

San José State University
College of Social Sciences
JS 100w-80 (21690), Justice Studies, Writing Workshop (Seminar), Spring 2023

Course and Contact Information

- Instructor:** Sang Hea Kil, PhD
- Office Location:** MQH 512 [not in use due to Covid 19]
- Telephone:** (415) 390-6523 (use this number for office hours but only if you have a reserved appointment time. Do not call during someone else's appointment please).
- Email:** sang.kil@sjsu.edu M, W 9am-12pm; T, Th 9am-10:30am; F 11.30-1.30pm. No weekends and holidays. Please be aware of my email hours, as it will affect when I can respond. Please mention what class you are enrolled when you email me.
- Office Hours:** W 2-4 pm by phone appointment only. Please make an appointment at my faculty webpage: www.sjsu.edu/people/sang.kil
- Asynchronous Classroom:** Canvas Platform: <https://sjsu.instructure.com/>
- Prerequisites:** 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 or Forensic Science.
Note: A grade of "C" or better is required for Justice Studies majors.
- JS Competency Area:** GE Area: Z

Course Format

Technology Intensive, Online Course

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.

Section Description

We will examine scholarship on Critical Race Theory, news coverage of Hurricane Katrina, and the "Lives Matter" debate.

Justice Studies Department 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.

Note: Must achieve a grade of "C" or better to fulfill Justice Studies major requirements.

Course Learning Outcomes (CLO)

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

CLO 1: Evaluate justice concepts and controversies. Students will achieve CLO1 through Writing Assignments, Lecture notes, and Quizzes.

CLO 2: Describe the media's and state's role in perpetuating injustice. Students will achieve CLO2 through Writing Assignments and Oral Presentation.

CLO 3: Analyze in an interdisciplinary fashion themes of social justice among the readings. Students will achieve CLO 3 through the Final Student Essay.

Required Texts/Readings

All readings are available in PDF format within Canvas under "Files".

Other technology requirements / equipment / material

You must have regular and unfettered access to high-speed internet, a computer/laptop with webcam and keyboard, WORD processing software, PDF scanner, and software and hardware requirements that meet Canvas platform needs. Do not attempt to do this class on your smart phone/device or pads/tablets as they cannot access the canvas shell adequately causing miscommunication and technical difficulties. You will also need printer access for quizzes.

Library Liaison

Silke Higgins

Digital Initiatives Librarian, Dr. Martin Luther King, Jr. Library

Co-coordinator, SJSU Institutional Repository

Academic Library Liaison for Economics, Justice Studies, Forensic Science, & Military History

408-808-2118

silke.higgins@sjsu.edu

Course Requirements and Assignments

Assignments and Grading Information

Here are how the course assignments are weighted. Please use this formula to keep up with your progress in class:

20% (WA) + 40% (Q) + 10% (LN) + 20% (FRP)+ 10% (OP)= 100% class grade

*******Due to Covid-19, I will drop the two lowest grades for Qs, LNs and one of the WAs. This is 3.5 weeks' worth of work!!! Please use this generous drop policy as best as possible as support for these turbulent times. *******

Writing Assignments (WA)- These writings are abstracts of the reading assignments. Judges and lawyers depend on abstracts of lengthy legal decision to provide a condensed version into a one page abstract without losing any essential information. See detailed instructions in Canvas for this assignment.

Quizzes (Q) - These quizzes test that the student has read the assignment from start to finish and understands the underlying structure of the argument as well as its finer, more critical points. These quizzes will prepare you for the Final Student Essay. **Quizzes must be completed by the due date/time, or the short answers will not be graded.** Please use a printed hard copy of the reading as your notes for the quiz. You will have to show that to the webcam each page of your reading printout for recording purposes before the start of the quiz. Please highlight key facts the author's is emphasizing in the reading. Use the subheadings to help you determine the most important info in each sub-headed section. Pay attention to the thesis statement in the intro section. Annotate/ put notes on the sides of the printout and try to anticipate T/F, short answer, and multiple-choice questions. I would re-read the article one more time before you take the quiz to improve your reading comprehension and your test taking ability. See detailed instructions in Canvas for this assignment.

Lecture Notes (LN)- For each reading, I will review the major concepts via Canvas within canvas. Take handwritten notes on these sessions to help you prepare for assignments. See detailed instructions in Canvas for this assignment.

