

San José State University Department of Computer Science

CS200W Graduate Technical Writing Section 02/06 Hybrid - Fall 2021

Course and Contact Information

Instructor:	Debra Hunter
Class Days/Time/Location:	Tuesday or Thursday at 9:00 am or 10:45am – MH422
Office Location:	Clark Hall 408L (note that I will have no in-person office hours this semester)
Office Hours:	Tuesday/Thursday 1:00-4:00pm via Zoom (and by appointment)
Telephone:	408/924-7090 (This is not a good way to contact me!)
Email:	debra.hunter@sjsu.edu (This is the best way to contact me!)
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.*

Hybrid Course Format

In this course you will attend one class meeting a week on your assigned day (either 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.

I suggest that you adjust your Canvas Notifications settings so that system messages are forwarded to your email or to your cell phone. 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, go here: <https://www.sjsu.edu/ecampus/software-tools/teaching-tools/canvas/student-resources/index.php> or contact eCampus at (408) 924-2337.

Textbooks/Technology Requirements

You do not need to buy a textbook for this course! However, you will need to have access to the following technology: 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 at <http://its.sjsu.edu/support/index.html>

To prepare for the course you should do the following:

- Visit <https://www.sjsu.edu/it/services/collaboration/software/instructions.php> 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: www.grammarly.com

Contacting Your Instructor

I teach several courses, both online and on campus, so I check my email frequently. I **typically** respond to emails within a few hours; unless I am traveling, I will respond to your message no later than 24 hours from the time I receive it. Please note that I usually 'shut down' my computer on Sunday evenings at 5:00pm to have dinner with my family, and so if you have a question about an assignment that is due that evening (assignments are due on Sundays at 11:59pm) you should contact me well before 5:00pm.

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 at anamika.megwalu@sjsu.edu.

CS200W 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.

CS200W 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	Word Count	GELO	CLO
Orientation Activities	25	--		
Resume (First draft 50 pts./Final draft 50 pts.)	100	250	1,3	1-3
Cover Letter (First draft 50 pts./Final draft 50 pts.)	100	500	1,3	1-3
Project Proposal			1-5	1-4,7,9
Topic	25	250		
First Draft (Peer review 25 pts./First draft 50 pts.)	75	1500		
Final Draft	75	1500		
Literature Review				
First Draft (Peer review 25 pts./First draft 75 pts.)	100	2000	1-5	1-9
Second Draft/Optional Final Draft	250	3000		
Research Presentation (50 pts. presentation/25 pts. peer review)	75		2	
Knowledge Checks	175	500	1-2, 5	1,3,4,5
Total	1000	9500		

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

Orientation Activities (25 pts.): You will practice skills needed throughout the semester and introduce yourself to me and your classmates by completing a short quiz and post a short video during the first week of the semester.

Job-related correspondence (200 pts.): You will prepare a current résumé highlighting your education, accomplishments and relevant job experience, and will practice a cover letter using the established conventions and protocol of professional communication.

Project proposal (175 pts.): At the beginning of the semester, you will select a topic and later will write a research 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 proposal. You will submit one draft of the topic worksheet and two drafts of the proposal.

Literature review (350 pts.): You will write a literature review of scholarly sources (books, peer reviewed journal articles, 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 up to three drafts of the project.

Oral presentations (75 pts.): During the semester, you will prepare and record a short, 3 minute Grad Slam-style PowerPoint presentation that discusses your research.

Knowledge checks (175 pts.): You will complete brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, and formatting. Selected exercises will be completed in class, with an option for online completion for those who cannot attend class due to illness.

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; the points you earn are applied to your final course grade, which will be determined by the total points you earn out of 1000 possible.

Grading turnaround: You can expect that I will grade your assignments within two weeks after they are submitted, although in most cases they will be graded sooner.

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

Grading Scale

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

980+ pts = A+	930 - 979 pts = A	900-929 pts = A-	870-899 pts = B+	830 - 869 pts = B	800-829 pts = B-
770-799 pts = C+	730-769 pts = C	700-729 pts = C-	670-699 pts = D+	630-669 pts = D	600-629 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>)

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

Submitting Assignments to Canvas

- All course assignments should be submitted by the specified due date/time, which is typically Sunday at 11:59:00 pm. Note that when the Canvas drop box closes at 11:59 pm, that means **11:59:00**. Do not wait to submit an assignment immediately before a drop box closes!
- Assignments are considered to be submitted when they are uploaded to Canvas. If you do miss a final deadline (that means, you've missed the original due date AND the due date at the end of the late period), 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 should be submitted as specified (usually in .doc or .pdf form) and will be graded as uploaded to Canvas. **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.
- 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. Note that if you submit an assignment by the due date, and then decide to re-submit during the late period, the usual late penalty will be assessed.

