

## San José State University Department of Computer Science CS200W Graduate Technical Writing Section 01 Fall 2022

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| <b>Instructor:</b>               | Debra Hunter   |
| <b>Office Location/Hours:</b>    | Clark Hall Room 408L T/Th 1:00-3:00 via Zoom (make an appointment via email)             |
| <b>Telephone:</b>                | (408) 924-7090 (During Clark Hall office hours only)                                     |
| <b>Email:</b>                    | <a href="mailto:debra.hunter@sjsu.edu">debra.hunter@sjsu.edu</a> (BEST WAY TO REACH ME!) |
| <b>Class Days/Time:</b>          | T/Th 9:00 am - 10:15 am  |
| <b>Classroom:</b>                | MacQuarrie Hall 233  |
| <b>Prerequisites:</b>            | Graduate Student Standing  |
| <b>GE/SJSU Studies Category:</b> | Satisfies the Graduation Writing Assessment Requirement (GWAR)                           |

Graduate technical writing workshop to develop advanced communication skills that will meet the professional needs of computer scientists, along with research methodologies and proper documentation for the master's thesis project. CS200W satisfies the university's Graduate Writing Assessment Requirement (GWAR). *You must earn a final grade of "C" or higher to receive credit for this course and must maintain a 3.0 or higher cumulative GPA in order to complete your program.*

### Contacting Your Instructor

The best way to reach me is via email at [debra.hunter@sjsu.edu](mailto:debra.hunter@sjsu.edu). I respond to emails weekdays Monday through Friday, and **sporadically on weekends**. When you email me, **mention your course number and section** in the subject line (for example, "Question about CS200W-01") and include your full name. I get a large volume of emails during the semester so please, before emailing me with a question, you try to find the answer yourself; on Canvas, in the syllabus, or via our friend Google.

If you would like to speak with me during my office hours, use the Canvas calendar to set up an appointment.

### Textbooks/Technology Requirements

There is no course textbook; all readings and other materials will be found on Canvas or will be distributed to you in class. However, you will need to have access to the following: a working laptop/tablet, Microsoft Word or a compatible word processing program, PowerPoint, reliable internet access, a webcam and a microphone (can be integrated into your computer or external), and a printer. **Technology issues will not be accepted as an excuse for late work (so have backups)!** For help with technology problems, visit the IT Service Desk page here: [SJSU IT Service Desk](#). To prepare for the course you should do the following:

- Visit [SJSU IT Software Installation Page](#) and download Microsoft Word (for PC and Mac) and PowerPoint (available at NO CHARGE to SJSU students)
- Locate a couple of printing stations on campus (one is outside the CS office on the 2<sup>nd</sup> floor of MacQuarrie Hall)
- Download the free Grammarly grammar checker app found here: [Grammarly.com](https://www.grammarly.com)

## Course Format

You will attend two class meetings a week (on Tuesday or Thursday at the scheduled class time) and will complete assignments in class and online. Course materials are organized on Canvas in a series of weekly modules in which you can find all content: readings, videos, quizzes, detailed assignment instructions, assignment drop boxes, general course information and links to useful information.

## Canvas Website

[Go to one.sjsu.edu](https://one.sjsu.edu) to begin your Canvas login.

I send group communications to my students through Canvas Announcements, so I suggest that you adjust your Canvas Notifications settings so announcements are forwarded to the device you check most frequently. To do this:

- Go to Canvas
- Click on your Account tab, and then on the Notifications tab
- Navigate to the Announcements bar and make the appropriate selections.

You may also use this procedure to have Canvas notify you of approaching assignment due dates. For Canvas help, call eCampus at (408) 924-2337 or [go to the eCampus Canvas help page](#).

## Submitting Assignments to Canvas

- Assignments are considered to be submitted when they are fully uploaded to Canvas. You should not wait until the last minute to submit an assignment, as uploads may take some time and you might miss the submission deadline.
- If you miss a deadline and cannot submit an assignment to the Canvas dropbox, DO NOT email me your assignment or submit it as an attachment to a comment; assignments that are submitted in these ways WILL NOT be graded.
- Assignments are graded as uploaded to Canvas, and incorrect, blank, or unreadable files will receive no points. To avoid this, click on the "View Submission" option after uploading your work to ensure you have submitted a file that I can read. **Always do this!**
- You can re-submit assignments as many times as you would like before a deadline; Canvas shows me your final submission and that is what I will grade. If you submit an assignment by the due date and then decide to re-submit it for grading during the late period, a late penalty will be assessed.

