

# Writing Workshop, Section 04

SPRING 2024

San José State University

College of Social Sciences/Department of Sociology

## Course and Contact Information

Instructor:	Karin Jeffery, Ph.D. (she/her)
Office Location:	DMH 230
Telephone:	–
Email:	karin.jeffery@sjsu.edu
Office Hours:	Thursdays 12:00 - 1:15 pm or by appointment
Class Days/Time:	TTH 1:30-2:45 pm
Classroom (Section 03 only):	DMH 354
Prerequisites:	Completion of Core GE, WST or ENGL/LLD 100A, Area A3, SOCI 1, and upper-division standing
GE/SJSU Studies Category:	Area Z

### Important Note about Course Grade:

**This course must be passed with a C or better as an SJSU graduation requirement.**

## Course Description

The purpose of this course is to help you become a confident and effective writer. You will develop skills essential for any writer, but we will focus specifically on sociological writing conventions and applications. We will examine and implement rhetorical strategies that are appropriate for specific purposes and audiences through a series of formal writing assignments. In addition to these formal assignments, we will have some continuous informal writing assignments to help you enjoy finding your unique “voice” and expressing yourself.

Our objective will be continuous improvement of writing skills, which will involve regular reflection on the writing process (through informal assignments, discussions, and completion of multiple drafts) and reliance on each other to provide and evaluate models of writing (through discussions, group activities, and peer reviews).

## Course Format

This syllabus is for SOCI 100W Section 04. This is an in-person course - so plan to show up in person! We will meet every Tuesday/Thursday unless otherwise announced.

During the semester you will also have three required meetings with me, the instructor (Dr. Jeffery - she/her). These meetings can be either in-person or via Zoom, and will be scheduled individually with each student.

## Course Goals

### Learning Objectives (LO)

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

**LO 1: Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression**

**Related assignments and activities:**

- Grammar & punctuation lectures/activities
- Writing exercises/handouts
- Assignment feedback

**LO 2: Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse**

**Related assignments and activities:**

- Research paper and related lectures/activities
- Public sociology blog and related lectures/activities

**LO 3: Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse**

**Related assignments and activities:**

- Research paper and related workshops
- Public sociology blog and related workshops

**LO 4: Organize and develop essays and documents for both professional and general audiences**

**Related assignments and activities:**

- *Professional academic audiences*: Research paper
- *General audiences*: Public sociology blog

**LO 5: Organize and develop essays and documents according to appropriate editorial and citation standards**

**Related assignments and activities:**

- All major assignments
- ASA workshops
- Professional writing workshops
- Public sociology blog workshops

**LO 6: Locate, organize, and synthesize information effectively to accomplish a specific purpose and to communicate that purpose in writing**

**Related assignments and activities:**

- Research paper
- Public sociology blog
- Library workshop

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

1. Students will be able to think sociologically about the relationship between social structure, interaction, identities, and inequalities.
2. Students will be able to identify and explain major sociological theories and apply them to everyday life.
3. Students will be proficient in qualitative and quantitative research design, data collection, and data analysis.
4. Students will be proficient in oral and written communication skills appropriate to the discipline.
5. Students will be able to practice sociology as educated and civically engaged persons.

GE requirements for 100W stipulate that students shall write a minimum of 8000 words during the semester (including reworking previous drafts of papers) and that they shall be provided with frequent practice and feedback for improving their communication skills.

## Course Materials

### Required e-Text: APA's Academic Writer (AW)

Several of our assignments will come from the American Psychological Association's (APA's) Academic Writer (AW) e-text. (Note: Although this tool is designed to teach APA style, the scholarly writing skills you will learn are also applicable to writing in American Sociological Association (ASA) style, and AW has the advantage of self-paced online study.)

There are two ways you can order AW:

Directly from APA:

- Click on the assignment Academic Writer (AW): Getting Started in Module 2 of our Canvas website.
- You will be taken to the page where you can create an AW account and start using it.
- You will get a **2-week** free trial, but you must buy AW after it expires (this e-text is required).

OR through the [SJSU bookstore website](#):

- Search for "Academic Writer" and buy "APA ACADEMIC WRITER-ACCESS CODE".

