

San José State University

College of Social Sciences / Sociology and Interdisciplinary Social Sciences

SOCI 100W, Writing Workshop, Section 03, Spring 2025

Instructor:	Liz Roberts, M.A., M.A. (she, her, they, them)
Office Location:	Dudley Moore Hall Room 210
Email:	Liz.roberts@sjsu.edu
Office Hours:	Wednesday, 1:45-2:45 pm, Thursday 3:00-4:00 pm and by appointment
Class Days/Time:	Monday and Wednesday 3:00-4:15 pm
Classroom:	Dudley Moore Room 226A
Prerequisites:	Completion of Core GE, WST or ENGL/LLD 100A, Area A3, SOCI 1, and upper division standing
GE/SJSU Studies Category:	Writing in the Disciplines

Canvas

There is a Canvas site for this course and you will be automatically added. Some of your course assignments will be submitted in Canvas, and your grades will be posted to Canvas. You will have timely access to your grades throughout the semester. I will also use Canvas to post important notices and announcements, handouts and assignments, readings, additional information about assignments, and send group email messages should the need arise. I highly recommend that you check Canvas regularly for important messages and announcements and that the email account linked to your Canvas account is an email address that you check regularly. Canvas Learning Management System course login website at <http://sjsu.instructure.com>

COURSE DESCRIPTION

The purpose of this course is to help students become confident and effective writers. Students 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, our class will be organized around continuous informal writing assignments, some completed in class and others outside of class.

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 one another to provide and evaluate models of writing (through discussions, group activities, and peer review).

GE COURSE GOALS AND STUDENT LEARNING OBJECTIVES

SOCI 100W Learning Objectives	How We'll Address These Objectives
Upon successful completion of this course, students will be able to:	Main course activities and assignments that will address these goals:
1. Explain, analyze, develop, and critique ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse	<ul style="list-style-type: none"> • Sociological imagination essay & related workshops • Annotated bibliography & related workshops • Literature Review & related workshops • Public sociology blog & related workshops
2. Organize and develop complete discipline-specific texts and other documents for both professional and general audiences, using appropriate editorial and citation standards	<ul style="list-style-type: none"> • Professional academic audiences: sociological imagination essay, annotated bibliography, & research paper & related workshops • Professional audiences: resume, cover letter, & professional correspondence & related workshops • General audiences: public sociology blog & related workshops • All major assignments • ASA workshops • Professional writing workshops • Public sociology blog workshops
3. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing	<ul style="list-style-type: none"> • Literature Review paper • Public sociology blog • Library workshop
4. Produce discipline-specific written work that demonstrates upper-	<ul style="list-style-type: none"> • Grammar & punctuation workshop • Writing exercises/handouts

<p>division proficiency in language use, grammar, and clarity of expression</p>	<ul style="list-style-type: none"> • Feedback on assignments All major assignments • ASA workshops • Professional writing workshops • Public sociology blog workshops
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REQUIRED READINGS & OTHER COURSE MATERIALS

Textbook

All of our readings will be posted on Canvas. You are not required to purchase any materials for this class. The textbook information is below, in case you would like to purchase your own copy of the book; if you do not purchase the book, you'll be able to view electronic versions of the relevant chapters through Canvas.

Optional: A Sociology Writer's Guide, by Linda L. Yellin, ISBN-13: 978-0205582389

Other Technology Requirements/Equipment/Material

Very reliable computer/Internet access

Access to technology for video and audio recording (equipment available for checkout at SJSU)

Access to Zoom (Free Access through SJSU)

Access to Adobe Creative Cloud (free access through SJSU)

Access to your SJSU Canvas account

TROUBLESHOOTING CANVAS

- If you are not able to log in to Canvas or your course site, please go to the Ecampus <https://www.sjsu.edu/ecampus/> to call or submit a Ticket.
- Once you have logged into Canvas, you can get tech help on weekends and in the evening by clicking the Help icon (circle with a question mark) in the far-left global navigation menu.
- Canvas Student Guides are available <https://community.canvaslms.com/docs/DOC-4121>
- Watch a series of short Canvas video tutorials (~5 mins) designed to help you learn how to use Canvas <https://resources.instructure.com/courses/32>

CLASSROOM PROTOCOL

Our class time will take a variety of formats, including lecture, large group discussion, small group discussion, and in-class exercises. I encourage you to ask questions during lectures. Because most of our time together will be interactive, your participation will be essential.