Final Research Paper (FRP) – This essay will serve as your final exam and culminating project for this course. See detailed instructions in Canvas for this assignment. This assignment will be due at the end of the final exam time for this class.

Oral Presentation (OP)- This presentation will be a video recording of your oral presentation of your final research paper. See detailed instructions in Canvas for this assignment.

Grading Policy

Assignments will be graded as described by the method below:

Grading Scale for All Assignments

A plus	97-100
A	94-96.9
A minus	90-93.9

The paper (or project) contains almost no grammatical, spelling, or typographical errors. It is outstanding in clarity, style, and organization. The depth and accuracy of the information covered are appropriate for the

assignment. The style and format of the paper are appropriate for the assignment. Paper demonstrates sharp analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

B plus	87-89.9
B	84-86.9
B minus	80-83.9

The paper (or project) contains some minor grammatical, typographical and spelling errors. For the most part, the paper is clearly written and logically organized. The topic is covered in reasonable depth and the information presented is accurate. The style and format of the paper are appropriate for the assignment. Paper demonstrates good analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

C plus	77-79.9
C	74-76.9
C minus	70-73.9

The paper (or project) contains grammatical, typographical, or spelling errors. It could be more clearly written and logically organized. For the most part, the depth of coverage of the topic is thin and the information's accuracy is questionable. The style and format of the paper need improvement. Paper demonstrates ordinary analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

D plus	67-69.9
D	64-66.9
D minus	60-63.9

One of these grades will be received for ANY of the following reasons, with the specific grade assigned depending on the severity of the problems. The paper contains significant or serious grammatical, typographical, or spelling errors. It is not clearly written or logically organized. The train of thought is difficult to follow. The depth of coverage of the topic is not adequate. The information presented is inaccurate. The style and/or format of the paper are not appropriate to the assignment. Project shows dull analytical ability. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

F	<60
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A paper or project will receive an F if two or more of the following conditions are satisfied: The paper contains significant or serious grammatical, typographical, or spelling errors; it is not clearly written or logically organized; the train of thought is difficult to follow; the depth of coverage of the topic is not adequate; the information presented is inaccurate; the style and/or format of the paper are not appropriate to the assignment. The paper will also receive an F if some or all parts of the paper have been plagiarized, as defined later in this syllabus/syllabus. For quizzes, the grade scale is based on the number of questions answered correctly on a point system.

Note that "All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades." See University Policy F13-1 at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

Classroom Protocol

1) **I drop the two lowest grades for Quizzes and LNs and one lowest for the WAs. This is 3.5 weeks' worth of work to help with the burden of the pandemic.** This policy provides great flexibility for students to cover things like: uploaded the assignment to wrong folder, added the class late, uploaded the assignment in .pages, .rtf, etc. and not in required format, uploaded in multiple files when one file is required, did the assignment on the wrong reading, lecture, or quiz, got sick but did not visit doctor for 3rd party documentation, job and family demands, lost WIFI/computer crashed during the quiz, started the wrong quiz, got red-flagged multiple times by lockdown browser, etc. **Canvas automatically configures the lowest grade drop policy** in its grades. Use this generous privilege prudently.

2) Late work beyond what is covered in the lowest grade drop policy is only accepted with a **3rd party documented excuse with signature/ full contact information/date range the excuse covers**. You must **notify me ASAP by email about your situation** and keep any documentation for use as a 3rd party documentation for late work, that **should be uploaded with your late assignment** onto canvas.

3) Remember, technical difficulties are the students' responsibility so get work done early to avoid last minute challenges. You can access assignments early to help you negotiate your time, but **deadlines are firm**. In the case that a technical difficulty occurs beyond the student's control, the student must asap **1) take a screenshot to document the difficulty 2) seek the help of the ecampus support desk** (<https://www.sjsu.edu/ecampus/how-we-can-help/contact-us.php>) and **3) inform me of the issue by email**. If the help desk support determines that the technical snafu was beyond the student's control, the help desk could serve as the 3rd party documented excuse of the late assignment.

