

San José State University Department of Computer Science CS200W Graduate Technical Writing Sections 01 & 02 – Spring 2022

Instructor:	Debra Hunter
Office Location/Hours:	Clark Hall Room 408L T/Th 1:00-3:00 via Zoom (make an appointment on Canvas)
Telephone:	(408) 924-7090 (During Clark Hall office hours only)
Email:	debra.hunter@sjsu.edu (BEST WAY TO REACH ME!)
Class Days/Time:	T/Th 9:00 am - 10:15 am (S01) and T/Th 10:30 am – 11:45 am (S02)
Classroom:	Science 311
Prerequisites:	Graduate Student Standing
GE/SJSU Studies Category:	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. I respond to emails during the hours of 6am – 5pm, 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. As I get a large volume of emails during the semester, I'd like to ask that 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 2nd floor of MacQuarrie Hall)
- Download the free Grammarly grammar checker app found here: [Grammarly.com](https://www.grammarly.com)

Course Format

In this course you will attend two class meetings a week (on Tuesday or Thursday at the scheduled class time) and you will also be required to complete tasks online. Course materials are organized on Canvas in a series of weekly modules, where you will 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 uploaded to Canvas. Do not wait until the last minute to submit an assignment as uploads may take some time!
- If you miss a final deadline (that means, you've missed the original due date AND late deadline), DO NOT email me the assignment to prove that it was completed on time; assignments that are emailed to me WILL NOT be graded.
- Assignments will be 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 make sure that you have submitted the correct file. **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 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 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 \(Academic Senate Policy S07-2\)](#), require 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 best 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 at least 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. You also have the option to participate in additional individual conferences with me and 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.

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 such 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.
- 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 is offered. If you are late on a presentation day,

you will forego the peer review points for that day; this is to discourage late arrivals, which are extremely disruptive to student presenters.

- Absence from class may not be used as an excuse for failing to submit assignments on time.
- If you know that you will be absent on a certain day, then, as a courtesy, please email me.
- I reserve the right to make changes to assignments and the course schedule but will always notify you of this at least 48 hours in advance.
- Courtesy and respect towards your fellow students and towards me is 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.
- 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 on the amount 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	40	1-5	1-10
Resume (First draft 50 pts./Final draft 50 pts.)	100	1,3	1,2,3
Cover Letter (First draft 25 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 25 pts./First draft 50 pts.)	75		
Final Draft	75		
Literature Review		1-5	1-6, 8

First Draft (Peer review 25 pts./First draft 75 pts.)	100		
Revised Draft	250		
Oral Presentation of Research	100	2	5, 10
Writing Exercises	135	1-5	1-10
Total	1000		

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 will be distributed once at the beginning of class and will be worth 5 points each. If you are not in class when the quiz is distributed you forego any points available; quizzes cannot be made up. There will be seven 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.

Extra credit: As this class offers multiple point-earning opportunities throughout the semester, no extra credit assignments are offered.

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 01/02 Spring 2022

General Instructions: Before class on Tuesday, open the weekly module, complete the readings, and review any sample documents. All assignments are due on 11:59pm 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 meeting this week)	Introduction to CS200W	<p>Online Learning Activities:</p> <ul style="list-style-type: none"> · Begin this module by reading the MODULE INSTRUCTIOS page. · Read all orientation pages · Read <i>Choosing a Research Topic</i> <p>Assignments Due Sunday, 1/30/22:</p> <ul style="list-style-type: none"> · Quiz, <i>Welcome to CS200W</i> · Find and save in .pdf form an online posting for a job or internship in your field (bring to class on Tuesday, 2/1/22)
2	2/1/22 Tuesday (via Zoom)	Writing Resumes/Keywords	<p>Assignments Due:</p> <ul style="list-style-type: none"> · Have job posting ready!