In order to make our class discussions and activities successful, you should complete all required readings and homework assignments before each class period, and bring these readings to class with you. To facilitate your respectful, engaged listening and active participation, cell phones, laptops, and other electronic devices must be turned off and put away during class time. If you do not follow this policy you will lose participation points. If you feel you need an exception to this policy, please meet with me individually. Additionally, to facilitate a respectful, safe and engaging classroom, no food or eating is allowed during class.

ASSIGNMENTS

HOMEWORK ASSIGNMENTS

I will regularly assign homework. These will be opportunities for you to practice writing and build writing skills in a low-pressure format. I have listed some, but not all, of these homework assignments on the course schedule. I will announce homework assignments in class, and you can check the Canvas website for detailed homework instructions.

Please note: you will have a “free pass” for one of the homework assignments, but I will not accept homework assignments that are submitted late or outside of class.

SOCIOLOGICAL IMAGINATION ESSAY

Your first formal writing assignment will be an essay (approximately 1000 words) applying C. Wright Mills’ concept of “the sociological imagination” to some aspect of your life.

PUBLIC SOCIOLOGY BLOG

You will write a blog entry addressing a pressing social issue to a public audience (approximately 750 words).

LITERATURE REVIEW RESEARCH PAPER

Your major assignment for this class will be a research paper (approximately 2000 words) on a sociological topic of particular interest to you. You will complete this paper in several stages throughout the quarter, and it will go through multiple drafts before you turn in the final version (see the major steps/assignments below):

- Research proposal
- Annotated bibliography
- Outline
- Draft 1 (for peer review)
- Draft 2 (for graded feedback)
- Final draft (for final grade)

PARTICIPATION

Our learning in this class will be largely through discussion. Thus, your class participation is vital to its success, as well as to the quality of your overall performance. Your participation grade will be based on the frequency and quality of your contributions to large group and small group discussions, as well as evidence of your completion of the readings and engagement with course themes. Excellent (A-level) participation involves:

- Excellent punctuality
- Respectful, engaged listening during lectures and discussions
- Frequent contributions to large and small group discussions
- Contributions that make specific reference to course materials
- Thoughtful completing of in-class activities

LATE ASSIGNMENT AND MAKE-UP WORK POLICY

There will be a one-day grace period for all other assignments. Please aim to submit your assignments early or on time whenever possible; this will help you stay on track with your coursework and help me with grading. In those cases where you need a little extra time, you may use the grace period (no need to contact me for permission). If your circumstances warrant further extensions, please contact me as soon as you can to discuss your options.

Canvas will automatically drop your two lowest scores in the assignment categories meaning that you can miss two of each with no penalty.

Please plan to complete all assignments well in advance of the deadline so that you have time to troubleshoot any technical difficulties that arise. E-mail me as soon as possible (before the deadline) if you are experiencing an issue with assignment submission. If you choose to wait until the last minute to submit an assignment, and you run into difficulties that prevent the submission (loss of Internet access, etc.), you are still responsible for any grade penalties that result from the missed deadline.

ONGOING ISSUES AFFECTING YOUR PERFORMANCE

For extenuating circumstances related to a medical condition or disability for which you may require reasonable accommodation, please refer to the Disability Statement.

Please let me know as soon as possible and stay in touch with me regarding issues that are affecting your course performance.

WHAT TO DO IF YOU'RE ABSENT

If you are a student who has frequent absences, this will not be an appropriate course for you: you will need to attend class to get participation credit, submit homework, and learn material that is not presented in the course readings. However, I recognize that absences are sometimes unavoidable. If you miss a class, you should:

- Check with a classmate for notes about what you missed.
- Check Canvas to see if anything has been posted.
- Plan to submit any major assignments to me early.

Please note that you will NOT be able to:

- Make up any homework assignments or in-class activities (you may miss one homework assignment with no grade penalty).
- Receive a review of missed materials from me.

If you have an ongoing issue that will require multiple absences, it's important that you let me know as soon as possible and stay in touch with me.