4) You must have regular and unfettered access to high-speed internet, a computer/laptop with webcam, printer access, word processing software, and software and hardware requirements that meet Canvas platform needs. **Do not attempt to manage this class or do any assignments on your smart phone/device/tablet.**

5) Writing assignments must use Times New Roman font [not Times] and be in .doc or .docx format only. Students are encouraged to use the Word software that is available at no cost to SJSU students. Visit [Microsoft Office 365 Portal](#). You can access the Office 365 Portal with your SJSU Email address and SJSUOne Password if you are an enrolled student. Word software has superior grammar and spell check to Google Docs and other programs/apps and will help improve your grade in that area.

6) Any violation of the Academic Integrity Policy will be reported to the Office of Ethical Development and will result in the failure of that assignment or even the course: [University Academic Integrity Policy F15-7 \[pdf\]](#). Turnitin.com is used to determine plagiarism on all assignments in canvas except quizzes. If you turn in something that exceeds 15% in plagiarism from any one source, you will fail the assignment immediately and you (and if you plagiarized from another student, that person you plagiarized from) will be reported to student conduct for investigation. So not share your graded work with other students and do not post on cheating websites or you could be reported for student misconduct if caught. **Turnitin.com flags plagiarism through color coding and only blue and green are acceptable assessments of your work**. In some cases, a student may fail the course if the plagiarism is repeated or particularly egregious. A Turnitin.com tester is provided that allows you to find out your plagiarism score before you turn in your assignment. Please use this tester before turning in any writing assignment to avoid accusations of plagiarism. You cannot use any prior assignments in any course [this is self-plagiarism] and you must start from scratch, even if you failed this class prior and are taking it again. Do not plagiarize and properly use the American Psychological Association (APA) 7th edition to cite sources on all assignments. There should be no quotes in the WAs given that they are a paraphrasing exercise only. Avoid quoting in the FSE as well to align with APA citation and writing standards. I will not

grade any writing assignment that does not have a Turnitin.com score/ report generated so it will be the student's responsibility to resolve any technical issues with ecampus if problems arise.

7) Students are required to read the feedback that I give on graded assignments. I provide feedback to help you improve on your assignments. Your grade will be affected if you are not reading and improving from the feedback provided. Typically grades and/or feedback will be provided within 14 calendar days [not including holidays].

8) Respondus lockdown/webcam will be used on all quizzes. Before the start of the quiz, Respondus lockdown will require an environmental check where you need to provide **a view of your ID and the immediate work area** where you will take the quiz and show that there are **no devices** accessible to you in your workspace via your webcam. If you want to use a copy of the reading for the quiz, you will have to show that to the webcam. **You will not be able to use any other materials besides a printed hardcopy of the reading for this quiz.** Please flip through each page of the reading to the webcam for recording purposes. Any egregious or multiple breaches in the Respondus lockdown protocol can result in a zero for the quiz, which you will have to use your lowest grade drop to cover. Repeat breaches may result in an F for the course.

9) I will review emailed drafts of most writing assignments attached as a Word document between 9am-10am on a 1st come, 1st serve basis by email the day before your assignment is due. This is highly recommended but not required.

10) Check canvas announcements frequently for reminders about due dates and any additional instructions or modifications to assignments. You will be responsible for all communication via canvas announcements and emails.

University Policies (Required)

Per University Policy S16-9 is available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) at <https://www.sjsu.edu/curriculum/courses/syllabus-info.php>

General Expectations, Rights and Responsibilities of the Student

As members of the academic community, students accept both the rights and responsibilities incumbent upon all members of the institution. To learn about these rights and responsibilities, please read University Policy [S16-15 \[pdf\]](#): Students' Rights and Responsibilities and SJSU's current semester's [Policies and Procedures](#). These Policies and Procedures include links to relevant information should questions or concerns about a class arise. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If such conversation is not possible, or if it does not address the issue, it is recommended that the student contact the Department Chair as the next step. At any point, a student may contact the [University Ombudsperson](#).

Academic Integrity

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.

Accommodation for Students' Religious Holidays

University Policy [S14-7](#) states that San José State University shall provide accommodation on any graded classwork or activities for students observing religious holidays that require absence 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 absence. It is the responsibility of the instructor to make every reasonable effort to honor the request without penalty, and of the student to make up the work missed.

Adding and Dropping Classes

Students are responsible for understanding the policies and procedures about add/drop. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](#). Students should be aware of the current deadlines and penalties for dropping classes ([Late Drop Information](#)). Information about the latest changes and news is available at the [Advising Hub](#).

