

**San José State University**  
**College of Social Sciences/Department of Economics**  
**ECON 100W, Writing Workshop: Economic Reports, Section 01, Fall 2023**

**Course and Contact Information**

Instructor:	Dr. Darwynn Deyo
Office Location:	DMH 142
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Email:	<a href="mailto:darwynn.deyo@sjsu.edu">darwynn.deyo@sjsu.edu</a>
Office Hours:	W 3:30 – 5:30pm
Class Days/Time:	TR 3:00 – 4:15pm
Classroom:	DMH 165
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 / LLD 100A with C or better; ECON 1A and ECON 1B; and upper division standing. Or Graduate or Postbaccalaureate level.

**Course 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:

1. Develop editing, writing, and presentation skills,
2. Apply critical thinking and analysis to current economic issues,
3. Utilize the economic way of thinking in both quantitative and qualitative writing,
4. Learn how to propose, write, and edit a research paper.

**Required Materials**

[MC] Deirdre N. McCloskey, *Economical Writing* (2nd ed). ISBN 978-1-5776-6063-7.

[PB] Fred Pryczak and Randall R. Bruce, *Writing Empirical Research Reports* (8<sup>th</sup> ed). ISBN 978-1-936523-36-8

[ST] Gail M. Staines, *Social Sciences Research: Research, Writing, and Presentation Strategies for Students* (3<sup>rd</sup> ed). ISBN 978-1-5381-2241-9

Student subscription to TheEconomist.com

Mendeley Reference Software *or* Zotero Reference Software (both free)

Articles and handouts posted on Canvas

**Course Requirements and Assignments**

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.

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 below.

### ***Key Semester Dates***

First Day of Class – August 22  
Last Day to Drop Classes – September 15  
Paper Proposal Due – September 28  
Research Workshop #1 – October 10  
First Peer Edits Workshop – November 9  
Research Workshop #2 – November 14  
Second Peer Edits Workshop – November 28  
Writing Journal Due – December 5  
Last Day of Class – December 5  
Final Paper Due – December 11

### ***Writing Journal***

You will complete a writing journal in class over the course of the semester. Entries must be typed and submitted to Canvas, so bring your laptop with you to each class. These exercises will comprise your semester-long Writing Journal, with entries of at least 250 words each. The expectation is that the final Writing Journal is at least 5,000 words. You are free to write longer entries. These entries must focus on economics or the economic way of thinking, e.g. you can apply economics to everyday life. Students will then discuss their writing journal entries in breakout groups. If you do not have a laptop, you can request a no-cost laptop rental through Student Computing Services: <https://library.sjsu.edu/student-computing-services>

### ***Research Exercises***

Each class will end with about 30 minutes of data exercises (Tuesdays) or writing exercises (Thursdays). The two Research Workshops and any quizzes are also graded as part of Research Exercises. You should bring your laptop to class each day so you are able to participate. You may complete the exercise outside of class but you must participate in class to be eligible for credit. If you do not have a laptop, you can request a no-cost laptop rental through Student Computing Services: <https://library.sjsu.edu/student-computing-services>

### ***Final Paper***

As part of this course, each student will propose and submit a *research* paper on a subject covered in this class. The final paper is due in Canvas and to Turnitin on the day of the university scheduled final exam, **December 11**, and should run between 6 to 8 pages of text, double spaced, Times New Roman font, size 12, 1-inch margins in a Word Document (.doc or .docx). The expectation is that each page is about 300 words, and the final draft will be between 1,800 and 2,400 words. Tables and references do not contribute to the page count. In addition to the text of your paper, you must include the analysis output used to generate your results (Excel, R, Python, Stata, etc) with your submission. The assignment will be graded using a rubric on Canvas. There are assignments along the semester which will guide you through this process, listed below. Your final paper must be submitted to Canvas by **December 11** to receive credit.

### ***Paper Proposal***

In order to prepare for the final paper, you will submit a 1–2-page proposal in Canvas by **September 28** stating the research question and hypothesis, data sources, methods, and five economic journal citations you plan to use (refer to the Canvas Template). I will then approve this proposal or require adjustments before you proceed. You do not have to wait until the due date (and I recommend you don't!) to submit this proposal. The proposal operates on a COMPLETE/INCOMPLETE basis.

### ***First Draft and Peer Edits***

The first draft of your paper (minimum 3 pages double spaced) is due in class on **November 9**. We will then conduct in-class peer review edits and discussion of your drafts using the final paper rubric with which you will be graded. It is your responsibility to make sure you bring *two* copies of your paper to class. Failure to *provide* a draft will result in zero credit for that peer edit round. You will be graded on the quality of the peer edits you provide to your classmate's paper. The expectation is that each page is about 300 words, and the first draft will be at least 900 words.

### ***Second Draft and Peer Edits***

The second draft of your paper (minimum 5 pages double spaced) is due in class on **November 28**. We will then conduct in-class peer review edits and discussion of your drafts using the final paper rubric with which you will be graded. It is your responsibility to make sure you bring *two* copies of your paper to class. Failure to provide a draft will result in zero credit for that peer edit round. You will be graded on the quality of the peer edits you provide to your classmate's paper. The expectation is that each page is about 300 words, and the first draft will be at least 1,500 words.