Week	Class Date/Day	Topic	Assignments Due
	2/3/22 Thursday (via Zoom)	Writing Resumes/STAR Statements	Assignment Due Sunday, 2/6/22: · Resume, First Draft (for Instructor and Peer Review – submit twice)
3	2/8/20 Tuesday (via Zoom)	Peer Review of Resume	Assignment Due (Completed in class): · Peer Review of Resume
	2/10/22 Thursday (via Zoom)	Writing Cover Letters	Assignment Due Sunday, 2/13/22: · Cover Letter, First Draft (for Instructor and Peer Review – submit twice)
4	2/15/22 Tuesday	Proposal Topic Check-In/Peer Review of Cover Letter	Assignment Due (Completed in class): · Peer Review of Cover Letter
	2/17/22 Thursday	IEEE Formatting	Assignments Due Sunday, 2/20/22: · Resume, Final Draft · Knowledge Check: IEEE Formatting and Citation (quiz)
5	2/22/22 Tuesday	IEEE Citation/Writing Research Questions	
	2/24/22 Thursday	Plagiarism and Paraphrasing	Assignments Due Sunday, 2/27/22: · Cover Letter, Final Draft · Knowledge Check: Paraphrasing/Plagiarism/Research Questions (begun in class)
6	3/1/22 Tuesday (via Zoom)	Library Orientation	
	3/3/22 Thursday	Introduction to the Project Proposal	Assignments Due Sunday, 3/6/22: Proposal - Topic Fact Sheet
7	3/8/22 Tuesday	Scientific Writing Skills Part I	
	3/10/22 Thursday	Scientific Writing Skills Part II	Assignment Due Sunday, 3/13/22: Knowledge Check – Scientific Writing Skills
8	3/15/22 Tuesday	Scientific Writing Skills Part III	
	3/17/22 Thursday	How to do an oral presentation/Oral presentation practice	Assignment Due Sunday, 3/20/22:

Week	Class Date/Day	Topic	Assignments Due
			Project Proposal – First Draft (submit twice for instructor and peer review)
9	3/22/22 Tuesday	Peer Review of Proposal	Assignment Due (Completed in class): Peer Review of Proposal
	3/24/22 Thursday	Oral Presentation of Proposal (small group presentations)	Assignment Due Sunday, 3/27/22: Knowledge Check - Reflection on Presentation
10	3/29/22 and 3/31/22 Tues/Thurs	Spring Break	Assignment Due Sunday, 4/3/22: Project Proposal – Final Draft
11	4/5/22 Tuesday	Writing the literature review –Introduction to the Project/Analyzing a Lit Review	
	4/7/22 Thursday	Writing the literature review/Introduction to the Project/Analyzing a Lit Review	Assignment Due Sunday, 4/10/22: Knowledge Check - Analyzing a Lit Review
12	4/12/22 Tuesday	Writing the literature review/Synthesizing and Organizing Literature	
	4/14/22 Thursday	Writing the literature review/Introducing the Lit Review	Assignment Due Sunday 4/17/22: Knowledge Check - Organizing and Synthesizing Literature Literature Review First Draft (Submit twice for instructor and peer review)
13	4/19/22 Tuesday	Peer review of literature review	Assignment Due (Completed in class): Peer Review of Lit Review
	4/21/22 Thursday	Writing a literature review – illustrating a lit review/writing abstracts/IEEE formatting review	
14	4/26/22 Tuesday	Individual conference day - No class meeting	
	4/28/22 Thursday	Individual conference day – No class meeting	Assignment Due Sunday 5/1/22: Literature Review Revised Draft
15	5/3/22 Tuesday	Workshop: Giving a TED talk	
	5/5/22 Thursday	Preparing effective Power Point Presentations	Assignment Due Sunday 5/8/22: Knowledge Check - Designing Effective PowerPoint Slides

Week	Class Date/Day	Topic	Assignments Due
16	5/10/22 Tuesday	CS200W Grad Slam!	Assignment Due Monday 5/9/22: 5/10 Presenter Upload of Presentation Slides
	5/12/22 Thursday	CS200W Grad Slam!	Assignment Due Wednesday 5/11/22: 5/12 Presenter Upload of Presentation Slides Assignment Due Sunday, 5/15/22: Literature Review Optional Second Revised Draft