual writing standards and style requirements
- ☑ Structuring of both informative and persuasive type papers
- ☑ Writing, formatting, and properly citing academic papers
- ☑ Defining paper topics/research problems and crafting strong hypotheses
- ☑ Conducting academic research and finding credible sources
- ☑ Writing annotated bibliographies, literature reviews, reports, and manuscripts

Course Requirements

Syllabus

Students must read this syllabus thoroughly and in full, and are responsible for every policy listed herein. Students are required to complete and sign the “JS100W Course Contract” during the first week of the semester, which indicates that they fully acknowledge all of the terms of the class and agree to be held to all course policies as listed in the syllabus.

Attendance

Class is held in-person twice a week on Tuesday/Thursday from 12pm – 1:15pm in SH239. Students are expected to arrive on time and be prepared for class. Attendance is required for both learning and performance. Class will consist of a combination of lecture and writing exercises. In the event of an unexcused absence, students are responsible for all material covered in class, and for any announcements or assignments.

Canvas

In addition to in-class meetings, Canvas will be a primary source of course information, and the method of distribution for any announcements, assignments, assigned readings, or class material. It is the student’s responsibility to check Canvas regularly and to receive the Canvas email notifications.

Assignments

Assignments will be posted on Canvas on the date they are assigned, and are to be submitted through Canvas unless otherwise specified. Assignments are due by the date/time listed on the course schedule and/or the Canvas assignment instructions.

All stages of the writing process are required. Failure to submit either the preparatory stages, the first draft, or the final version of paper assignments will result in an “F” for the course. All papers are required to be in Microsoft Word Document format (.doc or .docx), and no other format will be accepted. Submissions will be automatically routed through turnitin.com, so make sure that all work is original, and that proper credit is given to information/ideas/authors that are referenced or cited.

Course Evaluation

Grading

Research Final Paper	100pts
Persuasive Final Paper	100pts
Assignments	300pts (12 x 25pts each)

500 pts

470 – 500 = A
450 – 469 = A-
435 – 449 = B+
420 – 434 = B
400 – 419 = B-
385 – 379 = C+
370 – 384 = C
350 – 369 = C-
335 – 349 = D+
320 – 334 = D
305 – 319 = D-
304 & under = F

(NOTE: FINAL GRADES ARE FIXED AND NON-NEGOTIABLE.)

Late Work

Assignments are considered late after the stated date and time, and will be penalized 10% (one letter grade) for each day they are late (including weekends). **The inability to meet any deadline requires advance notification to the instructor at least 24-hours prior to the due date and time.** The acceptance of late work is subject to university rules and instructor discretion, and documentation of the reason for late submission must be submitted prior to or with the late assignment for it to be considered for grading.

Students without a university-recognized excused absence will NOT be allowed to submit late work, and will receive a grade of zero. The following are the only circumstances for which makeup exams will be considered: (1) required participation in a university-sponsored activity; (2) a serious illness, injury, or unavoidable emergency; (3) required participation in active military service or jury duty; or (4) observance of an official religious holy day.

Advance notice and documentation of (1) and (4) must be submitted within the first two weeks of the semester, (3) two weeks prior to the deadline, and (2) within 24 hours of the deadline. If the above requirements are not met, a grade of zero will be entered for the missed assignment.

Course Policies

In-Class Technology Policy

Laptop computers are allowed (and advised) in class for the purpose of taking class notes and working on in-class activities. Unrelated internet use is not allowed during class. Smartphones are permitted, provided that they are switched to silent mode and remain in your backpack, unless required by a special class activity. No calls, texting, internet use, gaming, etc. during class. If you violate this policy, you may be asked to leave class for the day.

Email

Instructor communication will be through email, and it is the student's responsibility to check their SJSU email account daily. I will do my best to respond to emails within 1-2 business days.

Please send all emails through your SJSU email address and include the following in your correspondence, or else it will not receive a response:

- 1) "JS100W" and your section number in the subject line
- 2) a professional greeting and title for the addressee
- 3) formal message in complete sentences with proper grammatical structure
- 4) an appropriate closing
- 5) signed with your full name

(See Canvas "Pages – Other Resources" for more details on how to compose a professional or academic email.)

Office Hours

Office hours are available for you to address questions regarding the course material. Please contact me as soon as possible if you are experiencing difficulties with the course, so that we may have more time to remedy the situation. Office hours are by appointment, which must be arranged via email or by seeing the instructor after class.

Student Responsibility

Students retain the responsibility to follow the guidelines of the course syllabus, to comply with university regulations, to read all assigned material and postings specific to this course, and to comply with due dates, submission guidelines, and my instructions. Students retain the responsibility of regulating their behavior in a manner that will be conducive to learning and for attaining a passing grade in the course. Failure to submit required material or failure to participate in required discussions will result in a failing grade for those assignments.

You are participating in a course designed to prepare you for a career as a public servant. The U.S. Supreme Court has repeatedly upheld higher standards for those involved in public service—particularly in those professions related to criminal justice. You are expected to read carefully, and to fully comply with, the course requirements, the classroom rules, and the academic honesty policy as explained in this syllabus.

University Policies

Honor Code / Academic Dishonesty

All students taking Criminal Justice classes must subscribe to the San Jose State University Honor Code and the Code of Student Conduct. Failure to adhere to any component of these codes may require consequences ranging from serious (e.g., an exam score of zero) to severe (e.g., a course grade of “F” or dismissal from San Jose State University). Violations of the SJSU Honor Code include, but are not limited to the following: cheating, collaboration and collusion, plagiarism, fabrication, and facilitation of academic dishonesty. See the SJSU website for more information and view additional resources here: [SJSU Academic Integrity Policy](#).