### ***Paper Presentation***

You will give a 10-minute presentation on your paper in class. Your presentation slides must be uploaded to Canvas by midnight before the day of your presentation.

<b>Course Component</b>	<b>Student Work</b>	<b>Instructor Engagement</b>
<b>Regular 3 units (9 h/wk)</b>	Readings, Writing Journal, Presentation, Final Paper	<ul style="list-style-type: none"><li>• Class contact hours</li><li>• Prepare in-class activities</li><li>• Evaluate student work and provide specific and actionable feedback</li></ul>
<b>Activity 1 unit (3 h/wk)</b>	Exercises, Workshops, Proposals, Peer Edits	<ul style="list-style-type: none"><li>• Plan and lead research exercises</li><li>• Plan and lead peer edits workshops</li><li>• Evaluate student work and provide specific and actionable feedback</li></ul>

## Grading Information

### Determination of Grades

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 except as stated otherwise. Late work will not be accepted. The final grade in the course will be based on the following weights:

Category	CLOs Assessed	Weight
Writing Journal	CLO 1, 2, 3	15%
Research Exercises	CLO 1, 2, 3	20%
Paper Proposal	CLO 4	5%
First Draft & Peer Edits	CLO 1, 4	10%
Second Draft & Peer Edits	CLO 1, 4	15%
Paper Presentation	CLO 1, 2	10%
Final Paper	CLO 1, 2, 4	25%

### Grading Scale

A+: 97 to 100

A: 94 to 96

A-: 90 to 93

B+: 87 to 89

B: 84 to 86

B-: 80 to 83

C+: 77 to 79

C: 74 to 76

C-: 70 to 73

D: 60 to 69

F: Less than 60

### Classroom Protocol

#### Office Hours

The best way to contact me is by email at [darwyn.deyo@sjsu.edu](mailto:darwyn.deyo@sjsu.edu). My office hours are Wednesdays, 3:30 – 5:30pm over Zoom. Office hours are recorded.

#### Academic Honesty

The Department of Economics takes academic honesty very seriously and follows the policies posted online at <https://www.sjsu.edu/senate/docs/S07-2.pdf>. It is the responsibility of all students to read and understand what constitutes a violation of academic honesty. Claims of ignorance cannot be used to justify dishonest behaviors. Any student caught engaging in activities that violate the University academic honesty policy will receive zero credit for the course instrument(s) that violates the academic honesty policy, and up to a semester grade of “F” for this course. Students are not permitted to use unapproved aids to complete their thought papers or final paper for them. This prohibition includes, but is not limited to, ChatGPT, Grammarly, and other AI writing aids. Faculty are required to report cheating, plagiarism and all instances of academic misconduct (including self-plagiarism) to the Office of Student Conduct and Ethical Development and to the Chair of the Department of Economics who tracks violations. All students must also complete or retake the SJSU Plagiarism Tutorial & Quiz at <https://libguides.sjsu.edu/plagiarism> by the second week of the semester.

### ***Disability Notice***

Please contact me as soon as possible if you need course adaptations or accommodations because of a disability. Presidential Directive 97-03 at [https://www.sjsu.edu/president/docs/PD\\_1997-03.pdf](https://www.sjsu.edu/president/docs/PD_1997-03.pdf) requires that students with disabilities requesting accommodations must register with the Accessible Education Center at <https://www.sjsu.edu/aec/> to establish a record of their disability.

### ***Religious Accommodations***

Please contact me as soon as possible if you need course adaptations or accommodations because of a religious holiday. University Policy S14-7 at <https://www.sjsu.edu/senate/docs/S14-7.pdf> requires that students requesting accommodations must inform me 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 me, in writing, at least three days before the date that they will be absent.

### ***Responsibilities***

This syllabus outlines both my and your responsibilities in this class. To prove to me that you have read this hefty syllabus thoroughly, send me an email by **September 1** with your favorite character in the subject line. (For example, if I were to complete this assignment, I would send myself a message with a subject line reading “Luke Skywalker”). In the body of your email, list five important pieces of information you have gleaned from reading this syllabus. This earns you 2 extra points on your final paper.

### ***Possible Work Stoppage***

The California Faculty Association (the labor union of Lecturers, Professors, Coaches, Counselors, and Librarians across the 23 CSU campuses) is in a difficult contract dispute with California State University management. It is possible that we will call a strike or other work stoppage this term. I will promptly inform you of any schedule disruption. For further information go to [www.CFAbargaining.org](http://www.CFAbargaining.org).

### ***Other Class Policies***

1. Students and the professor will show respect for others at all times and will refer to people using the names and personal pronouns they share.
2. Class will begin on time and end on time. Students are expected to be on time.
3. Students must use their SJSU email to communicate with me regarding course material and messages related to this class. I will make an effort to reply to course-related emails within two business days, but I will not open email attachments from non-SJSU emails.
4. Students must submit all work through Canvas. All final written work is automatically submitted to Turnitin.
5. Cumulative grades on Canvas do *not* reflect your class grade. You may request a grade check from me during class with at least two business days’ notice. I cannot send grades over email due to FERPA law.
6. Except for cases approved by the Accessible Education Center, students are not permitted to record class or share class materials without permission. All class material are protected by instructor copyright.

