Psychology 100W.02 and 62

Department of Psychology

Summer Semester, 2024

Instructor:	**Class Time:**	**Classroom:**
Lucinda Cabral	**Asynchronous** -All assignments are due Friday by 9 PM.	**Online (Zoom and Canvas)** • Please refer to Canvas modules for full lesson plans and further policies. **ALL** work must be submitted on canvas.
Phone: I do not have a phone on campus this semester	**Email:** • Canvas Inbox • Lucinda.cabral@sjsu.edu	**Office Hours:** Online- Zoom or Canvas- Monday -1:00-2:00 PM

Course Description

In this class you will practice and improve writing skills appropriate to the broad field of psychology, including essays, reports and scholarly communication. The goals of 100W are that students will develop advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. This class reinforces and advances skills developed in Written Communication 1A and 1B, and then broaden and deepen these to include mastery of the discourse peculiar to the discipline in which the course is taught.

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

Prerequisites:

- o A3 or equivalent second semester composition course (with a grade of C- or better)

- o Completion of core GE

- o Upper division standing (60 units)

- o Completion of Core GE

- o PSYC 1

o STAT 95 or senior standing.

o Psychology Majors/Minors and Behavioral Science Majors only

SJSU Studies Area Z Goals

Advanced proficiency in college-level writing and appropriate contemporary research strategies and methodologies to communicate effectively to both specialized and general audiences. The 100W course reinforces and advances the abilities developed in English 1A and 1B, and broadens and deepens these skills to include mastery of the discourse peculiar to the discipline in which the course is taught.

Required Texts:

I provide all the materials for this class. Should you find the need to purchase a textbook, these are some suggestions. The books below are for reference only and are available on "will call" at the library.

- "APA Simplified- Your Concise Guide to the 7th Edition". Mark Hatala. *ISBN: 9781933167541.-* OPTIONAL

- American Psychological Association. (2010) *Publication Manual of the American Psychological Association* (7th Ed.). Washington, DC: Author*. ISBN 978-1-4338-0561-5* – On the reserve shelf at the library - OPTIONAL

- Rosnow, R. L., Rosnow, M., & Kuther, T. L. (2012). *Writing Papers in Psychology* (11th Ed.). Mason, OH: Cengage*. ISBN 9781133529771* – OPT – On the reserve shelf at the library - OPTIONAL

- Dictionary (optional)

Useful websites (For additional support):

- **Canvas -"Writer's Help"**
- *Guide to Grammar* at http://grammar.ccc.commnet.edu/grammar/
- The *Purdue Online Writing Lab (OWL)* at http://owl.english.purdue.edu.
- www.dictionary.com
- www.englishpage.com
- www.english-4u.de
- www.chompchomp.com

Student Learning Objectives (SLOs):

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

SLO 1.   Produce discipline-specific written work that demonstrates upper-division proficiency in:

    a.   language use

    b.   grammar

    c.   clarity of expression

SLO 2.   Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

SLO 3.   Organize and develop essays and documents for both professional and general audiences in APA style

SLO 4.   Organize and develop essays and documents according to appropriate editorial and citation standards

SLO 5.   Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Additional GE/SJSU Content Requirements

- **This course must be passed with a C or better as a CSU graduation requirement.**
- **Diversity**. Issues of diversity shall be incorporated in an appropriate manner.
- **Writing**. Written assignments should include both in-class and out-of-class writing, giving students practice and feedback throughout the semester.
    - A single final term paper would not satisfy the requirement.
    - Assignments will total a minimum of 8000 words assigned throughout the semester, providing frequent practice and feedback for improving application skills.
    - Course syllabi must reflect assignments that meet the 8000-word minimum.
- **Reading**. Readings used in the course should be models of excellence.
- **Discipline**. Written Communication II courses are discipline specific. All courses will use language and forms of writing appropriate to the discipline.

Program Learning Outcomes (PLOs)

Upon successful completion of the psychology major requirements:

PLO1 – Knowledge Base of Psychology – Students will be able to identify, describe, and communicate the major concepts, theoretical perspectives, empirical findings, and historical trends in psychology.

PLO2 – Research Methods in Psychology – Students will be able to design, implement, and communicate basic research methods in psychology, including research design, data analysis, and interpretations.

PLO3 – Critical Thinking Skills in Psychology – Students will be able to use critical and creative thinking, skeptical inquiry, and a scientific approach to address issues related to behavior and mental processes.