### Additional Recommended Reading

*American Sociological Association Style Guide, 7th Edition (2022)*. Available as e-book for \$9.99 at Amazon (<https://a.co/d/0oFK3iD>)

### Other Readings

All other readings will be posted on Canvas.

## Technology Needed

For this class you will need:

- Regular access to a computer and internet connection
- SJSU Library: Sociology-specific tutorials, database search, resources

To access our Canvas site: log in to [one.sjsu.edu](http://one.sjsu.edu) using your SJSU 9-digit ID and current SJSU One password.

### Library Liaison

Sociology 100W requires students to conduct scholarly research. Our Sociology librarian is Michael Aguilar ([michael.aguilar@sjsu.edu](mailto:michael.aguilar@sjsu.edu)).

## Course Requirements and Assignments

SJSU classes are designed such that 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.

### Course Canvas Site

The course Canvas site is your online resource for this course. This site includes:

- Course announcements
- Links to web pages that will be of use to you throughout the course
- Lecture slides, handouts, and articles
- Assignment submission inboxes
- Rubrics and feedback for major assignments
- Grade roster

To access the Canvas site: go to [one.sjsu.edu](http://one.sjsu.edu) and log in:

- **Username** = *SJSU 9-digit ID*
- **Password** = *your current SJSUOne password*

Then click the Canvas tile. For additional information or help with logging in: **Canvas Student Tutorial:** <http://www.sjsu.edu/at/ec/canvas/>

## Course Requirements and Assignments

The assignments in Sociology 100W are designed to **gradually build the writing and research skills necessary to write scholarly papers** appropriate for the discipline of sociology.

Details for each assignment are provided in lectures and in assignment descriptions on Canvas. Assignment descriptions (as well as other useful resources) can be found on the course Canvas site. The major skills and associated assignments include (but are not limited to):

- **Basic skills review** (e.g., plagiarism tutorials, research skills tutorials, ASA formatting)
- **Evaluating information sources**
- **ASA style**
- **Article summaries and evaluations**
- **Research paper on a topic of your choice, including the following components:**
  - Multiple incremental assignments to complete parts of the final Research Paper
  - Instructor meetings to review progress and clarify questions
  - Peer Reviews at incremental stages
  - Final Research Paper

*\*You will be able to revise and resubmit your work in response to feedback from your instructor, writing tutors, and peer reviewers - that is, your classmates.*

### **Incremental Assignments**

To prepare you for the major paper for this course (a research paper - see description below), you will write various drafts that will help you to learn how to read, understand, and accurately report sociological research findings, develop synthesis skills by describing how studies build upon one another, and apply ASA style to your writing.

### **Peer Reviews**

The best way to become a better writer is to review other people's writing - I know this from experience. 😊 So a regular part of our class will involve reviewing each other's work and giving constructive feedback. You'll be amazed at how helpful this is!

### **Major Paper for this Course**

The major paper you will write for this course is an **ASA-style research paper** (at least 2000 words including title page and references, with at least 8-10 or more scholarly, peer-reviewed references). ***Your paper topic can be anything you choose (yes, anything, as long as it's work-friendly!)*** In our first 1:1 meeting I will help you identify the sociological implications of your topic that you can address in your paper.

The goal of a research paper is to *answer a research question* by describing and *synthesizing* relevant theory and research findings relevant to the question. You will develop your final paper in several incremental assignments, including (but not limited to):

- **Research Paper Proposal** in which you develop, with help from the instructor and Writing Tutor, a research question appropriate to the discipline of sociology and the requirements of the course.
- **Microsummaries Assignment** in which you summarize and compare two scholarly, peer-reviewed sources relevant to your research paper topic using databases and other resources appropriate to psychological research.
- **1:1 Required Meetings with Instructor** in which you brainstorm and organize the main points of your research paper, and clarify any questions you may have.
- **Research Paper Preliminary Drafts** in which you receive instructor/tutor/peer reviewer feedback and revise your paper as needed:
  - Draft 1: 600 words, synthesizing 3-4 scholarly resources
  - Draft 2: 1200 words (including your revised Draft 1), synthesizing 6-7 scholarly resources total
  - Draft 3: 1800 words (including your revised Drafts 1 & 2), synthesizing 8-10 scholarly resources total
- **Peer Reviews** in which you receive feedback from your in-classmate partner and revise your paper as needed.