## Late Policy

- Late work is accepted up to 48 hours after a due date, except where otherwise indicated (typically, the final assignments of the semester must be submitted by the specified due date/time and no late submissions are accepted).
- **Work submitted up to 24 hours late will receive a 10% penalty, and work submitted from 24 to 48 hours late will receive a 20% penalty.** These penalties are based on the total points possible and are automatically assessed by Canvas.
- **After 48 hours, no late assignments are accepted;** the online assignment dropbox will close and you will NOT be able to submit assignments or access quizzes/exams. Ungraded course content, like videos and readings, remains available throughout the semester.

Exceptions are made to this policy only in rare circumstances; for example, for a long illness. Please contact me regarding this.

## Plagiarism and Cheating

I place a high value on the honest pursuit of knowledge and have zero tolerance for plagiarism and cheating. Submitting an assignment that contains the work of another person without giving them credit is a violation of the SJSU policy on cheating and plagiarism, which reads as follows:

Your own commitment to learning, as evidenced by your enrollment at San José State University and the [University's Academic Integrity Policy \(Academic Senate Policy S07-2\)](#), requires you to be honest in all your academic course work. Faculty members are required to report all alleged violations of the Academic Integrity Policy to Student Conduct and Ethical Development.

Plagiarism on a written assignment will result in a score of zero and administrative sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have previously submitted or plan to submit for another class, please speak with me before doing so. Should you be tempted to cheat because you find an assignment challenging, the better course of action is to contact me for help.

## The Writing Process

All of the writing you do in this class will be developed according to the process model of writing which has four steps: planning, drafting, revising, and editing. You will submit two drafts of each writing assignment and will receive feedback on the first drafts from me and from your peers. You will also be asked to participate in at least one conference with me during which we will discuss your final project of the semester, the literature review. Of course, you can receive additional writing help by attending my office hours or working with a writing tutor.

## The Writing Center

If you find writing a challenge, I encourage you to work with the SJSU Writing Center, which offers one-on-one tutoring services and workshops on a variety of writing topics. For more information, visit the Writing Center website: [Visit the SJSU Writing Center](#). Note that the services provided by the Writing Center are **free** to all SJSU students.

## Library Liaison

To obtain help with the library research you will be conducting for this class, please contact the SJSU Computer Science Subject Librarian Anamika Megwalu via email: [anamika.megwalu@sjsu.edu](mailto:anamika.megwalu@sjsu.edu).

## 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 arise. See the University Policy S90-5: [Read Senate Policy S90-5](#). More detailed information on a variety of related topics is available in the SJSU catalog. In general, it is recommended that students begin by seeking clarification or discussing concerns with their instructor. If this conversation is not possible, or if it does not serve to address the issue, it is recommended that the student contact the Department Chair as a next step.

## Classroom Protocol/Policies

- You'll be expected to wear a mask covering your nose and mouth at all times when you are in the classroom (as of 8/10/22).
- Arrive to class on time. Late entrances and early exits are highly distracting to classmates and to me. Students who arrive late to class WILL NOT be able to take that day's quiz if one has been given. If you are late on a presentation day, you will forego the peer review points for that day.
- Some activities, like in-class activities and quizzes, cannot be made up, and thus if you miss class you'll forgo the points awarded for completion of those assignments. In general, you'll know in advance when we'll be working on an assignment in class; while quizzes are given at random, I will drop two quiz scores to allow for unavoidable absences.
- If you know that you will be absent on a certain day, please do let me know via email.
- I reserve the right to make changes to assignments and the course schedule but usually notify you of this at least 48 hours in advance.
- Courtesy and respect towards your fellow students and towards me are expected at all times. Therefore, while in class please do not check your phone, read unrelated materials, or do homework for another class. Unless we are working on an in-class assignment or activity, your laptop should be in your backpack or if it is on the desk, it should be closed. If you need to use your laptop to take notes, please notify me via email or see me during my office hours.
- It is important to me that all students feel welcome and comfortable in my classroom. If you have a problem with the classroom environment, or the behavior of one of your classmates, please speak to me privately about the issue so that it may be resolved.