PLO4 – Application of Psychology – Students will be able to apply psychological principles to individual, interpersonal, group, and societal issues.

PLO5 – Values in Psychology – Students will value empirical evidence, tolerate ambiguity, act ethically, and recognize their role and responsibility as a member of society.

FIRST WEEK OF CLASS PARTICIPATION/ATTENDANCE

Students are required to "check-in" the first day of class. For this course, this requirement is met by completing the Syllabus Quiz by Monday, 6/3/24 at 9:00PM. Failure to complete this quiz will result in a student being dropped from the course. In this online course the primary method of attendance is measured by completion of assignments.

However, it is the student's responsibility to drop the course if he/she no longer desires to be enrolled, during the first week.

See canvas for more details.

Assignments and Activities:

Lectures, small and large group discussions, homework and exams will help students develop their research, reflection and synthesis skills in the following areas:

1. Hone writing skills for communicating (from casual to formal) in one's profession (SLOs 1-4).

2. Formulate written critical analyses of published articles (SLOs 2 and 3).

3. Research and compose a scholarly paper using APA format (SLOs 1-4).

4. Prepare and deliver an oral presentation related to writing or research (SLO 4).

5. Competency Assessment (in-class writing, quizzes, testing and/ or exams).

Course Requirements/ Major assignments:

Literature Review

The major paper you will be writing for this course is an *APA style literature review* (minimum 1500 words including **5 different** sources or more scholarly references). The goal of a literature review is to answer a research question by describing and synthesizing relevant theory. This assignment is letter graded.

In order to do this project successfully, this major project is divided into smaller assignments:

- **Collecting Data –** The first step in writing your literature review is collecting sources relevant to your topic and population using databases and other resources appropriate to psychological research. In this project you are to collect a minimum of 5 sources. The 5 secondary sources are in *APA style*. You will annotate and discuss them on Canvas. More instructions are on Canvas. These discussions are worth 20 points each.

- **Outline Assignment** in which you organize the main points of your literature review and your findings. This assignment will be peer-reviewed.

- **Literature Review Revised Drafts** in which you receive feedback from 3 classmates and revise your paper as needed. For each draft, I will want to encourage you to see me during office hours and/or work with a tutor. Each peer review is worth 10points.

- **The final draft of your literature review.** This assignment is letter graded. The rubric is available under "files" on canvas.

Because our entire semester revolves around this project, it needs to meet the following minimum criteria for acceptance:

1- A minimum of 1500 words. Anything below 1500 words will automatically be penalized. See rubric on canvas.

2- 5 **different sources** that need to be an **exact match** both in the body and in the reference page. While you can cite one author multiple times, that still counts as 1 source. **If your citations in the body do not match the reference page, you will lose points**. No errors will be allowed or claims of ignorance or forgetfulness.

3- Submitted on Canvas on the due date/ deadline. You will be given plenty of reminders of the due date. If you foresee any technology problems, you need to let me know in advance. NO LATE assignments. If you fail the online submission deadline, you will not be allowed to submit it later.

I encourage you to read the rubric of this project so you know how you will be graded. If you receive a poor grade, I expect you to take full responsibility and accept the consequences **without haggling or negotiation**.

Annotated Articles Discussions

Please read instructions. You can find them on the "files" section on canvas. Each journal discussion is worth 20 points.

Quizzes

You will have several comprehension quizzes to check your understanding of APA and other class material. Please check canvas quizzes, modules and calendar for weekly reminders. For the APA quizzes, you have access to the study guide for each quiz, in case you want to prepare in advance. The study guide is on canvas "modules". For other quizzes, you must listen to the lecture (recorded video published under "modules". *Quizzes are due by Friday's at 9PM the end class time* but open beforehand (since Canvas is published).

Final Exam

The final exam will be a brief oral presentation based on your literature review/research to class. More instructions are available on Canvas. The oral exam will be worth 25 points.

Turnitin.com (Literature Review)

When you submit the final draft of your literature review, it automatically goes through Turnitin through Canvas.

