

San José State University
School/Department
(29874) Writing Workshop: Economic Reports Section 04 Spring 2021

Course and Contact Information

Instructor:	Deborah Clarke
Office Location:	n/a
Telephone:	n/a
Email:	deborah.clarke@sjsu.edu
Office Hours:	T/TH 3:00 -3:45 and by appointment
Class Days/Time:	T/Th 1:30 – 2:45
Classroom:	online
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

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

Library Liaison

Economics Librarian, Christa Bailey 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.pdf), 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 Thursday, March 18, 2021.** 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 Tuesday, April 6, 2021.** 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 Tuesday, April 27.** **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, **Thursday, May 13.** 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 Friday, March. 5, 2021.** 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 400 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 Tuesdays, and Peer-review reports on Thursdays. 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. **Attendance is required for these presentations.** Every student not presenting has to submit an in-class peer review for each presentation. I will handout rubrics for you to use.
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Please plan for these due dates early. I do not accept any late work. If you do not submit these on time you will earn a zero for this component of the course.

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

This course must be passed with a C or better as an SJSU graduation requirement. These weights are fixed - improvement in other categories will not raise your grades elsewhere. Late work will not be accepted. **I do not offer individual extra credit, or extensions on due dates unless you have valid documented reasons.** The final grade in the course will be based on the following weights:

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

Quizzes: Syllabus, Plagiarism	5%
In-Class Activities	5%
Wednesday Work	5%
Short Papers and Peer Reviews	10%
Midterm	15%
Paper Proposal	10%
Review of Literature	10%

Final Paper-Draft	10%
Final Paper	15%
Final Paper Presentation	15%

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				

Online Classroom Protocol

1. Lectures will start on time.
2. When you sign in to classes, please use mute unless you have a question
3. You don't have to show your face for lectures, but must show them for the exams.
4. Be respectful of any chat used during class.

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 on Canvas 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. 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 currently totally online. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. The 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. For more information, you can contact The Writing Center Website at <http://www.sjsu.edu/writingcenter/>.

Dropping and Adding

Tuesday, February 9 is the last day to drop without an entry on student's permanent record.

Monday, February 15 is the last day to add courses and register late. **Monday, February 15** is the last Day to Submit Audit | Credit/No-Credit Option Request. *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

(actual schedule may be subject to revision)

Week	Day	Date	Topic	
1	Thurs	28-Jan	Go through syllabus	
	Tues	2-Feb	Ch 1 (and Ch 8)	Becoming a successful writer
2	Thurs	4-Feb	Ch 2: Sentences	subjects and verbs
	Tues	9-Feb	Ch 2: Sentences	sub/verb agree; tense; cap
3	Thurs	11-Feb	Ch 2 Sentences	pronoun; adj; adverb
	Tues	16-Feb	Ch 3: Punctuation	comma, colon, semicolon, quote
4	Thurs	18-Feb	Ch 3: Punctuation	apostrophe, parentheses, dashes, hyphens
	Tues	23-Feb	Ch 4: Words	commonly confused words, spelling
5	Thurs	25-Feb	Ch 4: Words	word choice, prefixes suffixes, synonyms antonyms
	Tues	2-Mar	Ch 5: Help for English Speakers	Count and no-count nouns, prepositions
	Thurs	4-Mar	review	correct paragraphs at end of Ch 2,3,4,5
6	FRI	5-Mar	Midterm exam on grammar	Midterm exam on grammar
	Tues	9-Mar	Library Visit: King Classroom 219	
7	Thurs	11-Mar	Outline/proposal for research paper PowerPoint	Outline/proposal for research paper
	Tues	16-Mar		
8	Thurs	18-Mar	Refine Your Writing PowerPoint	Paper Proposals Due Refine your writing

	Tues	23-Mar	Literature Review	Literature Review PowerPoint
<u>9</u>	Thur	25-Mar	Writing Center	House call
	Tues	30-Mar	HOLIDAY	Spring Break
10	Thurs	1-Apr	HOLIDAY	Spring Break
	Tues	6-Apr	In-Class Writing Day	Literature Review Due
11	Thurs	8-Apr	Beginning the Writing Process PowerPoint	
	Tues	13-Apr	Creating Rough Draft PowerPoint	
12	Thurs	15-Apr	Write research paper	<i>In-Class Writing Day</i>
	Tues	20-Apr	Formatting PowerPoint	Formatting PowerPoint
13	Thurs	22-Apr	Oral Presentation PowerPoint	Oral Presentation PowerPoint
	Tues	27-Apr	Write research paper	<i>In-Class WRITING DAY</i> Rough Draft Due
14	Thurs	29-Apr	Oral Presentation of research paper	Attendance Required
	Tues	4-May	Oral Presentation of research paper	Attendance Required
15	Thurs	6-May	Oral Presentation of research paper	Attendance Required
	Tues	11-May	Oral Presentation of research paper	Attendance Required
16	Thurs	13-May	Oral Presentation of research paper	Attendance Required Presentation Peer Edits Final Draft Due