- **Research Paper Final Draft:** Must be at least 2000 words (including title page and references list) with 8 to 10 scholarly, peer-reviewed sources

### Other Assignments for this Course

This semester we will also do the following:

- Academic Writer tutorials for hands-on scholarly writing practice (Note: these are in APA style, not ASA, but the scholarly writing skills you'll learn are universal)
- A Sociology Blog where you'll post about what's on your mind, and respond to at least one other post

### Success in this Course

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.

## Course Assignment Summary

This list summarizes the course assignments and their point values (assignments are not weighted):

> **Research Paper:** 12 assignments that all build on each other: **200 points total**

1. Paper proposal - 5 points
2. Instructor meeting #1 - 10 points
3. Microsummaries #1 - 10 points
4. Your peer review of your partner's Draft 1 - 15 points
5. Your Draft 1 (use your peer review partner's feedback to fix any issues before submitting) - 20 points
6. Instructor meeting #2 - 10 points
7. Your peer review of your partner's Draft 2 - 15 points
8. Your Draft 2 (use your peer review partner's feedback to fix any issues before submitting) - 20 points
9. Instructor meeting #3 - 10 points
10. Your peer review of your partner's Draft 3 - 15 points
11. Your Draft 3 (use your peer review partner's feedback to fix any issues before submitting) - 20 points
12. Your Final Draft - 50 points

> **Academic Writer Assignments:** 10 assignments @10 points each; **100 points total**

> **Sociology Blog:** Five posts @ 7 points each + five responses @ 3 points each; **50 points total**

> **Total Points Possible: 350**

### Final Evaluation

This course does not have a final exam. Your "final exam" is the final draft of your research paper.

## Final Letter Grade Scale

<i>Grade</i>	<i>Percentage</i>
A	93 to 100%
A minus	90 to 92%
B plus	86 to 89 %
B	83 to 85%
B minus	80 to 82%
C plus	76 to 79%
C	73 to 75%
C minus	70 to 72%
D plus	66 to 69%
D	63 to 65%
D minus	60 to 62%

## Class Policies

**According to SJSU GE policy, this course must be passed with a C or better as a CSU graduation requirement.**

- **Formatting requirements for all assignments:** All submissions must adhere to ASA format, including (but not limited to) the following: Be double-spaced, use 1-inch margins, use an 11- or 12-point font that is accessible to all users (examples: 11-point Arial, Calibri, or Georgia; 12-point Times New Roman).
- **IMPORTANT: Use Grammarly or another grammar/spelling checker to double-check for grammar and spelling errors before turning in your assignments.**
- **Extra credit:** Some extra credit opportunities will become available during the semester. These opportunities will be announced on Canvas as they become available.
- **Extensions:** No extensions will be given except in cases of reasonable and documented academic reasons, emergencies, serious illness, or similar seriously disruptive events. *If such a circumstance should arise, please contact me as early as possible and be ready to provide documentation.*

IMPORTANT: If you have an ongoing issue that affects your ability to keep up with our class, please let me know as soon as possible and stay in touch with me. ***Don't wait!!!***



**Late Assignments Policy:** Assignments must be uploaded to Canvas by the day/time specified on Canvas and in the course schedule (usually Thursdays at 11:59 pm). An assignment is considered “late” if it is not uploaded by the time and date specified on Canvas.

- Assignments can be submitted up to 10 days late (weekend days are included in this 10-day period). The assignment grade will be reduced by 10% for each late day.
- Example: If you score all 10 points on a 10-point assignment, but you submit it one day late, you'll be deducted 1 point for a final score of 9.
- Assignments over 10 days late will receive 0 points.
- If due dates are changed, the new due date will be announced in lectures and via Canvas in a timely fashion.