Any instances of these acts or violations of the SJSU Honor Code will not be tolerated. Students have the responsibility to know what is expected of them and what is proper academic conduct. Any assignment or exam that is in violation of the above stated rules will receive a score of zero for all parties involved, and each incident will be subject to administrative involvement.

Title IX

Please be aware that if you choose to disclose any incidents of sexual misconduct (listed below) to me, I am a mandatory reporter as a state employee, which may take away your autonomy as a victim and subject you to proceedings which you do not want. Unfortunately, this means I cannot provide any support or resources without having to make a report.

Effective January 2, 2020, state law (SB 212) requires all university employees, acting in the course and scope of employment, who witness or receive information concerning an incident of sexual misconduct (sexual harassment, sexual assault, dating violence, and stalking) involving an enrolled student or employee to report all relevant information known about the incident to the university's Title IX Coordinator or Deputy Title IX coordinator. An employee who knowingly fails to report or provides false information is subject to termination of employment and possible criminal penalties in accordance with university policy.

For confidential services provided by SJSU, please click here:

[SJSU Title IX Resources](#)

Campus Health, Wellness, and Safety

Students must abide by SJSU's COVID-19 policies, including verification of vaccination and wearing a mask during in-person classes. See the [SJSU Presidential Directive](#) and [SJSU COVID-19 Vaccination Requirements](#).

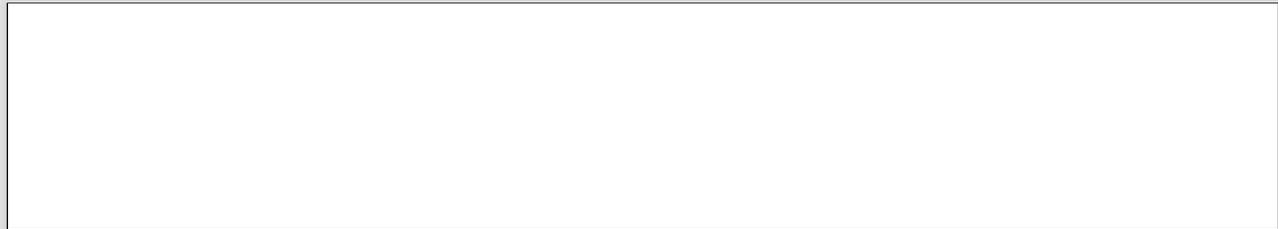
Student Resources

Disability Statement

In accordance with San Jose State University policy and federal law, reasonable and appropriate accommodations will be made for qualified students with disabilities. Students with disabilities are asked to contact the Accessible Education Center (AEC), who will provide documentation on

behalf of the student and coordinate with the instructor on any necessary accommodations. Students are required to file paperwork at the beginning of each semester for any accommodations through AEC. Any student with a disability requiring accommodation must contact the instructor *within the first two weeks of the semester*. Failure to do so in a timely manner may delay any requested accommodations. For more information contact:

<https://www.sjsu.edu/aec/>



Class Schedule & Academic Calendar

<u>Week</u>	<u>Date</u>	<u>Readings</u>	<u>Lecture Topic</u>
Week 1	August 22 nd – August 28 th	Syllabus	Course Overview
		Unit 1	What is Academic Writing? An Introduction
Week 2	August 29 th – September 4 th	Unit 2	Criminal Justice Library Research
Week 3	September 5 th – September 11 th	Unit 3	Plagiarism
			Research Paper Topic DUE 9/11 @ 11:59PM
Week 4	September 12 th – September 18 th	Unit 4	Organizing a Paper: From Taking Notes to Creating an Outline
			Research Paper Outline DUE 9/18 @ 11:59PM
Week 5	September 19 th – September 25 th	Unit 5	Mechanics of Writing: From the First Draft to the Final Paper
Week 6	September 26 th – October 2 nd	Unit 6	Writing an Annotation (Annotated Bibliography)

Week 7	October 3 rd – October 9 th	(See Canvas)	Writing a Literature Review
			Research Paper 1st Draft DUE 10/9 @ 11:59PM
Week 8	October 10 th – October 16 th	Unit 8	Citing in the Text in APA Style
Week 9	October 17 th – October 23 rd	Unit 7	Creating a Reference List in APA Style
			Research Paper Final Draft DUE 10/23 @ 11:59PM
Week 10	October 24 th – October 30 th	(See Canvas)	Critical Thinking & Logical Argument
			Persuasive Paper Topic DUE 10/30 @ 11:59PM
Week 11	October 31 st – November 6 th	(See Canvas)	Crafting a Persuasive Paper
			Persuasive Paper Outline DUE 11/6 @ 11:59PM
Week 12	November 7 th – November 13 th	Unit 10	Preparing Criminal Justice Reports
Week 13	November 14 th – November 20 th	Unit 10	Preparing Professional Presentations
			Persuasive Paper 1st Draft DUE 11/20 @ 11:59PM
Week 14	November 21 st – November 27 th	<i>CJ Career Panel (CANVAS)</i>	<i>Careers in CJ</i>
		THANKSGIVING BREAK	NO CLASS
Week 15	November 28 th – December 4 th	Unit 9	Preparing for the Job Market
Week 16	December 5 th – December 11 th		Persuasive Paper Final Draft DUE 12/11 @ 11:59PM