Important reminders:

1. The most important date in this class is the due date of the final draft of your literature review **(8/9/24) by 9PM. Treat this deadline as if you were to submit in person.** Not only is it listed on the calendar, but I will also be sending emails and reminding you of this date in class. By the time this is due, you have been reminded repeatedly and in a variety of ways. Therefore, claiming ignorance on the importance of this assignment and its due date will not be tolerated **under any circumstance.**

2. The FINAL DRAFT must be submitted on canvas on the due date. No late copies will be accepted.

3. The instructor will not read the hard copy if an electronic copy is not received on canvas by the appropriate time.

4. If you fail to submit your draft on canvas FOR WHATEVER REASON, <u>your essay will not be eligible for grading. Please **do not email me a copy** if you failed to submit it on canvas.</u>
5. <u>Make sure your technology is working and have a backup plan. If you foresee any tech difficulties, you need to let me know in advance.</u> It is your responsibility to submit the essay on the due date.

Evaluation:

30%   Literature Review

30%   Homework and Participation (including the response journals, canvas discussions, and other homework listed on canvas.)

30%   Quizzes

10%   Final Exam

<u>Your final grade will be determined as follows:</u>

97-100% = A+	93-96%= A	90-93%= A-
87- 89% = B+	83-86%= B	80-83%= B-
77- 79%= C+	73-76%= C	Below 73%= NC

FINAL EXAM: Friday, August 9	**Uploaded on canvas by 9:00 PM**

Grade Notes

- <u>In order to pass this course, you need to achieve a grade of C or higher.</u>
- There will be no grade inflation, so please do not ask. If you do not want to be caught in a situation where you are 1% away from a higher grade, please take advantage of the many resources available at SJSU, including meeting during office hours throughout the semester.
- Your grade is in your absolute control. All rubrics are available on Canvas and discussed in advance in class. I tell you exactly what is expected, and I do not do any surprise assignments/ quizzes. If you have any questions, please feel free to ask. If you get a result you do not understand, ask right away so you can improve future assignments and avoid making the same errors.
- Check your grade daily/ often on Canvas.
- <u>I grade on work *actually* done. Do not ask me to give you points on something you *intended* to do but did not do.</u>

Deadlines

Assignments turned in after the due date (and time) will not be considered. **This policy is set up so that no one falls behind, especially the** literature review. To enforce this rule fairly, there can be no exceptions. I clearly note due dates on Canvas, syllabus, class calendar, and I will make announcements well in advance. Take note of these dates and plan accordingly.

ALL work is due on Fridays by 9 PM!

Make-up Exams

No extensions or make-up exams will be given except in cases of reasonable and documented academic reasons, emergencies, serious illness, or similar seriously disruptive events in the event that assignment can be rescheduled. *If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation*.

Late Assignments

Assignments are due on canvas on the day indicated on the course schedule. If due dates are changed, the new due date will be announced in a timely fashion. While you can submit an assignment earlier (upload earlier for example) I will not accept late assignments.

NOTES:

- There will be no make-up exams or extra credit. Regular class work is the "extra credit." There will be ample opportunity for each major assignment to be revised multiple times before being graded, so take advantage of the many opportunities given in class and at SJSU.

- Essays **must** be submitted in correct APA format with sources documented in correct APA format. Students **must** have substantive drafts ready for peer response on the indicated days.

- All assignments must be typed (unless indicated otherwise) and submitted on canvas. **Do not submit work via email**.

- This is a writing course that is participation heavy. While earning points is very easy, it is also very easy to lose them, so please plan ahead.

- There are no participation points for office hour meetings.

- After the final exam, the last office hours will be held online. You will be given a 24-hour notice after the final grade is posted on Canvas to contact me with any final grade issues. <u>This will be the time to ask any questions regarding your final grade.</u>

- **Assignments that require participation (such as a canvas discussion) cannot be made up even with a doctor's note.**

Note on Assignment Criteria, Revising, and Grammar

Specific guidelines, criteria, and samples will be provided for each assignment. All major assignments will undergo planning, draft-to-draft revising, proofreading, and editing before final submission. However, this process isn't solely independent. Throughout the course, you will participate in peer reviews and receive feedback to further refine your work. Students who struggle with writing should take advantage of the resources on campus – and early on. Organization and grammatical accuracy are important in formal writing. Grammatical errors are not only distracting to readers but can disrupt the flow and delivery of ideas. With this stated, **grammar and mechanics can carry up to a 50% weight on all final drafts.**

Library Liaison Psychology

The SJSU library has a librarian who specializes in psychology (and other social sciences), and this librarian can serve as a very valuable resource for helping you to develop research ideas and locating appropriate research materials. The library also has an abundance of resources for doing psychology research:

Psychology Librarian:

> **Christa Bailey**
> **Phone: 408-808-2422**
> **Email: christa.bailey@sjsu.edu**
> **http://libguides.sjsu.edu/psychology**

Attendance Policies:

<u>**6/3/24- 6/10/24:**</u>

Students need to attend the first day of class. If you foresee any problems submitting any assignments, please contact me right away, ideally before the assignment is due. You have 24 hours to contact me. If there is no activity during this week, students will be dropped with notification.