## Grading Information

My goal is to make the grading process as clear to you as possible. Descriptions of how assignments and exams will be graded can be found in the assignment or exam instructions, or in the associated grading rubric. Here are some facts about how your grades will be determined in this course:

**How your grade is calculated:** Each assignment in this course is given a point value. Once the assignment is scored, the points you earn are applied to your final course grade, which will be determined by the number of points that you earn out of the 1000 points possible.

**Grading turnaround:** My goal is to return your assignments to you as soon as possible after you submit them, and you can expect that I will grade your assignments within two weeks after they are submitted, although in most cases they will be returned to you sooner.

**Final course grade:** Your final course grade will be the grade that is shown on Canvas after the final assignment of the semester is completed and graded. There will be no extra credit or extra work offered at the end of the semester to raise your grade, nor will your grade be rounded up.

Your final grade will be assigned based on the following scale:

|                  |                   |                  |                  |                   |                  |
|------------------|-------------------|------------------|------------------|-------------------|------------------|
| 980+ pts = A+    | 940 - 979 pts = A | 900-939 pts = A- | 870-899 pts = B+ | 840 - 869 pts = B | 800-839 pts = B- |
| 770-799 pts = C+ | 740-769 pts = C   | 700-739 pts = C- | 670-699 pts = D+ | 640-669 pts = D   | 600-639 pts = D- |

Guidelines on grading information and class attendance can be found in the following two university policies: *University Syllabus Policy S16-9* (<http://www.sjsu.edu/senate/docs/S16-9.pdf>) and *University Attendance and Participation policy F15-12* (<http://www.sjsu.edu/senate/docs/F15-12.pdf>)

## CS200W Learning Outcomes

### GE - Written Communication Learning Outcomes (GELOs):

Students will write complete papers that demonstrate college-level proficiency and will be able to:

1. **Produce** discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.
2. **Explain, analyze, develop, and criticize** ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
3. **Organize and develop** essays and documents for both professional and general audiences.
4. **Organize and develop** essays and documents according to appropriate editorial and citation standards.
5. **Locate, organize, and synthesize** information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

### Course Learning Outcomes (CLOs):

By the end of the course, students will be able to:

1. **Compose** with a clear focus on purpose, scope, and audience.
2. **Critically observe and discuss** the composing processes of self and peers.
3. **Write** using a variety of technical writing formats.
4. **Organize and produce** papers and documents according to discipline-based editorial and citation standards, using IEEE style.
5. **Create** appropriate graphics to accompany a report.
6. **Effectively use** library resources and electronic databases pertaining to their discipline to carry out research.
7. **Distinguish** between scholarly and non-scholarly published literature as well as **define** the characteristics of good scholarly writing in terms of content, format, and style.
8. **Organize, analyze and synthesize** information from various sources to **develop** a literature review.
9. **Determine** the difference between plagiarized and non-plagiarized text.
10. **Organize and deliver** an effective oral presentation for a professional audience.

You will meet the CS200W GE and Course Learning Outcomes with the following assignments:

| Title  | Points      | GELO | CLO    |
|--|-------------|------|--------|
| Quizzes (Orientation and library quiz/pop-quizzes)     | 75          | 1-5  | 1-10   |
| Resume (First draft 50 pts./Final draft 50 pts.)       | 100         | 1,3  | 1,2,3  |
| Cover Letter (First draft 50 pts./Final draft 50 pts.) | 100         | 1,3  | 1,2,3  |
| Research Project Proposal                              |             | 1-5  | 1-4, 6 |
| Topic  | 25          |      |        |
| First Draft (Peer review 20 pts./First draft 50 pts.)  | 70          |      |        |
| Final Draft  | 75          |      |        |
| Literature Review                                      |             | 1-5  | 1-6, 8 |
| First Draft (Peer review 20 pts./First draft 75 pts.)  | 95          |      |        |
| Revised Draft  | 250         |      |        |
| Oral Presentation of Research                          | 100         | 2    | 5, 10  |
| Writing Exercises                                      | 120         | 1-5  | 1-10   |
| <b>Total</b>   | <b>1000</b> |      |        |

It is expected that in CS200W students will write a minimum of 6000 words. All written work in CS200W is expected to be an individual effort on the part of students.