Attendance and Participation

Attendance is the responsibility of the student. However, attendance itself may not be used as a criterion for grading. Students are expected to attend all meetings for their courses, as they are responsible for all material covered, and active participation is frequently essential to ensure maximum benefit to all class members. Participation may be used as a criterion for grading when the parameters and their evaluation are clearly defined in the course syllabus and the percentage of the overall grade is stated. The full policy language can be found at University Policy [F15-3 \[pdf\]](#).

Accommodations for Students with Disabilities

[Presidential Directive 97-03 \[pdf\]](#) requires that students with disabilities requesting accommodations register with the [Accessible Education Center](#) (AEC) to establish a record of their disability. AEC will contact the instructor with further details, if needed.

If special arrangements are needed in cases of emergency or if the building must be evacuated, please make arrangements with the instructor.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy [S12-7 \[pdf\]](#) requires students to obtain instructor's permission to record the course. The following criteria define expectations relating to recording a course.

Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without approval. You may not publicly share or upload instructor generated material such as exam questions, lecture notes, or homework solutions without instructor consent. This prohibition includes sharing information with third parties and on websites.

You must obtain the instructor's permission to make audio or video recordings in 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.

Permission from the instructor, whether in writing or orally, may extend to either a single class or the entire semester.

In classes where active participation of students or guests may be on the recording, permission of those students or guests must be obtained as well.

Timely Feedback on Class Assignments

Per University Policy [F13-1 \[pdf\]](#), all students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.

Workload and Credit Hour Requirements

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, and clinical practice. Other course structures will have equivalent workload expectations as described in the syllabus.

Counseling and Psychological Services

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential consultations on issues of student mental health, campus climate, or psychological and academic issues on an individual, couple, or group basis. We also offer numerous workshops for students every semester.

To schedule an appointment or learn more information, visit the Counseling and Psychological Services website at sjsu.edu/counseling.

Peer Connections

[Peer Connections](#) is your campus-wide resource for mentoring (time management, note taking, learning strategies, adjusting to college, etc.) and tutoring (including over 200 different courses and undergraduate writing). In addition, Peer Connections provides classroom support through Supplemental Instruction Leaders, Learning Assistants, Peer Mentors, and Embedded Tutors. Your instructor will announce if a Peer Educator is in your class. Peer Connections also has a welcoming space for studying in the Student Services Center right near parking. All services are FREE to SJSU students.

For more information on services, hours, locations, or a list of current student success workshops, please visit the website at peerconnections.sjsu.edu. To make appointments for mentoring or tutoring, you may visit [Spartan Connect](#) and log in using your SJSU student ID number and password.

SJSU Cares

Students experiencing challenges meeting their basic needs including, but not limited to, access to food, shelter, and a safe space are encouraged to contact [SJSU Cares](#). Students who feel that their class performance may be affected by these challenges are encouraged to notify their professors, if comfortable doing so. Faculty members may be able to provide flexibility within the course for students working with a case manager.

Visit [SJSU Cares](#) to find out more information.

Student Technology Resources

Computer labs and other resources for student use are available in:

[Associated Students Print & Technology Center](#) at as.sjsu.edu/asptc/index.jsp on the Student Union (East Wing 2nd floor Suite 2600)

[The Spartan Floor](#) at the MLK Library at library.sjsu.edu/services/services (Fourth floor)

[Student Computing Services](#) at library.sjsu.edu/student-computing-services/student-computing-services-center

[Computers at the Martin Luther King Library](#) for public at large at www.sjpl.org/wireless

Additional computer labs may be available in your department/college

A wide variety of audio-visual equipment is available for student checkout from [Collaboration & Academic Technology Services](#) located in IRC Building. These items include DV and HD digital camcorders; digital still cameras; video, slide and, overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens, and monitors.

Writing Center

The SJSU Writing Center offers a variety of free resources to help students become better writers. The center offers writing resources, workshops, and one-on-one and small-group tutoring sessions. Services support writing for students in all disciplines and at all levels. The SJSU Writing Center has two in-person locations,

Clark Hall, Suite 126 and MLK Library, 2nd floor. Workshops and tutoring are also available through online platforms.

To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at sjsu.edu/writingcenter.

All due dates and times are posted on Canvas. See canvas for details and any changes to the schedule.