<u>**6/10/24- end of semester:**</u>

After 6/10/24 I do not have an attendance policy. The most important is to submit your assignments on canvas. Make sure you read your modules daily, so you know each lesson plan and due assignments. All modules have been published since the first day of class.

Your final grade is the result of your work and effort you put in the class.

<u>**ATHLETES**</u>

If you are an athlete, I hold you to the same deadlines as everyone else (with very few exceptions). If you are missing an assignment due to a game, you are more than welcome to upload the due assignments (a discussion for example) before the due date. I WILL NOT REMIND YOU nor will I keep track of your schedule. Your schedule is YOUR RESPONSIBILITY, so please plan in advance. Again, communication is key.

FERPA- For more details, please refer to the school site. However, some basics: If your coach/ counselor requires a meeting, here are some rules:

- I expect the questions that are grade related to come from you. After all, your grade is ultimately your responsibility.
- I will NOT meet alone with your coach or counselor without you being present unless there are extenuating circumstances.
- I will NOT negotiate your grade with your counselor/coach or classroom practices.
- If you have any questions about the above, feel free to ask.

CAMPUS POLICY IN COMPLIANCE WITH THE AMERICAN DISABILITIES ACT- **AEC REGISTERED STUDENTS**

- <u>If you are registered with AEC, please read the following</u>:
- Please make an appointment to meet during the first two weeks of the course to discuss your accommodations, during office hours.
- Your success in this class is important to me. We will all need accommodations because we all learn

differently. If there are aspects of this course that prevent you from learning or exclude you, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course.

- I encourage you to visit the AEC Office to determine how you could improve your learning as well. If you need official accommodations, you have a right to have these met. There are also a range of resources on campus, including the Writing Center, Tutoring Center, and Academic Advising Center.

- Presidential Directive 97-03 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

- **One major issue some AEC students need to address is time management**. In order to facilitate, most assignments are opened since the first day of instruction, allowing students extra time to submit their assignments. This often takes the pressure for students. Since they have a longer stretch of time, they just have to plan accordingly.

- If working under pressure exacerbates your disability, please allow yourself more time to do the assignments, _earlier._

- Under "announcements" there are many listed academic services available to students. If you need help with your homework/ writing, there are many places that can help you. SJSU also offers a tutor that can work with you to make sure you submit your assignments on time and to keep you on track.

- Quizzes- Extensions are automatic given to quizzes (the only timed activities in this course) on canvas.

- Extensions- Some activities are not eligible for extensions (canvas discussions, peer reviews, etc.), especially if the extension defeats the purpose of the activity.

- Students are advised to request an extension at least **48 hours prior to the due date** or as soon as possible (Please note: 48 hours is a guideline).

- Extensions are based on the type of assignment and the course requirements, if an extension is appropriate, we can discuss it.

- ***Please keep in mind that time extension (like a quiz for example) does not equate date extension.***

- I encourage communication, so feel free to come to office hours and to discuss any accommodations or aspects of your disability. I am here to help you.

University Policies

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc.

- Refer to the current semester's Catalog Policies section at
  http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current
  academic year calendars document on the Academic Calendars webpage at
  http://www.sjsu.edu/provost/services/academic_calendars/.

- The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/.

- Students should be aware of the current deadlines and penalties for dropping classes.

- Information about the latest changes and news is available at the Advising Hub at
  http://www.sjsu.edu/advising/.

- If you decide to drop, please plan ahead. In order to drop, there are forms that need to be filled out
  and signatures that are collected. Allow yourselves enough time to fill out the paperwork. Admin
  and Records will not accept late applications.

- Also, it is your responsibility to contact them for the status of your application.

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.

"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."

It is suggested that the syllabus include the instructor's process for granting permission, whether in writing
or orally and whether for the whole semester or on a class by class basis.

