

# Technical Writing Workshop

## CS 100W

Fall 2025 Section 03 In Person 3 Unit(s) 08/20/2025 to 12/08/2025 Modified 08/18/2025

### Contact Information

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Instructor:	Alesya Petty
Office Location:	FOB 224
Email:	Messaging through Canvas preferred (Alesya.Petty@sjsu.edu)
Office Hours:	Tuesdays 3:00-4:00 PM and by appointment on <a href="#">Zoom</a> .
Class Days/Time:	MW 3:00-4:15 PM In-person
Classroom:	DH 416
Prerequisites:	Grade C or better in English 1B, passage of the Writing Skills Test, upper-division standing, and completion of core GE.
GE/SJSU Studies Category:	Writing In the Discipline (WID)

### Course Description and Requisites

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Advanced writing through preparation of technical reports and presentations. Improving skills for writing subject-related reports, project proposals and personal resumes through practice and evaluation. Course assignments will be related to issues concerning careers in computer science.

Writing in the Disciplines: Satisfies the CSU Graduation Writing Assessment Requirement (GWAR) if passed with "C" or better.

Prerequisite(s): A3 or equivalent second semester composition course (with a grade of "C-" or better); completion of core GE; and upper division standing. Or Graduate or Postbaccalaureate level. Allowed Declared Majors: Computer Science or Mathematics

Letter Graded

## \* Classroom Protocols

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**Course Mode.** This is a hybrid course with once a week in-person meetings and asynchronous work online. It's crucial to attend in-person classes to keep up with updates in the course and to do collaborative work for projects.

In-person meetings include collaborative work, interactive workshops, presentations, one-on-one conferences, instructor and peer feedback. Participation for in-person activities cannot be made up. No amount of solitary or make-up work can replace meaningful interactions with the class learning community in real time.

Asynchronous work must be completed before coming to in-person class and **all assignments are due on Sunday night at 11:59pm.**

Late work for weekly homework is accepted with a 10% penalty per day. In-class assignments cannot be made up. Up to 3 in-class routine activities can be excused during the semester for any reason (sickness, appointments, emergencies, conferences, etc.). In cases of emergency or sickness, extensions may be given for submitting a major assignment on an individual basis with a timely notification before the deadline and documented proof of the emergency or sickness.

Group projects are meant to be productive and collaborative experiences, preparing students for team-based work environment outside of college. Consistent, responsive, active, and responsible contributions and collaboration are expected of all team members. All teams and members will have evaluations at the end of the project. In cases, when team members note lack of participation and contributions, which is may be reflected in the shared documentation, and/or poor project presentation, the grade for the course will be lower than the one reflected in Canvas (as some group settings do not allow adjustments of grades for individual students). Students with the lack of participation on the major project will not receive A or A- for the class, regardless of their total in Canvas.

**Missing a class.** Please, hold yourself responsible to find out what you missed by contacting the classmates through various communication tools available to you through Canvas messaging, other communication channels set up for the class (student-organized Discord, etc.). Check updates on Canvas regularly. Class is a learning community of students who can help each other throughout the learning process. The role of the instructor is to help you navigate the course and to facilitate the learning. Generally, instructors do not have the capacity to repeat or summarize taught lessons to individual students through messaging.

Concerns about performance in the course. Please, drop by virtual office hours or schedule an appointment to discuss anything relating to your ability to succeed in the course. I am here to help you with whatever situations may arise during the course of your studies. I am highly invested in your learning and wish you to be successful in your studies.

Final submissions. All final drafts and graded assignments must be proofread and polished. Make sure to leverage free resources and tutoring services available to you through the Writing Center and any other student support services. Assignments are usually graded within a week of submission date. This means that if you submitted an assignment 2 days later, it may be graded later. If there are delays on the usual term around time due to extra circumstances (away for a conference, sick, etc.), I'll let the class know. Larger projects or drafts requiring feedback may take extra time.