**Grade changes:** Final grades will not be changed unless there is a clerical error.

**Academic integrity:** Plagiarism, cheating, and any other forms of academic dishonesty will not be tolerated. The [University Academic Integrity Policy F15-7 \[pdf\]](#) requires you to be honest in all your academic coursework. If evidence of academic misconduct is found, you will receive a zero on the assignment(s) in question and I will file a report with the Office of Student Conduct and Ethical Development. Visit the [Student Conduct and Ethical Development](#) website for more information.

### **Classroom Protocol**

To create and maintain an environment conducive to learning, I require the following etiquette when engaging in online discussions and all course-related communication:

- Be professional – in other words, be polite and respectful to the other people in the class.
- Do not use biased language or profanity in posts.

Respect for the rights and opinions of others is required. The free and open exchange of ideas is the cornerstone of higher education, but we must always remain respectful of others, even if we disagree strongly with them. Disagreement is acceptable, but discourteousness is not. Behavior that creates a threatening or harassing environment will not be tolerated. Severe and pervasive disruptions of course activities are a violation of the Student Code of Conduct and will be reported to the Office of Student Conduct and Ethical Development: <http://www.sjsu.edu/studentconduct/docs/Student%20Conduct%20Code%202013.pdf>

Thank you in advance for maintaining a positive and professional classroom climate!

## University Policies

Per [University Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information web page](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>). Make sure to visit this page to review and be aware of these university policies and resources.

### One More Thing ...

The California Faculty Association (the labor union of Lecturers, Professors, Coaches, Counselors, and Librarians across the 23 California State University campuses) is in a difficult contract dispute with CSU management. We are demanding a fair contract that recognizes the dignity, and that also better protects the safety of, all CSU faculty, staff, and students. Our working conditions are your learning conditions; we seek to protect both. For further information go to <https://www.calfac.org/resources/student-faq/>.

**SOCI 100W-04 / Writing Workshop, Spring 2024 Course Schedule**

**All assignments are due on Thursdays by 11:59 pm** unless noted otherwise on Canvas.  
*Schedule is subject to change with fair notice. Changes will be announced via Canvas messaging.*

Module	Class Dates	Topics, Readings, Assignments, Deadlines	Learning Outcomes
1	1/25	<ul style="list-style-type: none"> <li>● <b>Sociology Blog #1: Your post + 1 response (due 2/1)</b></li> </ul>	CLO 1, 4, 5
2	1/30, 2/1	<ul style="list-style-type: none"> <li>● Course intro and welcome</li> <li>● Mass media vs. scholarly, peer-reviewed research sources</li> <li>● Reading research using the SQ3R “SpongeBob” method</li> <li>● <b>Set your Canvas notifications for the semester (due 2/1)</b></li> <li>● <b>Academic Writer (AW): Getting started (due 2/1)</b></li> </ul>	CLO 2, 4, 5
3	2/6, 2/8	<ul style="list-style-type: none"> <li>● “Fantastic Scholarly Research and Where to Find It (on Google Scholar)”</li> <li>● Finding an <b>interesting</b> topic (brainstorming)</li> <li>● Literature review examples and templates</li> <li>● Narrowing topics down with the “Funnel Method”</li> <li>● <b>AW: Finding reliable sources (due 2/8)</b></li> <li>● <b>First 1:1 meeting to discuss your research paper</b></li> </ul>	CLO 2, 4, 5
4	2/13, 2/15	<ul style="list-style-type: none"> <li>● <b>First 1:1 meeting to discuss your research paper continued</b></li> <li>● <b>Paper proposal: Main topic + 3 possible subtopics (due 2/15)</b></li> <li>● <b>AW: Writing clearly (due 2/15)</b></li> <li>● <b>AW: Basics of APA style (due 2/15)</b></li> </ul>	CLO 1, 2, 3, 4, 5
5	2/20, 2/22	<ul style="list-style-type: none"> <li>● Summarizing articles using microsummaries</li> <li>● Writing your first microsummary</li> <li>● <b>Submit Microsummaries (due 2/22)</b></li> <li>● <b>Sociology Blog #2: Your post + 1 response (due 2/22)</b></li> </ul>	CLO 2, 4, 5
6	2/27, 2/29	<ul style="list-style-type: none"> <li>● Starting Draft 1: Microsummaries and paraphrasing</li> <li>● How to write Draft 1 and what to include</li> <li>● Introducing the “Perfect Paper” Checklist</li> <li>● <b>AW: Citing References in Text (due 2/29)</b></li> </ul>	CLO 1, 2, 3, 4, 5
7	3/5, 3/7	<ul style="list-style-type: none"> <li>● <b>Give your Draft 1 to your Peer Review Partner (due 3/7)</b></li> <li>● <b>AW: Reference lists (due 3/7)</b></li> <li>● <b>AW: Alphabetizing the Reference list (due 3/7)</b></li> </ul>	CLO 2, 4, 5
8	3/12, 3/14	<ul style="list-style-type: none"> <li>● The 3-point method for organizing papers</li> <li>● <b>Submit “Perfect Paper” Checklist for your Partner's Draft 1 (due 3/14)</b></li> </ul>	CLO 2, 4, 5
9	3/19, 3/21	<ul style="list-style-type: none"> <li>● Latin abbreviations (et al., e.g., etc.)</li> <li>● <b>Submit finalized Draft 1 (600 words) - use partner’s feedback (due 3/21)</b></li> <li>● <b>Sociology Blog #3: Your post + 1 response (due 3/21)</b></li> </ul>	CLO 2, 4, 5
10	3/26, 3/28	<ul style="list-style-type: none"> <li>● <b>Second 1:1 research paper meetings</b></li> <li>● <b>Give your Draft 2 to your Peer Review Partner (due 3/28)</b></li> <li>● <b>AW: Reducing language bias (due 3/28)</b></li> </ul>	CLO 1, 2, 3, 4, 5

