

San José State University
College of Social Sciences/Department of Sociology
SOCI 100W, Writing Workshop, Section 04, Fall 2025

Course and Contact Information

Instructor	Karin Jeffery, Ph.D. (she/her)
Office Location	Dudley Moorhead Hall (DMH) 230
Email	karin.jeffery@sjsu.edu
Office Hours	Tuesdays/Thursdays 10:30 - 11:45 am or by appointment
Class Days/Time	TTH 12:00-1:15 pm
Classroom	Hugh Gillis Hall (HGH) 223
Prerequisites	SOCI 1; A3 or equivalent second-semester composition course (with a grade of C- or better); completion of core GE; and upper-division standing. Or Graduate or Postbaccalaureate level. Allowed declared majors: Sociology, Behavioral Science, Chicana Chicano Studies, Women, Gender, and Sexuality Studies, and Asian American Studies
SJSU Studies Category	WID (Writing in the Discipline)

Important Note about Course Grade:

You MUST pass this course with a C or better as an SJSU graduation requirement.

If you don't get a C or better, you'll have to re-take it, and sometimes it's hard to get a seat the second time.

*So if you're having trouble keeping up with class, **don't wait – talk to me asap!***

Course Description

In this class, you will:

- Practice and improve writing skills appropriate to the broad field of sociology, with an emphasis on scholarly communication (we'll talk more about what this means in class)
- Develop advanced proficiency in college-level writing
- Learn to communicate effectively to both specialized and general audiences, and
- Use these skills to master the discourse specific to sociology

Course Format

This syllabus is for **SOCI 100W Section 04, Fall 2025**.

This is an in-person course. We will meet every Tues/Thurs in HGH 223 unless otherwise announced.

According to the research, students do better when they attend as many classes as possible.

*I know that's not always easy, but **please do your best to come to class.***

And if you can't come regularly for some reason, TELL ME! I CARE WHAT HAPPENS TO YOU!!

WID Learning Outcomes

WID Learning Outcomes (LOs) are specific, measurable goals and objectives that students have demonstrated upon successful completion of the course. 100W is designed to address three levels of Learning Outcomes:

1. **GE/SJSU Learning Outcomes (SLOs):** These are the outcomes mandated by General Education (GE).
2. **Course Learning Outcomes (CLOs):** These are the outcomes for this specific course. For Sociology 100W, Course Learning Outcomes (CLOs) are the discipline-specific ways in which the general GE/SJSU learning outcomes (LOs) for 100W (Area Z) will be fulfilled. The specific CLOs for this course contribute to the overall experience, learning opportunities, and Program Learning Outcomes (PLOs) students are exposed to when completing the SJSU Sociology Major.
3. **Program Learning Outcomes (PLOs):** These outcomes refer to the broad goals of the SJSU Sociology Major program. The SJSU Sociology Major is designed to address 5 broad PLOs. These PLOs are outcomes students should be able to demonstrate after having successfully completed the Sociology Major.

WID Learning Outcomes (LOs)

Upon successful completion of a Writing in the Disciplines course, students should be able to:

- **WID LO1:** Explain, analyze, develop, and critique ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
This LO is satisfied by the following major assignments (there are other assignments that also address this LO): Microsummaries (Research Article Summaries), Literature Review Drafts 1-3, and the Final Draft.
- **WID LO2:** Organize and develop complete discipline-specific texts and other documents for both professional and general audiences, using appropriate editorial and citation standards.
This LO is satisfied by the following major assignments (there are other assignments that also address this LO): Microsummaries (Research Article Summaries), Literature Review Drafts 1-3, and the Final Draft.
- **WID LO3:** Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.
This LO is satisfied by the following major assignments (there are other assignments that also address this LO): Literature Review Outline, Microsummaries (Research Article Summaries), Literature Review Drafts 1-3, and the Final Draft.
- **WID LO4:** Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.
This LO is satisfied by the following major assignments (there are other assignments that also address this LO): Microsummaries (Research Article Summaries), Literature Review Drafts 1-3, and the Final Draft.