## Description of Major Course Assignments

**Quizzes:** In addition to an orientation quiz, on random days throughout the semester, you will be given a short ‘pop’ quiz featuring questions on topics discussed during the prior class session or in your assigned readings. The quizzes are typically distributed at the beginning of class and are worth 5 points each; sometimes, an in-class activity will count as a quiz. If you are not in class when the quiz takes place you forego any points available; quizzes cannot be made up. There will be twelve quizzes offered and your lowest two quiz scores will be dropped.

**Job-related correspondence:** You will prepare a targeted résumé highlighting your education, accomplishments and relevant job experience, and will also practice writing job application materials (e.g. a cover letter or email) using the established conventions and protocol of professional communication.

**Project proposal:** At the beginning of the semester, you will select a research topic of interest and later will write a project proposal that includes a description of the project's importance, how the project will be implemented, a work plan for carrying out the project, and a description of possible challenges presented by the project. This assignment has two parts: first, you will write a one-page description of your topic and then you will write the full project proposal. You will submit one draft of the topic worksheet and two drafts of the proposal.

**Literature review:** Using the topic you selected for your proposal, you will write a literature review of scholarly sources (books, peer-reviewed journal articles, refereed professional conference proceedings) that describe work already completed in your research area. The review will be written following IEEE editorial standards, and will include at a minimum a title page, an abstract, a table of contents, the review itself, and a list of references in IEEE format. You will submit two drafts of the literature review and have an option to submit a third.

**Oral presentations:** There will be two oral presentations in this class: In the first you will present your research topic to your classmates. These presentations will be given in a small group setting. During the second (worth 50 points) you will present the findings of your literature review in a TED/Grad Slam-type, 3-minute long presentation that uses a maximum of three PowerPoint slides.

**Writing exercises:** You will complete brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, and formatting.

## University Policies

For university-wide policy information relevant to all courses, such as academic integrity, accommodations, religious holidays, etc., go here: [View SJSU Syllabus Policies](#)

## Course Schedule - CS200W Section 01 Fall 2022

General Instructions: Before coming to class on Tuesday, open the weekly module, complete the readings as directed, and review any sample documents. All assignments are due at 11:59 pm on the date specified and should be submitted to Canvas unless otherwise noted. *This schedule is subject to change with fair notice.*

| Week | Class Date/Day  | Topic   | Assignments Due  |
|------|---|---|--|
| 1    | Online (no Zoom or on-campus meetings this week)<br>Week Ends 8/28/22 | Introduction to CS200W                                | <b>Online Learning Activities:</b><br>Begin this module by reading the MODULE INSTRUCTIONS page.<br>Read all orientation pages<br>Read Library Research pages<br><b>Assignments Due Sunday, 8/28/22 (submit to Canvas):</b><br>Quiz, <i>Welcome to CS200W</i><br>Library Orientation |
| 2    | 8/30/22<br>Tuesday  | Technical Writing Basics Part I                       |  |
|      | 9/1/22<br>Thursday  | Technical Writing Basics Part II                      | <b>Assignment Due Sunday, 9/4/22 (submit to Canvas):</b><br>Knowledge Check: Technical Writing Basics  |
| 3    | 9/6/22<br>Tuesday   | IEEE Formatting                                       |  |
|      | 9/8/22<br>Thursday  | IEEE Citation/Writing Research Questions              | <b>Assignment Due Sunday, 9/11/22 Submit to Canvas:</b><br>Knowledge Check: IEEE Formatting and Citation   |
| 4    | 9/13/22<br>Tuesday  | ResearchTopic Check-In<br>Plagiarism and Paraphrasing |  |
|      | 9/15/22<br>Thursday   | Technical Writing Basics and The Peer Review Process  | <b>Assignment Due Sunday, 9/18/22 Submit to Canvas:</b><br>Knowledge Check: Plagiarism, Paraphrasing, and Research Questions   |
| 5    | 9/20/22<br>Tuesday  | Writing Resumes/Keywords                              | <b>Assignment Due (in class):</b><br>Find, save in .pdf form and print an online posting for a job or internship in your field, and bring to class for keyword exercise.   |
|      | 9/22/22<br>Thursday   | Writing Resumes/STAR Statements                       | <b>Assignment Due Sunday, 9/25/22 (submit to Canvas):</b><br>Resume First Draft (for Instructor Review)  |