11	4/2, 4/4	<b>SPRING BREAK</b>	
12	4/9, 4/11	<ul style="list-style-type: none"> <li>● <b>Second 1:1 research paper meetings continued</b></li> <li>● <b>Submit “Perfect Paper” Checklist for your partner's Draft 2 (due 4/11)</b></li> <li>● <b>AW: Capitalization (due 4/11)</b></li> </ul>	CLO 1, 2, 3, 4, 5
13	4/16, 4/18	<ul style="list-style-type: none"> <li>● Plagiarism</li> <li>● Sentence fragments</li> <li>● <b>Submit finalized Draft 2 (1200 words) - use partner’s feedback (due 4/18)</b></li> <li>● <b>AW: Avoiding plagiarism and self-plagiarism (due 4/18)</b></li> </ul>	CLO 2, 4, 5
14	4/23, 4/25	<ul style="list-style-type: none"> <li>● <b>Third 1:1 research paper meetings</b></li> <li>● Objectivity in scholarly writing</li> <li>● Overview: Final paper format</li> <li>● <b>Give your Draft 3 to your Peer Review Partner (due 4/25)</b></li> <li>● <b>Sociology Blog #4: Your post + 1 response (due 4/25)</b></li> </ul>	CLO 1, 2, 3, 4, 5
15	4/30, 5/2	<ul style="list-style-type: none"> <li>● <b>Third research paper 1:1 meetings continued</b></li> <li>● Verb tense (why do we care?)</li> <li>● <b>Submit “Perfect Paper” Checklist for your partner’s Draft 3 (due 5/2)</b></li> </ul>	CLO 1, 2, 3, 4, 5
16	5/7, 5/9	<ul style="list-style-type: none"> <li>● <b>LAST DAY OF OUR CLASS IS THURSDAY 5/9</b></li> <li>● Review ASA style issues that are unclear and/or difficult</li> <li>● <b>Submit finalized Draft 3 (1800 words) - use partner’s feedback (due 5/9)</b></li> </ul>	CLO 1, 2, 3, 4, 5
17	5/16	<ul style="list-style-type: none"> <li>● <b>Final research paper (2000 words minimum, 8-10 scholarly, peer-reviewed references) (due 5/16 @11:59 pm)</b></li> <li>● <b>Sociology Blog #5: Your post + 1 response (due 5/16 @11:59 pm)</b></li> </ul>	CLO 1, 2, 3, 4, 5