

**San José State University**  
**School/Department**  
**(27631) Writing Workshop: Economic Reports Section 02 Spring 2024**

**Course and Contact Information**

Instructor:	Deborah Clarke
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Email:	deborah.clarke@sjsu.edu
Office Hours:	W 11:00-12:00
Class Days/Time:	M/W 1:30-2:45
Classroom:	DMH 348
GE/SJSU Studies Category:	Z
Prerequisites:	A3 or equivalent second semester composition (with a grade of C- or better); completion of core GE; satisfaction of Writing Skills Test or completion of ENGL 100A/LLD 100A with C or better; ECON 1A and ECON 1B; and upper division standing. Or Graduate or Postbaccalaureate level.

**Faculty Web Page and MYSJSU Messaging**

Copies of the course materials such as the syllabus, major assignment handouts, etc. may be found on my faculty web page at <http://www.sjsu.edu/people/Deborah.Clarke> or on the Canvas Learning Management System course login website. You are responsible for regularly checking with this messaging system through My SJSU at <http://my.sjsu.edu> to learn of any updates. If I make any changes to the schedule or outline, I will also announce them at the beginning of class.

**Course Description**

SJSU Catalog Description: Writing skills appropriate to majors in economics of lucid expression in essays, reports and other types of communication

**Course Learning Outcomes (CLO)**

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

1. Understand and apply critical thinking techniques and analysis to economic problems;
2. Analyze problems from an economic discipline, upholding high intellectual standards;

## **Required Texts/Readings (Required)**

### **Textbook**

Writing for Success, free online resource, linked through Canvas Course page.

Deirdre N. McCloskey, *Economical Writing* (2nd or 3rd edition). Articles and handouts posted on Canvas

### **Other Readings**

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

to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.” (The [University Policy S16-9](http://www.sjsu.edu/senate/docs/S16-9.pdf), *Course Syllabi* (<http://www.sjsu.edu/senate/docs/S16-9.pdf>))

### **Final Examination or Evaluation**

Upon completion of this course students will complete an individual research paper on an Economic Topic. You can either choose from a list of Economic Topics or choose your own. The

NOTE: The modules *Paper Proposal*, *Review of the Literature*, and *Final Paper* (all in the second half of the course) also incorporate both in-class and individual assignments.

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**Please plan for these due dates early. I do not accept any late work. If you do not submit these on time you can earn a zero for this component of the course.**

## Assignments and Grading Policy

### Grading Information

“Passage of the Writing Skills Test (WST) or ENGL/LLD 100A with a C or better (C not accepted), and completion of Core General Education are prerequisite to all SJSU Studies courses. Completion of, or co registration in, 100W is strongly recommended. A minimum aggregate GPA of 2.0 in GE Areas R, S, & V shall be required of all students.”

### Grading

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

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

Quizzes: Syllabus, Plagiarism	5%
In-Class Activities	5%
Journals	5%
Thought Papers and Peer Reviews	10%
Midterm	15%
Paper Proposal Module	15%
Review of Literature Module	15%
Final Paper	20%
Final Paper Presentation	10%

I do *not* use a grading curve. Your final numerical grade will be the weighted average of your scores in the above categories, and your corresponding letter grade will be assigned as follows:

Percent	Grade	Percent	Grade	Percent	Grade
98-100%	A+	93-97%	A	90-92%	A-
88-89%	B+	83-87%	B	80-82%	B-
78-79%	C+	73-77%	C	70-72%	C-
68-69%	D+	63-67%	D	60-62%	D-

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### Classroom Protocol

1. Be on time. If you must come to class late or leave early, please do so with as little disruption as possible. Leaving class before class is dismissed is **not** acceptable, unless there is an

**emergency.** Under those circumstances, please make every effort to leave quietly so that the rest of the class is not disturbed.

2. No beeping please. Turn off cell phones, pagers, and other electronic devices. Laptop computers and audio recorders are okay. Headphones are not. **Please do not** browse the web, TM, IM, or otherwise communicate to the outside world during class. *Your use of a laptop in class gives me permission to randomly call on you to answer a question from your seat or in front of the class.*
3. No food consumption during class; drinks are ok

## **Attendance Policy**

University Attendance per se shall not be used as a criterion for grading according to Academic Policy F-69-24.

- [University Attendance and Participation Policy F15-12](http://www.sjsu.edu/senate/docs/F15-12)  
(<http://www.sjsu.edu/senate/docs/F15-12.pdf>)

**However, missing class can reduce your grades through preparation for the homework, quizzes, in-class participation activities, and exams.** If you miss class, please refer to my website or find out from a fellow student what you missed, get relevant assignments, and do the work to catch up.

## **University Policies**

### **Academic integrity**

The University's Academic Integrity Policy is available at:

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## **SJSU Writing Center**

The SJSU Writing Center is located on the second floor of MLK library. It is staffed by professional instructors and upper-division or graduate-

## Course Number / Title, Semester, Course Schedule

(actual schedule may be subject to revision)

Week	Day	Date	Topic	
	Wed	24-Jan	Go through syllabus	
1	Mon	29-Jan	Ch 1 ( and ch 8)	Becoming a successful writer
	Wed	31-Jan	Ch 2: Sentences	subjects and verbs
2	Mon	5-Feb	Ch 2: Sentences	sub/verb agree; tense; cap
	Wed	7-Feb	Ch 2 Sentences	pronoun; adj; adverb
3	Mon	12-Feb	Ch 3: Punctuation	comma, colon ,semicolon, quote
	Wed	14-Feb	Ch 3: Punctuation	apostrophe, parentheses, dashes ,hyphens
4	Mon	19-Feb	Ch 4: Words	commonly confused words, spelling
	Wed	21-Feb	Ch 4: Words	word choice, prefixes suffixes, synonyms antonyms
5	Mon	26-Feb	Ch 5: Help for English Speakers	Count and no-count nouns, prepositions
	Wed	28-Feb	review	correct paragraphs at end of ch 2,3,4,5
6	Mon	4-Mar	<b>Midterm exam on grammar</b>	<b>Midterm exam on grammar</b>
	Wed	6-Mar	Library Visit: King Classroom 219	King Classroom 219
7	Mon	11-Mar	Outline/proposal for research paper	Outline/proposal for research paper
	Wed	13-Mar	Refine Your Writing	Refine Your Writing/ Peer Work
8	Mon	18-Mar	Writing Proposal	<b>Paper Proposals Due</b>

	Wed	20-Mar	Literature Review	Literature Review PowerPoint
<u>9</u>	Mon	25-Mar	Write research paper	Begin the Writing Process
	Wed	27-Mar	Group Work for lit review	Peer Work

10 Mon 1-Apr