

**San José State University**  
**College of Social Sciences / Department of Justice Studies**  
**JS 100W, Writing Workshop, Summer 2022**

**Course and Contact Information**

<b>Instructor:</b>	Natalie Birthelmer
<b>Office Location:</b>	HB 125 (office hours will take place on Zoom due to Covid space regulations)
<b>Telephone:</b>	(408) 924-2753 x42753 – email is the best way to reach me!
<b>Email:</b>	natalie.birthelmer@sjsu.edu
<b>Office Hours:</b>	By request via Zoom
<b>Class Days/Time:</b>	Online
<b>Classroom:</b>	Canvas
<b>Prerequisites:</b>	Grade of “C” or better in English 1B or equivalent; upper division standing; passage of WST; completion of core GE requirements
<b>GE/SJSU Studies Category:</b>	This course satisfies Area Z, Written Communication II, A University Studies requirement. Students should note that to meet Areas R, S, and V of SJSU Studies must be taken from three different departments.

**Course Format**

**Technology Intensive, Hybrid, and Online Courses**

This course adopts an online delivery format. All course work will take place on [Canvas Learning Management System course login website](#). See [University Policy F13-2](#) for more details.

**Faculty Web Page and MYSJSU Messaging**

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas Learning Management System course login website](#). You are responsible for regularly checking with the messaging system through [MySJSU](#) on [Spartan App Portal](#) to learn of any updates.

**Course 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.

*Prerequisite:* A3 or equivalent second semester composition course (with a grade of C- or better); completion of core GE; satisfaction of Writing Skills Test or completion of ENGL 100A or LLD 100A with C or better; and upper division standing. Or Graduate or Postbaccalaureate level. Allowed Declared Major: Justice Studies.

*Note:* Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement (GWAR).

*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.

### **Course Learning Outcomes (CLO)**

Upon successful completion of this course, students will be able to:

1. Produce discipline-specific written work that demonstrates upper-division proficiency in: 1) language use, 2) grammar, and 3) clarity of expression. (CLO1)
2. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse. (CLO2)
3. Organize and develop essays and documents for both professional and general audiences. (CLO3)
4. Organize and develop essays and documents according to appropriate editorial and citation standards. (CLO4)
5. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing. (CLO5)

### **Required Texts & Software**

American Psychological Association (2020). *Publication Manual of the American Psychological Association* (7<sup>th</sup> ed.). American Psychological Association.  
ISBN: 9781433832161

This course requires the use of Microsoft Word, which free for students with [your SJSU email address](#) at <https://www.microsoft.com/en-us/education/products/office>. You will NOT be able to use google docs to write your research paper, since formatting is important and cannot be guaranteed if you submit a google doc to Canvas.

### **Other Readings**

Additional readings will be posted on [Canvas Learning Management System course login website](#).

### **Library Liaison**

Nyle Monday, [nyle.monday@sjsu.edu](mailto:nyle.monday@sjsu.edu)

### **Course Requirements and Assignments**

1. Late work will not be accepted.
2. Assignment will be submitted to Canvas unless otherwise directed.
3. E-mailed assignments will not be accepted. Assignments will be submitted to Canvas unless otherwise directed. If you have issues uploading to Canvas, it is your responsibility to contact the IT department and resolve the issue. I will not accept technical issues as an excuse for late or missing assignments.
4. Assignments must include proper APA citation. Students must reference their journal articles in APA-style formatting. Students should refer to an APA style guide or the [Online Writing Lab \(OWL\)](#) from Purdue University if unclear about APA guidelines on in-text citations and reference pages.

- To ensure compliance with academic integrity policies, all work in this class must be turned in through Turnitin.com, a plagiarism detection service with which San José State University contracts. Students are responsible for ensuring their work is accepted and evaluated by Turnitin.com. Inability to do so will lead to an incomplete grade for affected 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 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 practice. Other course structures will have equivalent workload expectations as described in the syllabus.”

### Article Reviews (CLO1, CLO2, CLO5)

Students will review four (4) assigned scholarly articles in writing. Article reviews will include the authors’ thesis, a one (1) to two (2) page discussion of the article including consistent APA citations, and an APA style reference.

### Annotated bibliography (CLO1, CLO2, CLO5)

Students will be assigned a research topic by the instructor. Using the assigned topic, students will thoroughly search the SJSU library database for scholarly, peer-reviewed articles. Using this research, students will narrow down their topic based on their interests. Ten (10) appropriate articles will then be compiled into an annotated bibliography.

### Introduction & Thesis (CLO1, CLO2, CLO3, CLO4, CLO5)

Students will write an introduction followed by a thesis on a topic assigned to them by the instructor, based on the articles gathered in their annotated bibliography. Introductions must be engaging and concise. Theses must be short, clear and concise.