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."

Mental Health Support:

If you need a support line:

- [CA Peer Run WARM LINE](#) - **855-845-7415**   This is a non-emergency resource for anyone in California seeking mental and emotional support. Providing 24/7 assistance via phone and web chat on a nondiscriminatory basis to anyone in need.

- [988 Suicide and Crisis Lifeline](#): Dial **988**   The 988 Lifeline provides 24/7, free and confidential support for people in distress, prevention and crisis resources for you or your loved ones, and best practices for professionals in the United States. Para acceder al apoyo en español, marque 988 y presione 2. Para iniciar una conversación de mensaje de texto en español con el 988 Lifeline, envía la palabra AYUDA a 988. Para chatear con el 988 Lifeline en español, elige "Español" en la esquina superior derecha de la pantalla y luego visita nuestra página de chat.

- [National Domestic Violence Hotline](#) - 1-800-799-7233 or TTY 1-800-787-3224

- [SAMHSA's National Helpline](#) - 1-800-662-HELP (4357) (also known as the Treatment Referral Routing Service), or TTY: 1-800-487-4889 is a confidential, free, 24-hour-a-day, 365-day-a-year, information service, in English and Spanish, for individuals and family members facing mental and/or substance use disorders. This service provides referrals to local treatment facilities, support groups, and community-based organizations. Also visit the [online treatment locator](#), or send your zip code via text message: 435748 (HELP4U) to find help near you. Currently, the 435748 (HELP4U) text messaging service is only available in English.

- [The Trans Lifeline](#) - Call 1-877-565-8860   The Trans Lifeline is a trans-led organization that connects trans people to the community, support, and resources they need to survive and thrive. It provides crisis intervention hotlines, staffed by transgender individuals, for trans and questioning callers.

- [The Veterans Crisis Line](#) - Call the Veterans Crisis Line at 1-800-273-8255 and Press 1 or text to 838255. The 24-hour, toll-free, confidential hotline provides phone, webchat, and text options available to military veterans in crisis and their families and friends. It provides options for deaf and hard of hearing individuals.

- [The Crisis Text Line](#) - Text HOME to 741-741. The Crisis Text Line is the only 24/7, nationwide crisis-intervention text-message hotline.

On campus resources:

- [Counseling and Psychological Services](#) - CAPS is a resource that is available to all students, and they provide individual counseling, couples counseling, and group therapy (including drop-in groups!). If you have never had counseling at the Student Wellness Center, please call their

office at 408-924-5678 or stop by to schedule your initial session. The purpose of this initial meeting is to understand your needs so that they can guide you to appropriate resources such as groups and/or workshops, brief therapy, or referral to an outside counseling agency. This is not necessary to attend all groups.

- [Wellness Lounge](#) - Located on the first floor of the Student Wellness Center and open M-R 10a-4p and F 1p-4p. The Wellness Lounge offers different events and activities where you can relax and unwind a bit, doing things like coloring, playing Nintendo Switch games, and they also have free massage chairs you can book 20-minutes appointments for by stopping by the Wellness Lounge front desk, visiting their SWC Patient Portal, or calling 408-924-5678. The lounge also offers an alternative place to study and/or connect with peers if you are looking to expand your support network.

- [Accessible Education Center (AEC)](#) - The Accessible Education Center, through collaboration with the campus and community, is committed to redefining ability for students with disabilities by providing comprehensive services in support of the educational development and success of students with disabilities in a student-centered and professional environment.

- [Black Leadership and Opportunity Center](#) - The SJSU Black Leadership and Opportunity Center (BLOC) serves to holistically empower, uplift, and develop all students in the African Diaspora through strengthening and building community bonds, encouraging positive Black identity, and providing social and academic support.

- [Pride Center](#) - The mission of the PRIDE Center is to support the LGBTQ+ (Lesbian, Gay, Bisexual, Transgender, Intersex, Queer, Questioning, Asexual, Nonbinary, etc.) students of San José State University. Through dynamic programming and educational outreach the PRIDE Center seeks to improve the campus climate for LGBTQ+ students and advocate for the respect and safety of all members of the campus community.

- [Gender Equity Center](#) - The GenEC provides dynamic programming and educational outreach opportunities through collaborative partnerships with other campus and community organizations.