| Week | Class Date/Day       | Topic   | Assignments Due   |
|------|----------------------|---|---|
| 6    | 9/27/22<br>Tuesday   | Peer Review of Resume   | <b>Assignment Due (in class):</b><br>Peer Review of Resume (bring printed copy of your resume to class for peer review)   |
|      | 9/29/22<br>Thursday  | Writing Cover Letters   | <b>Assignment Due Sunday, 10/2/22 (submit to Canvas):</b><br>Cover Letter First Draft (for Instructor Review)   |
| 7    | 10/4/22<br>Tuesday   | Research Topic Check-in/Peer Review of Cover Letter               | <b>Assignment Due (in class):</b><br>Peer Review of Cover Letter (bring printed copy of your cover letter to class for peer review)   |
|      | 10/6/22<br>Thursday  | Writing Problem Statements  | <b>Assignments Due Sunday, 10/9/22 (submit to Canvas):</b><br>Resume Final Draft<br>Proposal - Topic/Problem Fact Sheet   |
| 8    | 10/11/22<br>Tuesday  | Introduction to the Project Proposal                              |   |
|      | 10/13/22<br>Thursday | Describing a Process  | <b>Assignment Due Sunday, 10/16/22 (submit to Canvas):</b><br>Cover Letter Final Draft  |
| 9    | 10/18/22<br>Tuesday  | Simplifying Technical Communication                               |   |
|      | 10/20/22<br>Thursday | Peer Review of Proposal - Bring printed copy of proposal to class | <b>Assignment Due (in class):</b><br>Peer Review of Proposal (bring printed copy of your proposal to class for peer review)<br><br><b>Assignment Due Sunday, 10/23/22 (submit to Canvas):</b><br>Project Proposal First Draft (for instructor review) |
| 10   | 10/25/22<br>Tuesday  | Introduction to the Literature Review                             |   |
|      | 10/27/22<br>Thursday | Analyzing a Literature Review                                     | <b>Assignment Due Sunday, 10/30/22 (submit to Canvas):</b><br>Knowledge Check - Analyzing a Literature Review   |
| 11   | 11/1/22<br>Tuesday   | Organizing and Synthesizing Literature                            |   |
|      | 11/3/22<br>Thursday  | Introducing a Literature Review/Scientific Illustrations          | <b>Assignment Due Sunday, 11/6/22 (submit to Canvas):</b><br>Project Proposal Final Draft<br>Knowledge Check - Organizing and Synthesizing Literature   |

| <b>Week</b> | <b>Class Date/Day</b>   | <b>Topic</b>  | <b>Assignments Due</b>   |
|-------------|---|---|--|
| <b>12</b>   | <b>11/8/22<br/>Tuesday</b>                                      | Peer Review of the Literature Review                    | <b>Assignment Due (in class):</b><br>Peer Review of the Literature Review (bring printed copy of your lit review to class for peer review) |
|             | <b>11/10/22<br/>Thursday</b>                                    | Writing Abstracts                                       | <b>Assignment Due Sunday, 11/13/22 (submit to Canvas):</b><br>Literature Review First Draft (for instructor review)                        |
| <b>13</b>   | <b>11/15/22<br/>Tuesday</b>                                     | Designing Effective PowerPoint Presentations            |  |
|             | <b>11/17/22<br/>Thursday</b>                                    | Giving a Grad Slam Presentation                         |  |
| <b>14</b>   | <b>11/22/22<br/>Tuesday</b>                                     | Individual conference day - No class meetings this week | <b>No assignments due this week!</b>   |
|             | <b>Thanksgiving<br/>Holiday</b>                                 |   | <b>No assignments due this week!</b>   |
| <b>15</b>   | <b>11/29/22<br/>Tuesday</b>                                     | Grad Slam Presentations                                 | <b>Assignment Due Monday 11/28/22 (submit to Canvas):</b><br>11/29 Presenter Upload of Presentation Slides                                 |
|             | <b>12/1/22<br/>Thursday</b>                                     | Grad Slam Presentations                                 | <b>Assignment Due Wednesday 11/30/22 (submit to Canvas):</b><br>12/1 Presenter Upload of Presentation Slides                               |
| <b>16</b>   | <b>12/6/22<br/>Tuesday (Last class meeting of the semester)</b> | Second Peer Review of Lit Review                        | <b>Assignments Due Sunday, 12/11/22 (submit to Canvas):</b><br>Knowledge Check: Final Writing Assessment<br>Literature Review Final Draft  |