### **University Policies**

Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs’ [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/> Make sure to review these policies and resources.

# ECON 100W-01 / Writing Workshop: Economic Reports, Fall 2023 Schedule

My proposed schedule for the semester follows. If it proves too ambitious, I will try to simply say less about each topic rather than cut the topics for the final weeks.

## Course Schedule

Week	Dates	Topics, Readings, Assignments, Deadlines
1	Aug 22 – 24	Introduction; Write to Tell a Story (MC 1-3; PB 1)
2	Aug 29 – 31	Developing a Research Question and Outline (MC 4-6; PB 2-4; ST 1 & 5)
3	Sep 5 – 7	Types of Literature; Annotated Bibliographies (MC 7-9; ST 2-4)
4	Sep 12 – 14	Using and Evaluating Literature; Literature Reviews (MC 10-12; PB 6; ST 6)
5	Sep 19 – 21	<b>Library Training @ MLK 213 (Sept 19)</b> ; Understanding References (MC 13-15; PB 15)
6	Sep 26 – 28	Putting It All Together (MC 16-18); <b>Paper Proposal Due (Sept 28)</b>
7	Oct 3 – 5	Using and Writing About Data (MC 19-21)
8	Oct 10 – 12	<i>Research Workshop #1</i> ; <b>NO CLASS (OCT 12)</b>
9	Oct 17 – 19	Understanding and Writing About Methods and Results (MC 22-24; PB 9, 11)
10	Oct 24 – 26	Writing as a Subject Matter Expert (MC 25-27; PB 7)
11	Oct 31 – Nov 2	Compelling Introductions and Conclusions (MC 28-29; PB 8 & 12)
12	Nov 7 – 9	You Can't Edit a Blank Page (MC 30-31; ST 8-9); <b>First Draft Due &amp; Peer Edits Workshop (Nov 9)</b>
13	Nov 14 – 16	<i>Research Workshop #2; Presentations</i>
14	Nov 21 – 23	<i>Presentations</i> ; Thanksgiving/NO CLASS (Nov 23)
15	Nov 28 – 30	<b>Second Draft Due &amp; Peer Edits (Nov 28)</b> ; <i>Presentations</i>
16	Dec 5	<i>Presentations</i> ; <b>Writing Journal Due (Dec 5)</b>
Final Paper Due	Dec 11	Final Paper Submitted on Canvas

## ECON 100W-01 / Writing Workshop: Economic Reports, Data Exercises Schedule (Tuesdays)

Week	Date	Topic
1	Aug 22	<i>First Day of Class – No Exercise</i>
2	Aug 29	Exercise #1: Introduction to Excel
3	Sep 5	Exercise #2: Working with Data and Summary Statistics
4	Sep 12	Exercise #3: Formatting and Presenting Data – Part 1
5	Sep 19	<i>Library Training – No Exercise</i>
6	Sep 26	Exercise #4: Creating Graphs – Part 1
7	Oct 3	Exercise #5: Formatting and Presenting Data – Part 2
8	Oct 10	<i>Research Workshop – No Exercise</i>
9	Oct 17	Exercise #6: Pivot Tables
10	Oct 24	Exercise #7: Creating Graphs – Part 2
11	Oct 31	Exercise #8: Statistical Tests – Part 1
12	Nov 7	Exercise #9: Statistical Tests – Part 2
13	Nov 14	<i>Research Workshop – No Exercise</i>
14	Nov 21	<i>Presentations – No Exercise</i>
15	Nov 28	<i>Peer Edits Workshop – No Exercise</i>
16	Dec 5	<i>Presentations – No Exercise</i>

## **ECON 100W-01 / Writing Workshop: Economic Reports, Writing Exercises Schedule (Thursdays)**

<b>Week</b>	<b>Date</b>	<b>Topic</b>
1	Aug 24	Exercise #1: Creative Writing Using Economics
2	Aug 31	Exercise #2: Develop a Research Question and Outline
3	Sep 7	Exercise #3: Annotated Bibliographies
4	Sep 14	Exercise #4: Literature Reviews (1 of 2)
5	Sep 21	Exercise #5: Develop a Proposal
6	Sep 28	Exercise #6: Literature Review (2 of 2)
7	Oct 5	Exercise #7: Data Summaries
8	Oct 12	<i>No Class – No Exercise</i>
9	Oct 19	Exercise #8: Methods Sections
10	Oct 26	Exercise #9: Background Sections
11	Nov 2	Exercise #10: Introductions and Conclusions
12	Nov 9	<i>Peer Edits Workshop – No Exercise</i>
13	Nov 16	<i>Presentations – No Exercise</i>
14	Nov 23	<i>Thanksgiving/NO CLASS – No Exercise</i>
15	Nov 30	<i>Presentations – No Exercise</i>