- [MOSAIC Cross Cultural Center](#) - The mission of MOSAIC Cross Cultural Center is to: Provide a safe and welcoming environment that honors and celebrates diversity. We offer support, advocacy for historically underrepresented groups, leadership opportunities, and intentional programming that focus on critical thought, social justice, and cultural empowerment for the SJSU community.

- [SJSU Cares](#) - SJSU Cares assists students who are facing an unforeseen economic crisis by providing direct support and referrals around basic needs including food, housing, emergency assistance and more. They want to ensure that you reach your academic goals towards graduation. Their programs include self-help assistance/information, case management resources, the Spartan Food Pantry and more.

- [Spartan Food Pantry](#) - The Spartan Food Pantry is a walk-in, full-service, staffed, food assistance program offering non-perishable goods, fresh produce, and refrigerated items to eligible students. Open during the shelter in place (see updated hours on website/social media), no prior application required, bring Tower Card and reusable grocery bags.

- [Student Health Center](#) - The role of the SJSU Student Health Center is to serve all registered students by providing treatment and care in support of the student community's well-being. Not only can you receive attention for acute conditions, injuries, and illnesses from licensed physicians, the Health Center also provides support services such as a laboratory, pharmacy, physical therapy, radiology, dermatology, podiatry and sports medicine.

- [UndocuSpartan Student Resource Center](#) - The UndocuSpartan Student Resource Center (USRC) is invested in creating educational opportunities that will further the success of UndocuSpartans at SJSU. The USRC uses a cross-cultural and social justice lense to provide holistic support and resources to undocumented students and the campus community. The center works alongside undocumented/AB 540 students and allies to create a campus community that is welcoming and inclusive of all students regardless of their immigration status.

- [Veterans Resource Center](#) - The Veterans Resource Center (VRC) is designed as a one-stop resource that plays a primary role in serving the university's growing community of veterans and military students.

Off campus community resources:

- [Asian Law Alliance](#) - Non-profit organization that provides equal access to the justice system for Asian Pacific Islander and low-income populations in the Silicon Valley. Services areas include housing, public benefits, immigration & deportation defense, domestic violence/victims of violent crimes, and civil rights.

- [Bay Area Legal Aid](#) - Bay Area Legal Aid helps thousands of low income Bay Area residents build safer, healthier, and more stable lives. Their mission is to provide meaningful access to the civil

justice system through quality legal assistance regardless of a client's location, language or disability.

- [Bill Wilson Center](#) - The Bill Wilson Center programs focus on housing, education, counseling, and advocacy. They provide services to more than 4,100 children, youth, young adults and families in Santa Clara County through our various programs.

- [CalFresh](#) - Monthly cash assistance for groceries.

- [Community Solutions](#) - Community Solutions provide a comprehensive spectrum of prevention, intervention, treatment, and residential services to the communities of Santa Clara and San Benito Counties. They also provide services and support to help children, families, and individuals overcome the challenges posed by mental health issues, substance abuse, trauma, severe family dysfunction, sexual and domestic violence, and human trafficking.

- [City of Santa Clara Renters Resources](#) - Information about affordable rental housing, eviction rights, landlord/tenant dispute resolutions, and emergency rental assistance.

- [Greenlight Clinic](#) - A free mental health clinic in San Francisco. Providing a safe environment where individuals can identify and manage feelings around family, peers, school, financial stress, work, or whatever feelings are being experienced.

- [Family Paths](#) - A non-profit organization of mental health professionals and dedicated volunteers that provide a number of mental health and supportive services to low income, multi-stressed individuals and families in Alameda County.

- [County of Santa Cruz Mental Health Resources](#) - The Behavioral Health Division provides a wide range of prevention and treatment options for Santa Cruz County adults, children and their families. Resources are broken down by age group and they offer a pocket guide and local hot lines.

National resources:

- [Active Minds](#) - Active Minds is a nonprofit organization dedicated to raising mental health awareness among students via peer to peer dialogue and interaction.

- [Dana Foundation](#) - Explore the brain with the Dana Foundation's free resources for kids and adults. Find fact sheets, lesson plans, articles, and puzzles about brain function and health, all reviewed and approved by scientists.

- [Depression & Bipolar Support Alliance](#) - DBSA offers a variety of free education- al materials that can be downloaded or sent directly to your home. The website includes materials detailing

strategies and information applicable for both loved ones & caregivers as well as those with depression or bipolar.