Submitting Papers

Papers must be submitted on Canvas. I do not accept e-mailed papers, and the Sociology office will not accept papers you try to turn in there. Most assignments will be submitted electronically (through Canvas or other online formats); when this is the case, it will be specifically noted on the assignment instructions.

PAPER FORMAT

Format your major assignments according to the formatting guidelines Yellin establishes in Chpt. 2. Your papers must also follow ASA conventions for citations and references. All assignments must be submitted online in Canvas, I will not accept emailed papers. If you would like to receive credit for a handwritten homework assignment, you must show it to me before class (if you're late for class, you will not get credit for your handwritten assignment).

Formal assignments must include:

- Title page (be sure to include the word count)
- Completed, typed assignment cover page (which will be posted on Canvas)
- Previous drafts with completed peer-review sheets

Informal assignments (homework) should include a header at the top of the first page with:

- Your name
- SOCI 100W
- Prof. Liz Roberts
- Date
- Word count: this is an essential requirement for passing the class (see "workload and requirements" note below)

WORKLOAD AND REQUIREMENTS

You will spend a considerable amount of time writing and reading outside of class. You will have an assignment due almost every day. In order to satisfy the requirement for SJSU Studies area Z, you must write a minimum of 8,000 words in this class. This requirement will be met through the assignments listed above as well as the informal assignments you complete as homework. Thus, it is essential that you complete all of the formal and informal assignments and include a word count on all assignments completed outside of class.

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](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

GRADING

Your final course evaluation will be based on your performance on the above assignments. These assignments will be weighted as follows:

Sociological Imagination Essay	15%
Public Sociology Blog	15%
Literature Review	20%
Literature Review Components	20%
Research Proposal	2%
Annotated Bibliography	6%
Outline	2%
Draft	10%
Homework	15%
In-Class Activities & Participation	15%

Final course grades will be assigned based on the following scale; grades below 60% will be considered failing ("F"):

A+ = 98 – 100%	B+ = 88 – 89.9%	C+ = 78 – 79.9%	D+ = 68 – 69.9%
A = 92 – 97.9%	B = 82 – 87.9%	C = 72 – 77.9%	D = 62 – 67.9%
A- = 90 – 91.9%	B- = 80 – 81.9%	C- = 70 – 71.9%	D- = 60 – 61.9%

Passing 100W

The grading scale for 100W courses is A-F. In order to pass the course, students must write a minimum of 8,000 words and receive an overall grade of C or better (a C- is not a passing grade).

A Grades

Grades in the A range will be granted only for exceptional work. Exceptional, or A, work refers to exemplary work that goes above and beyond basic requirements, demonstrating critical thinking, clarity, and sophistication in form (e.g., language use, structure, format) as well as substance (e.g., logically developed arguments, use of appropriate examples). This is work that could serve as a model for other students. To receive an A as a course grade, the student must write 8,000 words or more over the semester.

B Grades

Grades in the B range are earned with work submitted on time that is of good quality. B work meets all the requirements and involves clear, coherent, carefully edited writing; for oral presentations, it involves executing a clear, informative, and engaging presentation. The work has a clear purpose and appropriate development, but may lack in originality or insightfulness. Written work demonstrates careful editing and a solid grasp on grammar and mechanics. To receive a B as a course grade, the student must write 8,000 words or more over the semester.

C Grades

Grades in the C range are earned with work submitted on time that fulfills basic requirements and is of satisfactory quality. This work is competent: the author establishes a purpose and supporting ideas, but argument may be somewhat vague, unclear, or uneven. There may be structural issues and problems with the clarity of prose and incorrect use of grammar. To receive a C as a course grade, the student must write 8,000 words or more over the semester.

GRADE CHECKS

In general, you should keep track of your own grade by keeping your returned assignments, noting the scores, and using the course grading breakdown listed above. If you need formal verification of your grade (for paperwork associated with a scholarship, student organization, etc.), you should e-mail me at least 24 hours ahead of time to let me know you'll be bringing grade check paperwork to class. If you ask me in class with no advance notice, I will not be able to provide a grade estimate for you.

CONTACTING PROFESSOR ROBERTS

OFFICE HOURS

I strongly encourage you to visit me during my office hours. You're welcome to stop by for clarification on any course materials/concepts, further discussion of course topics, guidance as

you prepare for upcoming assignments, questions about feedback on previous assignments, or just to check in. Please note that I do not provide reviews of material you missed due to absences (check with your classmates for notes if you are absent).