Course Learning Outcomes (CLOs)

For Sociology 100W, the general GE student learning outcomes (SLOs) for 100W (Area Z) will be fulfilled in the following discipline-specific Course Learning Outcomes (CLOs) [matched GE SLOs indicated in brackets]. Upon successful completion of this course, students will:

- **CLO 1:** Have developed proficiency in using research databases to locate empirical research and research review articles in an area of sociology [SLO 5]
- **CLO 2:** Have demonstrated competency in American Psychological Association (APA) writing style, including grammar, spelling, and syntax [SLO 1, 4]
- **CLO 3:** Have summarized and evaluated empirical research articles in an area of sociology [SLO 1, 2, 3, 4]
- **CLO 4:** Have written for a general audience [SLO 1, 2, 3]
- **CLO 5:** Have organized and developed a literature review, or other appropriate major paper (e.g., research report) in an area of sociology [SLO 1, 2, 3, 4, 5]
- **CLO 6:** Have begun to develop critical thinking skills in sociology including the ability to [SLO 1, 2, 3, 4, 5]: (a) synthesize disparate research findings into a coherent framework that addresses a question or topic relevant to

the discipline of sociology, and/or (b) compare and contrast differing theories and research findings

Program Learning Outcomes (PLOs)

Upon successful completion of the sociology major requirements...

- PLO1 – *Knowledge Base of Sociology* – Students will be able to identify, describe, and communicate the major concepts, theoretical perspectives, empirical findings, and historical trends in sociology.
- PLO2 – *Research Methods in Sociology* – Students will be able to design, implement, and communicate basic research methods in sociology, including research design, data analysis, and interpretations.
- PLO3 – *Critical Thinking Skills in Sociology* – 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 Sociology* – Students will be able to apply psychological principles to individual, interpersonal, group, and societal issues.
- PLO5 – *Values in Sociology* – Students will value empirical evidence, tolerate ambiguity, act ethically, and recognize their role and responsibility as a member of society.

GE requirements for 100W stipulate that students shall write a minimum of 8000 words over the course of the semester and that they shall be provided with frequent practice and feedback for improving their communication skills.

Required Texts:

- **Our Canvas course website** is our only text. All our learning materials will be posted there.

Additional Recommended Readings and Resources

Online resources:

- APA Style website: <https://apastyle.apa.org/>
- APA Style Tutorial at <https://extras.apa.org/apastyle/basics-7e/>
- Purdue Owl APA Style Resource at <https://owl.purdue.edu/>

Print resources:

- American Psychological Association (2020). *Publication Manual of the American Psychological Association* (7th Ed.).
- Condensed version of the American Psychological Assoc. (2020). *Publication Manual of the American Psychological Association* (7th Ed.)

Other Technology Requirements/Equipment/Materials

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

Our SOCI Librarian

Michael Aguilar is the **Reference Librarian** assigned to assist Sociology students in using databases, helping with keyword searches, etc. He will be available throughout the semester to meet with individual students.

Contact information:

- [Online appointment scheduling](#)
- michael.aguilar@sjsu.edu

Course Canvas Site

Our Canvas site is our online textbook for this course. There's one Module for each week of the semester. These Modules are our textbook "chapters."

You are responsible for reading and learning everything in each week's module!

Each module has the following:

- Lecture slides, lovingly created by yours truly 😊
- Handouts and articles
- Assignment descriptions – read them!!
- Assignment submission inboxes
- Course announcements
- Links to campus resources and events
- Oh yes, one more thing - your grades

To access the Canvas site: go to 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.

Major Project for this Course

Your major project for this course is an **APA-style literature review**. We'll work on this lit review for the whole semester. The goal of a literature review is to *describe and synthesize* relevant scholarly research findings about a research topic of your choice.

Paper requirements:

- At least 2000 words including the title page and References list
- 10 or more scholarly, peer-reviewed references
- Correct APA format

You'll write your final literature review in several assignments, including (but not limited to):

- **Proposal for your topic:** You'll develop, with help from me, a research question appropriate to the discipline of sociology and to the requirements of the course.
- **Microsummaries assignment:** You'll summarize and compare two scholarly, peer-reviewed sources relevant to your literature review topic using databases and other resources appropriate to psychological research.
- **Three preliminary drafts of your lit review** to get instructor and peer reviewer feedback and revise your paper as needed:
 1. Draft 1: 600 words, synthesizing 3-4 scholarly resources
 2. Draft 2: 1200 words (including your revised Draft 1), synthesizing 6-7 scholarly resources total
 3. Draft 3: 1800 words (including your revised Drafts 1 & 2), synthesizing 9-10 scholarly resources total
- **Literature Review Final Draft:** Must be at least 2000 words (including title page and references list) with at least 10 scholarly, peer-reviewed sources

You won't be doing this alone! Throughout the semester you'll get support from:

- **ME: We'll have three 1:1 required meetings** to discuss your progress, answer any questions, and focus on next steps. We'll meet in a friendly, supportive setting and chocolate will be provided.
- **Writing tutors: Three required meetings with writing tutors at the [SJSU Writing Center](#), [Peer](#)**

Connections, and/or the Communications Center: Same as your meetings with me, but with fresh sets of eyes.