### Research Paper (CLO1, CLO2, CLO3, CLO4, CLO5)

Students will write one comprehensive research paper, based on the research conducted at the beginning of the semester. Students will use their previously compiled reference page, as well as their introduction and thesis, with revisions based on previously received instructor feedback. Additionally, students will write a literature review, discussion and conclusion to be included in their research paper.

### Presentation (CLO2, CLO5)

Students will create a presentation of their research paper. Presentations will be recorded and submitted to Canvas. Cameras are required to be turned on in the recordings. Your discussion of the material should be thoughtful and analytical, and invite participation by all students. Further instructions and expectations will be discussed.

### Grading Information

Department of Justice Studies Course Grade Determination

Total Points	Grade	Total Points	Grade	Total Points	Grade
98.0 to 100	A plus	84.0 to 87.99	B	71.0 to 73.99	C minus
94.0 to 97.99	A	81.0 to 83.99	B minus	68.0 to 70.99	D plus
91.0 to 93.99	A minus	78.0 to 80.99	C plus	64.0 to 67.99	D
88.0 to 90.99	B plus	74.0 to 77.99	C	61.0 to 63.99	D minus

## Determination of Grades

Article Reviews (4)	60 pts / 20%
Annotated Bibliography	20 pts / 6.67%
Introduction and Thesis	20 pts / 6.67%
Research Paper	100 pts / 33.33%
Presentation	100 pts / 33.33%
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Total	300 pts / 100%

## Classroom Protocol

Students are expected to:

1. Come to class prepared and participate
2. Complete all readings and assignments as scheduled on the syllabus
3. Check canvas and mysjsu regularly and be aware of any changes in the class schedule
4. Be respectful to their classmates in discussions and debates

Late work will not be accepted. Assignments will be submitted to Canvas unless otherwise directed. E-mailed assignments will not be accepted. If you have issues uploading to Canvas, it is your responsibility to contact the IT department and resolve the issue. I will not accept technical issues as an excuse for late or missing assignments.

General questions (format, deadlines, etc.) should be posted on the course Q&A Board on Canvas.

## 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](#).

## Academic Integrity / Plagiarism

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy F15-7 \[pdf\]](#) requires 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. Visit the [Student Conduct and Ethical Development](#) website for more information.

- **Plagiarism:** San José State University defines plagiarism as the act of representing the work of another as one's own without giving appropriate credit, regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism includes:
  - 1.2.1 Knowingly or unknowingly incorporating the ideas, words, sentences, paragraphs, or parts of, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work;
  - 1.2.2 Representing another's artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures, or similar works as one's own.
- **Sanctions:** There shall be two major classifications of sanctions that may be imposed for violations of this policy: Academic and Administrative. Academic sanctions are actions related to the coursework or grades determined by the faculty member. Administrative sanctions are actions that address a student's status on campus and are determined by the Office of Student Conduct & Ethical Development. Academic sanctions and Administrative sanctions may be imposed simultaneously.

*To ensure compliance with academic integrity policies, all work in this class must be turned in through Turnitin.com, a plagiarism detection service with which San José State University contracts. Students are responsible for ensuring their work is accepted and evaluated by Turnitin.com. Inability to do so will lead to an incomplete grade for affected assignments. In case plagiarism is detected once, the plagiarized assignment will receive a failing grade. If plagiarism is detected multiple times, students will receive a failing grade for the course.*

### **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 inform me immediately by emailing me or by making an appointment with me as soon as possible. [Presidential Directive 97-03](#) requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](#) (AEC) to establish a record of their disability.

### **Consent for Recording of Class and Public Sharing of Instructor Material**

[University Policy S12-7](#), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
  - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

### **Department of 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.

## JS 100W / Writing Workshop, Summer 2022

The following schedule is subject to change; advance notice of any changes will be posted as early as possible on Canvas.

### Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	7/5 – 7/8	To Read: Syllabus & Canvas APA Publication Manual: Chapter 1  To Do: <b>7/6: Plagiarism Module</b> ( <i>note that you will not be able to move forward with the subsequent modules if this module is not completed</i> ) <b>7/8: Article Review 1:</b> Prison Nurseries
2	7/11 – 7/15	To Read: APA Publication Manual: Chapter 2 APA Publication Manual: Chapter 4  To Do: <b>7/13: Article Review 2:</b> Being a good mom <b>7/15: Article Review 3:</b> ‘Came Hell and High Water’
3	7/18 – 7/22	To Read: APA Publication Manual: Chapter 5  To Do: <b>7/20 Article Review 4:</b> Does White racism matter? <b>7/22 Annotated Bibliography due</b>
4	7/25 – 7/29	To Read: APA Publication Manual: Chapter 6 APA Publication Manual: Chapter 8  To Do: <b>7/27: Introduction &amp; Thesis due</b>
5	8/01 – 8/05	To Do: <b>8/3: Research Paper due</b> <b>8/5: Presentation due</b>