Classroom netiquette. Be courteous and respectful of your classmates who constitute a diverse learning community. Class dynamics are much enhanced when all members can participate in the same conversation. Please make the wise choice to stay on task in our sessions and ignore the urge to check your social media or engage in other distractions. You can bring a closed-top cup or water bottle to class, but please no snacking or eating as it interferes with learning. Just think of things you would not do in a business meeting and treat the class environment in a similar way.

*Recording in our classroom and sharing of the contents of the Canvas course are not allowed and are protected by university policies.*

## Program Information

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Writing in the Disciplines (WID) courses develop students' abilities to communicate effectively in their major course of study and in their careers. With an emphasis on critical thinking, these upper-division core courses advance students' understanding of the genres, audiences, and purposes of college writing while preparing them for successful communication in their chosen professions. Completing Writing in the Disciplines with a C or better is an SJSU graduation requirement.

**Writing in the Disciplines Learning Outcomes** Upon successful completion of a Writing in the Disciplines course, students should be able to:

1. explain, analyze, develop, and critique ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse;
2. organize and develop complete discipline-specific texts and other documents for both professional and general audiences, using appropriate editorial and citation standards; and
3. locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing;
4. produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.

**Writing Practice:** Students will write a minimum of 8000 words, at least 4000 of which must be in revised final draft form.

# Course Learning Outcomes (CLOs)

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Upon successful completion of CS100W, students should be able to:

1. Understand how to follow the stages of the writing process (prewriting/writing/rewriting) and apply them to technical and workplace writing tasks.
2. Produce a set of documents related to technical and workplace writing tasks and have improved their ability to write clearly and accurately.
3. Understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.
4. Define basic technical writing elements, such as audience analysis, use of jargon and visuals, and citation, formatting and presentation.
5. Read, understand, and interpret material (based on primary and secondary research) related to advanced technology, and have an appreciation for some of the ideas, issues, and problems involved in writing about technology and in workplace writing.
6. Understand basic sources and methods of research and documentation on topics in technology, including online research, and synthesize and integrate material from primary and secondary sources in a research-based technical writing project.
7. Determine the difference between plagiarized and non-plagiarized text.

## Course Materials

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### Required Texts/Readings

#### Textbook (Required)

*This course is a part of the Affordable Learning Solutions grant and is using Open Educational Resources and MLK Library resources.*

*Technical Writing Essentials: Introduction to Professional Communications in Technical Fields*, by Suzan Last, Candice Neveu, and Monika Smith. - open source textbook, available free on Canvas.

#### Other Readings (Recommended)

*Business Communication Today*, 15th Ed., by Courtland L. Bovee and John V. Thill

*Technical Communication*, 13th Ed., by Markel M., & Selber, S. A. (2020). Bedford/St. Martin's.

American Psychological Association (2020). Publication manual of the American Psychological Association (7th ed.). American Psychological Association.

**Other technology requirements / equipment / material**

Please make sure that ALL documents are kept in a cloud folder; do not rely on your laptop/desktop for storage. Please download both the Zoom app and the Canvas app to your cell phone in case a blackout occurs in your area. You will always need to plan for a back-up solution.

## Course Requirements and Assignments

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### Course Requirements and Assignments (Required)

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 [45-hours per 1-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 by visiting University Policy S12-3 or using the link <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

Table 1 shows how course assignments will help you meet CLOs and GE learning objectives:

Assignments	Word Count	Learning Outcomes
Career Portfolio (Professional Writing)	1200	WIDLO 2 CLO 1 & 3
Participation/ Homework/ Presentations	4000	WIDLO 1-4 CLO 1- 6
Technical Writing Practice	1000	WIDLO 1-4 CLO 1-5
Language Discussions	600	WIDLO 1,3 CLO 2-5
Major Research-Based Project	2300	WIDLO 1-4 CLO 1-6
Final exam	500	WIDLO 1-4 CLO 1-6

All items above will be posted to Canvas inside weekly modules. Activities and assignments place emphasis on developing the writer's abilities to clearly define the audience and purpose, practice genre and language conventions, and design a professional presentation of each document.