- [The National Alliance on Mental Illness (NAMI)](#) - Call the NAMI Helpline at 800-950- 6264 M-F, 10 am-6pm, ET. Or in a crisis text "NAMI" to 741741 for 24/7, confidential free counseling. The National Alliance on Mental Illness (NAMI) is the nation's largest grassroots mental health organization dedicated to improving the lives of individuals and families affected by mental illness.

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 S07-2 at http://www.sjsu.edu/senate/docs/S07-2.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. The Student Conduct and Ethical Development website is available at http://www.sjsu.edu/studentconduct/.

Proper documentation is a key skill in this course. **If you plagiarize any of the assignments, here are my procedures:**

1- *No credit for the assignment (zero score).*
2- *A report with the Office of Student Conduct & Ethical Development will be filled out.*
3- *Papers with plagiarism will not be rewritten for credit.*
4- *Plagiarism will result in failure in the course and further serious consequences.*

What is 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;"***

If you are still unsure of what plagiarism is, you have several options to gather information from:

- *Contact me at the beginning of the course (before a major assignment is due) with questions.*
- *Do the plagiarism tutorial (HW due at the beginning of the course).*
- *Familiarize yourself with the above site from SJSU.*
- *Look at the index of our textbook under the word "plagiarism". Several pages are listed with relevant information.*
- *Participate in the peer reviews and office hours. You can still correct any mistakes or plagiarism based on this feedback BEFORE you turn in your final paper by the deadline. Often, in the peer review process plagiarized material can be detected.*

Please keep in mind that claiming ignorance will not be allowed as an excuse to copy someone else's words/ work as your own without proper credit. Please do all of the above. It will help you avoid making costly mistakes.

Remember that in your literature review, the amount of direct quotes should not exceed 20% - that is roughly about 1 block quotation (a quote with more than 4 sentences) and three direct short quotes.

Artificial Intelligence (AI):

- Turnitin captures material generated by A.I.
- Should the Turnitin report flags AI writing, the rate is irrelevant to me. **Any portion of the essay written by AI, will result in an automatic zero.**
- Since Turnitin stands by their reports, so do I.
- Should you find you were the victim of gross negligence by Turnitin, you will have to contact them and dispute the results with them.

Time commitment

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http://www.sjsu.edu/senate/docs/S12-3.pdf.

Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.

Student Technology Resources

Please check their website for available services:

https://libguides.sjsu.edu/sttc

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. However, due to Covid, there have been major changes.

Please check out their site for further information:

https://www.sjsu.edu/writingcenter/

All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. Again, due to Covid there have been changes. To schedule an appointment or learn more information, visit Counseling Services website at http://www.sjsu.edu/counseling.

Classroom Protocol and Policies

1. Regular attendance and reading the class modules is necessary to do well in the course and I expect
    you to understand that. Coming to zoom on the required days is the best practice to be informed.
    If you do not log in during class time, please read the modules for that particular day that covers
    the information covered in class.

2. Attention to detail is a must to succeed in this class, especially when revising the APA in your
    literature review.

3. Canvas does not allow me to delete a wrong assignment without deleting everyone's submission,
    so please make sure you submit the right assignment on the proper date and upload. For example,
    do not upload your final exam under a journal. Please pay attention to detail. If you upload the
    wrong assignment, I cannot give you neither credit nor can I delete your submission.

4. I will answer emails M - F, 9:00 - 5:00. If you email me at night or on the weekends, do not expect a
    response until the next weekday, at the earliest. **If you feel I ignored an email from you, please try
    other approaches, including calling me or requesting a zoom meeting**. I am the easiest person to
    find!

5. Check your email and canvas daily/regularly. All class notifications are done online. Also, important
    docs are emailed to you and uploaded on Canvas.

6. Be respectful of others - Respect differing points of view offered by students.

7. Check the course Canvas site daily/ regularly- All your grades are kept on Canvas and updated
    weekly. If I input something wrong, please tell me right away. Grade corrections need to be done
    right away and with evidence that I made a mistake.

8. Recording of Class Lectures & Sharing/Distribution of Course Content - Common courtesy and
    professional behavior dictates 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. This 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.