E-MAIL

You are welcome to e-mail me, but please note that I do not provide assignment/draft feedback or grade checks over e-mail. Before you send your e-mail, please check to make sure that you have:

- Included the course (SOCL 100W) in the subject line.
- Followed general correspondence guidelines, such as including a salutation.
- Included a message (don't send an attachment with no message).
- Proofread your message.
- Reviewed the course syllabus and any relevant assignment prompts to make sure your question hasn't already been answered in one of those documents.

I will respond to your e-mail within 24 hours Monday-Friday IF you follow the above guidelines. If your e-mail doesn't follow these guidelines, I may ask you to review these guidelines and send a revised version.

UNIVERSITY POLICIES AND PROCEDURES

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. Students are encouraged to familiarize themselves with SJSU's policies and practices pertaining to the procedures to follow if and when questions or concerns about a class arises. To learn important campus information, view University Policy S90-5 at <http://www.sjsu.edu/senate/docs/S90-5.pdf> and SJSU current semester's [Policies and Procedures](http://info.sjsu.edu/static/catalog/policies.html), at <http://info.sjsu.edu/static/catalog/policies.html>. 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.

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](http://info.sjsu.edu/static/catalog/policies.html) 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](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/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](http://www.sjsu.edu/advising/) at <http://www.sjsu.edu/advising/>.

CONSENT FOR RECORDING OF CLASS AND PUBLIC SHARING OF INSTRUCTOR MATERIAL

[University Policy S12-7](#) 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 her/him. You must obtain the instructor's written 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.

Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without 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.

ACADEMIC INTEGRITY

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The [University Academic Integrity Policy S07-2](#) 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/>.

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](#) 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.

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>.

UNIVERSITY RESOURCES

STUDENT TECHNOLOGY RESOURCES

Computer labs for student use are available in the [Academic Success Center](#) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library. A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. 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.

Technical Issues

For technical questions with Canvas, contact SJSU ECampus <https://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html> or the Canvas 24-hour Support Help Line: (877) 982-1780

SJSU PEER CONNECTIONS

Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. You are encouraged to take advantage of their services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit [Peer Connections website](#) at <http://peerconnections.sjsu.edu> for more information.

SJSU WRITING CENTER

The SJSU Writing Center is located in Clark Hall, Suite 126. 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. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to

refer to the numerous online resources offered through the Writing Center, visit the [Writing Center website](http://www.sjsu.edu/writingcenter) at <http://www.sjsu.edu/writingcenter>.

SJSU COUNSELING 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. To schedule an appointment or learn more information, visit Counseling and Psychological Services website <http://www.sjsu.edu/counseling>.

ARTIFICIAL INTELLIGENCE (AI) POLICY

You may not use ChatGPT or any other generative AI platform or technology, including (but not limited to) Bing, Bard, DALL-E, Grammarly Premium, predictive/suggestive text, etc.

All work submitted by you (unless otherwise directed) – all process work, drafts, brainstorming artifacts, and final works – will be generated by yourself, working individually or in groups as directed by class assignment instructions.

This policy indicates the following constitute violations of academic honesty: a student has another person/entity do the work of any substantive portion of a graded assignment for them, which includes purchasing work from a company, hiring a person or company to complete an assignment or exam, and/or using generative AI tools (such as ChatGPT including (but not limited to) Bing, Bard, DALL-E, Grammarly Premium, predictive/suggestive text, etc.

This also includes translation software (including, but not limited to, Google Translate) counts as an AI platform, so its use is strictly prohibited. Even if English is not your first language, you must write your papers directly in English rather than writing them in your native language and translating them. You may look up individual words in an English-(Your Native Language) online dictionary, but you may not use an online translator to translate phrases, sentences, paragraphs, or papers.

Course Schedule

Module One: Introductions to the Class

Module Two: Writer's Autobiography and Research Question

Module Three: Research Proposal, Sociological Imagination, Journal Articles

Module Four: ASA Style and The Annotated Bibliography

Module Five: Drafting Your Research Paper and Writing Conferences

Module Six: Public Sociology Blog

Module Seven: Research Paper and Concluding the Class!