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 and Point Values (assignments are not weighted)

Assignment	Possible Points (pts)	Deadline
Self-intro discussion	5 pts for posting 5 pts for responding to 1 other post	8/28
Literature review proposal	5 pts	9/4
Librarian presentation: 3 takeaways	5 pts	9/4
Microsummaries	15 pts	9/11
Draft 1 meeting with writing tutor	10 pts for submitting meeting takeaways	By 9/18
Draft 1 deadline	15 pts	9/18
Draft 1 feedback meeting with Dr. J	10 pts for submitting meeting takeaways	9/23-9/25
Draft 2 meeting with writing tutor	10 pts for submitting meeting takeaways	By 10/9
Draft 2 deadline	20 pts	10/9
Draft 2 feedback meeting with Dr. J	10 pts for submitting meeting takeaways	10/14-10/16
Draft 3 meeting with writing tutor	5 pts for showing up 5 pts for submitting meeting takeaways	By 10/30
Draft 3 deadline	20 points	10/30
Draft 3 meeting with Dr. J	10 pts for submitting meeting takeaways	11/4-11/6
FINAL DRAFT [2000 words, 10 scholarly sources]	50 pts	11/20
Extra credit: "Final draft" meeting with Dr. J Extra credit: "Final draft" meeting with writing tutor	Extra credit	By 12/4

Total Points Possible for the Semester: 200

Final Evaluation

We have no final exam in this class. 😊 We'll use the final draft of your literature review as our final.

Final Letter Grade Scale

Grade	Percentage
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%

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 be in correct APA format (7th edition), including:

- Be double-spaced
- Use 1-inch margins
- Use an 11- or 12-point font that is accessible for all users (examples: 11-point Arial, Calibri, or Georgia; 12-point Times New Roman)
- Examples: <https://apastyle.apa.org/style-grammar-guidelines/paper-format/sample-papers>

****USE [Grammarly](#) or another grammar/spelling checker to double-check for grammar and spelling errors before turning in your assignments.**

Yes, you can and should use Grammarly in my class! We will explore other AI tools also.

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 (including weekend days).
- The score 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, I'll announce the new due date in lectures and via Canvas promptly.

Extensions

No extensions will be given except in cases of reasonable and documented academic reasons, emergencies, serious illness, or similar seriously disruptive events. *If this happens to you, please contact me as early as possible and be ready to provide documentation.*

Extra Credit

Some extra credit opportunities will become available during the semester. These opportunities will be announced in class and on Canvas as they become available.

NOTE: You can earn a maximum of 4 extra credit points this semester (2% of the 200 total points available for this course).

Final Grade Changes

Final grades will only be changed if there was a clerical error.

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.

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.

University Policies

Per [University Policy S16-9](#) (<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>). Make sure to visit this page to review and be aware of these university policies and resources.

One More Thing: Using AI

Generative artificial intelligence tools—software that creates new text, images, computer code, audio, video, and other content—have become widely available. Well-known examples include ChatGPT for text and DALL•E for images. This policy governs all such tools, including those released during our semester together:

- You **may** use generative AI tools to brainstorm initial ideas and outlines on assignments in this course.
- You **may** use these tools to write prompts for you when you're feeling "stuck" or "paralyzed" on a writing assignment.
- You **may not** use these tools to write your assignments for you!
- If you do use generative AI tools on assignments in this class, you must properly document and credit the tools

themselves. Cite the tool you used, following the pattern for computer software given in the specified style guide. Additionally, please include a brief (25-100 word) description of how you used the tool. Add this as a separate paragraph at the end of your text body, before the References list. (Note: This paragraph is not included in the word count!)

If you choose to use generative AI tools, please remember that they are typically trained on limited datasets that may be out-of-date. In addition, generative AI datasets are trained on pre-existing material, including copyrighted material, so relying on a generative AI tool may result in plagiarism or copyright violations.

Finally, keep in mind that the goal of generative AI tools is to produce content that seems to have been produced by a human, not to produce accurate or reliable content. This means that relying on a generative AI tool may result in your submission of inaccurate content. It is **your** responsibility—not the tool’s—to assure the quality, integrity, and accuracy of work you submit in any college course.

If you use generative AI tools to complete assignments in this course, in ways that I have not explicitly authorized, I will apply the [Seaver College Code of Academic Integrity](#) as appropriate to your specific case. In addition, you must be wary of unintentional plagiarism or fabrication of data. Depending on the specific circumstances, a first offense academic integrity violation related to misuse of generative AI could range anywhere from Level 1 to Level 3 under the Code of Academic Integrity. Repeated offenses could raise the violation to Level 4. Please act with integrity, both for your academic record and your personal character.