"NOTE: It should be noted that the Academic Vice President in a memorandum dated October 25, 1977 cites a university policy that states that there shall be an appropriate final examination or evaluation at the officially scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course."

## ✓ Grading Information

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This course must be passed with a C or better as a CSU graduation requirement.

Grade Distribution based on Canvas 100% grading scale is as follows:

	100-98 A	97-95 A-
94-92 B+	91-89 B	88-86 B-
85-83 C+	82-80 C	79-77 C-
76-74 D+	73-71 D	70-68 D-
67 and below F		
All assignments are submitted to turnitin.com for plagiarism screening. You must check your originality report for submitted assignments to make sure you are not plagiarizing.		

Passing Grade for the course is C or better. **No** incompletes will be given for the course.

Though there is no specific extra credit in the course, these low-stakes activities and assignments work in a similar way to extra credit to boost consistent effort, work ethics, and participation, allowing students to catch up with partial credit.

## Final Examination or Evaluation

"Faculty members are required to have a culminating activity for their courses, which can include a final examination, a final research paper or project, a final creative work or performance, a final portfolio of work, or other appropriate assignment." In our courses, we will create a portfolio at the end of the semester as our culminating activity.

# AI Policy

AI is an emerging tool in the workforce and in our daily lives. You will likely encounter and use it in your future career regardless of the field, so you will have to learn how to ethically use AI. It is also important to understand that for you as a developing college thinker and writer, AI may subvert the writing process and prevent the development of necessary skills. One of the course goals is to help you learn to write and communicate effectively, which requires practice. Therefore, you must learn how to create, edit, and recognize high-quality writing yourself. If AI can do these tasks without you, you won't have employable skills. Therefore, you will be responsible for disclosing when and how you used AI and for producing the original human work for any final product based on the following policy:

Students in this writing course are expected to produce their own work based on critical thinking, problem solving skills, and learning. Any work generated by AI (such as ChatGPT) cannot be accepted as students' own work. Students may not submit any AI-generated text and claim it as their own. No AI or machine translation for extensive phrasing, full sentences, or a greater portion of the paper is allowed. The instructor will check the AI score along with originality score in the Turnitin.com report for student submissions. Students must check their Turnitin scores after submitting their final drafts to make sure they are not above 15%. The Instructor may refuse to accept a student's submission as the student's own work based on the AI and originality scores in Turnitin.com and the instructor's investigation of the situation.

We will learn to use AI technology in this class as a means of assistive technology during the writing process. Using AI tools ethically and purposefully can help, and not subvert, students' development of writing skills. Misusing AI by using it to write the majority of the essay without significant contributions or revision or failing to disclose the use of AI will result in consequences ranging from a written/verbal warning to failing the assignment or course and a report to the Student Conduct Board. If you ar

Please, see additional information about AI resources on SJSU Writing Across the Curriculum page: <https://sjsu.edu/wac/docs/ChatGPT%20Resources.pdf>

## University Policies

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Per [University Policy S16-9 \(PDF\)](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>) web page. Make sure to visit this page to review and be aware of these university policies and resources.

## Course Schedule

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Fall 2024 Course Schedule and Due Dates

*All homework is due at 11:59pm on Mondays before in-person meetings of the week.*

Weeks	Assignments due
Week 1	Introductions.
Week 2	Professional Writing.
Week 3	Career Documents.
Week 4	Career Center Resources.
Week 5	Interview skills.
Week 6	Technical Writing. AI.
Week 7	Audience & Genre.
Week 8	Doing Research.
Week 9	Sources. MLK Resources.
Week 10	Writing Memos.
Week 11	Planning & Drafting Workshop.
Week 12	Quoting and Paraphrasing.
Week 13	Document Design. APA.
Week 14	Project Due. Designing Presentations.
Week 15	Term Quiz.

Week 16	Group Presentations.
Finals week	