9. Grade questions – I grade all assignments on canvas. If you are curious on why you received a
    certain grade or just need to meet, these questions/ meetings need to happen in a timely fashion.
    The time period to meet on any graded assignment should be happen within the first 1-3 class

periods (as the assignment is still fresh in your head and mine). If you fail to do so, your questions will go unanswered. Take advantage of your time while the course is still active. **YOU are responsible to keep track of your grade on a regular basis, especially after the final grade has been posted.**

10. Grade disputes- Before making an appointment with the Chair/ Dean, there a few questions you need to ask yourselves: 1- Did the instructor violate the syllabus or have I, in other words, how has the instructor violated the terms of the syllabus? 2- Is my grade the result of my own doing or the instructor's? 3- If the instructor shows my grade and academic report to the Chair/ Dean, will it be obvious who has not engaged academically? If after answering these you still feel the need to air out a grievance, keep this in mind: I am the ultimate person in charge of your grade and I keep very good records on all my students. To quote our Chair "*It is important to know that a department chair does not override grades given by a professor or require a professor to offer extra work when a student is concerned about their grade, as each professor provides the course criteria in their syllabi and carries the responsibility for assigning grades based on performance. However, I am always willing to help to make sure you are aware of the basis for your grade and to address any concerns about grading that you believe were inconsistent with the course syllabus or not aligned with the university grading policy. "*– Lynda Heiden. Also, **final grade questions/ meetings must happen while the course is still in session.** After the final exam, you will be given a 24-hour deadline to contact me about your final grade. This is the time to solve any issues. If not, the grade in the system is your final grade and assumed correct.

11. During office hour meetings I expect you to be prepared with questions (on zoom).

12. I expect you to be in charge of your work and assignments.

13. Communication is key. If you feel you are falling behind, let's talk. I'm here to help you.

Tentative Weekly schedule – **All your lesson plans, schedules and deadlines are on Canvas Modules.**

(I hold the right to make appropriate changes. If so, I will inform you in advance.)

Asynchronous Schedule

Week	Friday 6/7
1	• General Course Introduction • Literature Review Instructions • Library Orientation • Pre-Skills Test

Week	Friday 6/14
2	• Evaluating Sources • CRAPP Method • APA quiz 1(differences between 6th and 7th edition of APA, basics of a lit review format) • Annotated Article 1 (this assignment has the goals of presenting your research, summarizing and paraphrasing (microsummary practice), critical analysis on the validity of this source, and usefulness of the sources for your project.
Week 3	**Friday 6/21** • APA quiz 2 (how to cite 1 to multiple authors, institutions and organizations, narrative VS parenthetical citations) • Annotated Article 2 (this assignment has the goals of presenting your research, summarizing and paraphrasing (microsummary practice),, critical analysis on the validity of this source, and usefulness of the sources for your project
Week 4	**Friday 6/28** • APA quiz 3 (how to cite within the body of a lit review) • Annotated Article 3 (this assignment has the goals of presenting your research, summarizing and paraphrasing (microsummary practice), critical analysis on the validity of this source, and usefulness of the sources for your project
Week 5	**Friday 7/5** • Plagiarism Tutorial • APA quiz 4 (plagiarism in this project, what to avoid, giving proper credit, quoting, paraphrasing and summarizing) • Annotated Article 4 (this assignment has the goals of presenting your research, summarizing and paraphrasing, (microsummary practice), critical analysis on the validity of this source, and usefulness of the sources for your project
Week 6	**Friday 7/12** • APA quiz 5 (this entire week is dedicated to the references) • Annotated Article 5 (this assignment has the goals of presenting your research, summarizing and paraphrasing (microsummary practice), critical analysis on the validity of this source, and usefulness of the sources for your project • Outline quiz • Outline Peer Review

Week	
Week 7	**Friday 7/19** • Quoting, Paraphrasing and Summarizing • Tone and formality • Language for the literature review (including grammar and punctuation) • Instructions for Peer Reviews/ Drafts
Week 8	**Friday 7/26** • Peer Review 1 (overall cover page, intro, body, references) • Self-Analysis Report 1 • Peer Review 2 (intro, citing, conclusion, references) • Self-Analysis Report 2
Week 9	**Friday 8/2** • Peer Review 3 (APA mostly) • Self-Analysis Report 3 • Literature Review Conferences • Post- Skills Test
Week 10	**Friday 8/9** • Literature Review Conferences • Instructions on how to submit the final exam and literature review • FINAL EXAM DUE • LITERATURE REVIEW DUE