SOCI 100W Writing Workshop, Fall 2025 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/ Week	Class Dates	Topics, Readings, Assignments, Deadlines	Learning Outcomes
1	8/21	<ul style="list-style-type: none"> Course intro and welcome Set your Canvas notifications for the semester 	CLO 1, 4, 5
2	8/26, 8/28	<ul style="list-style-type: none"> Finding an interesting research topic (brainstorming) Mass media vs. scholarly, peer-reviewed research sources Reading research using the SQ3R method Reading research with AI help Due 8/28: Self-intro discussion: Your post + 1 response 	CLO 2, 4, 5
3	9/2, 9/4	<ul style="list-style-type: none"> Tuesday 9/2: Special Guest Presenter: Rockstar SISS Librarian Michael Aguilar Narrowing topics down with the “Funnel Method” Narrowing topics down with AI Due 9/4: <ul style="list-style-type: none"> Literature review proposal: Main topic + 3 possible subtopics Librarian Presentation: 3 takeaways 	CLO 2, 4, 5
4	9/9, 9/11	<ul style="list-style-type: none"> Summarizing articles using microsummaries Writing your first microsummary Finding scholarly research on Google Scholar How to start Draft 1: Microsummaries and paraphrasing Due 9/11: Microsummaries 	CLO 2, 4, 5
5	9/16, 9/18	<ul style="list-style-type: none"> Literature review examples and templates How to start Draft 1: Microsummaries and paraphrasing Due 9/18: <ul style="list-style-type: none"> Takeaways from Draft 1 meeting with writing tutor Draft 1 (600 words, 3 scholarly sources) 	CLO 1, 2, 3, 4, 5

Module/ Week	Class Dates	Topics, Readings, Assignments, Deadlines	Learning Outcomes
6	9/23, 9/25	<ul style="list-style-type: none"> ● Draft 1 individual meetings with Dr. J – no class ● Start writing Draft 2 to stay on schedule ● Due 9/25: Takeaways from Dr. J meeting 	CLO 1, 2, 3, 4, 5
7	9/30, 10/2	<ul style="list-style-type: none"> ● The 3-point method for organizing papers ● Start scheduling 2nd meeting with a writing tutor 	CLO 2, 4, 5
8	10/7, 10/9	<ul style="list-style-type: none"> ● Due 10/9: <ul style="list-style-type: none"> ● Takeaways from Draft 2 meeting with writing tutor ● Draft 2 (1200 words, 6-7 scholarly sources) 	CLO 2, 4, 5
9	10/14, 10/16	<ul style="list-style-type: none"> ● Draft 2 individual meetings with Dr. J – no class ● Start writing Draft 3 to stay on schedule <ul style="list-style-type: none"> ● Due 10/16: Takeaways from Dr. J meeting 	CLO 1, 2, 3, 4, 5
10	10/21, 10/23	<ul style="list-style-type: none"> ● Latin abbreviations ● AI tools to help you write 	CLO 1, 2, 3, 4,
11	10/28, 10/30	<ul style="list-style-type: none"> ● Due 10/30: <ul style="list-style-type: none"> ● Takeaways from Draft 3 meeting with writing tutor ● Draft 3 (1200 words, 9-10 scholarly sources) 	CLO 2, 4, 5
12	11/4, 11/6	<ul style="list-style-type: none"> ● Draft 3 individual meetings with Dr. J – no class ● Start working on final draft to stay on schedule 	CLO 2, 4, 5
13	11/11, 11/13	<ul style="list-style-type: none"> ● Plagiarism ● Sentence fragments 	CLO 2, 4, 5
14	11/18, 11/20	<ul style="list-style-type: none"> ● Objectivity in scholarly writing ● Overview: Final paper format ● Due 11/24: Final draft (2000 words, 10 scholarly sources) 	CLO 1, 2, 3, 4, 5
15	11/25 only	<ul style="list-style-type: none"> ● Verb tense (why do we care?) ● Review APA style issues that are unclear and/or difficult 	CLO 1, 2, 3, 4, 5
16	12/2, 12/4	<ul style="list-style-type: none"> ● Last week of Dr. J's official office hours ● Due by 12/6: <ul style="list-style-type: none"> ● Extra credit meeting with writing tutor ● Extra credit meeting with me ● LAST DAY OF OUR CLASS IS THURSDAY 12/4* ● END-OF-SEMESTER POTLUCK! (12/4) 	CLO 1, 2, 3, 4, 5

*If you're taking any MW classes, Monday 12/8 will be the last day of those classes.