Late Assignments

I know that you have commitments outside of school that may sometimes interfere with your ability to submit work according to schedule. At the same time, I know that the best way for students to learn is to consistently participate in a course throughout the semester. For that reason, I will accept late assignments up to two days after a specified due date, with a small penalty. Assignments submitted up to 24 hours late are subject to a 10% late penalty, and assignments submitted 24-48 hours late will be assessed a 20% late penalty. These penalties are assessed as a portion of **the total points possible** for an assignment (so if an assignment is worth 100 points, you will lose 10 points for each day it is late). No assignments will be accepted more than 48 hours past a specified due date.

There are a few exceptions to this late policy; assigned peer reviews **MUST** be completed in class on the specified due date/time, your final presentation must be given during the scheduled class period, and the final assignment of the semester, the second revised draft of the literature review, must also be completed by the specified due date/time.

Turnitin

Your assignments will be submitted to Turnitin.com to check for matches against a database of written work, including previous student work. Once you submit an assignment that is Turnitin enabled, it will be processed and within a few minutes you will receive a percentage-based Turnitin originality score. Review your score and **if it is higher than 15%**, click on the percentage icon to see a detailed report; revise your work to eliminate the issues and resubmit before the deadline.

I will open a dropbox that you can use throughout the semester to check a Turnitin score; submissions to this dropbox will not be added to the Turnitin database and will not affect the originality scores you receive for graded assignments. You'll see a link to this dropbox at the bottom of the course Home page, and at the bottom of the Modules page.

Plagiarism and Cheating

This course is designed to improve your writing and it is important that all assignments you turn in are your original work. Submitting an assignment that was written by another person wastes your time and mine, and 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.

Cheating or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a score of zero on an assignment 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.

As a member of the academic community, I place a high value on the honest pursuit of knowledge and have zero tolerance for plagiarism and cheating. 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

The goal of this class is to improve your professional and academic communication skills. 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 need additional support with your writing assignments, 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: www.sjsu.edu/writingcenter. Note that the services provided by the Writing Center are **free** to all SJSU students.

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 [University Policy S90-5](http://www.sjsu.edu/senate/docs/S90-5.pdf) at <http://www.sjsu.edu/senate/docs/S90-5.pdf>. 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.

University Policies

This link contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, religious holidays, etc. <http://www.sjsu.edu/gup/syllabusinfo/>

Course Schedule - CS200W Section 02/06 (Hybrid) Fall 2021

Be sure to begin all modules by reading the **START HERE** page. *Note that this schedule is subject to change with fair notice.*

Week	Topic	Activities
Week 1 Closes 8/29/21	Introduction to CS200W	<p>Online learning activities:</p> <ul style="list-style-type: none"> • Watch video <i>Welcome to CS200W</i> • Read <i>all orientation pages</i> • Read <i>Choosing a Research Topic</i> <p>NO class meetings this week!</p> <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Take quiz <i>Welcome to CS200W</i> • Contribute to <i>Discussion - Introduce Yourself!</i>
Week 2 Closes 8/29/21	Writing Effective Resumes	<p>Online learning activities:</p> <ul style="list-style-type: none"> • View video <i>Introduction to Writing Resumes</i> • View reading and video <i>Using the STAR Method to Write an Effective Resume</i> • Read <i>SJSU Career Center Resume Guide</i> • Review <i>Resume Samples</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>Writing resumes – keywords and skills in context</i> • Resume Check-Up: Bring PRINTED copies of your current resume and a job posting to class <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Resume – First Draft</i> for instructor and peer review
Week 3 Closes 9/5/21	Writing Cover Letters and Peer Review of Resume	<p>Online learning activities:</p> <ul style="list-style-type: none"> • View reading and video <i>Introduction to Cover Letters</i> • Read <i>SJSU Career Center Cover Letter Guide</i> • Read optional resources and sample documents as desired (I recommend that you at least quickly review all of these!) <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>Writing cover letters – focusing on the reader</i> • Peer Review: Bring two PRINTED copies of your revised resume and a job posting to class <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Cover Letter – First Draft</i> for instructor and peer review • Complete <i>Peer Reviews of Resume</i> (complete online if you did not attend class)
Week 4 Closes 9/12/21	IEEE Style: Formatting and Citation and Peer Review of Cover Letter	<p>Online learning activities:</p> <ul style="list-style-type: none"> • View Reading and Video <i>Introduction to IEEE Formatting</i> • Review <i>IEEE Formatting Guide</i> and <i>IEEE Citation Guide</i> • Review documents in the <i>IEEE Reference Library</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>Taking the sting out of IEEE with Zotero and Paperpile</i> • Peer Review: Bring a PRINTED copy of your cover letter to class for peer review <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Complete <i>Knowledge Check – IEEE Formatting and Citation</i> • Submit to Canvas <i>Resume – Final Draft</i> • Complete <i>Peer Review of Cover Letter</i> (complete online if you did not attend class)

Week	Topic	Activities
Week 5 Closes 9/19/21	Conducting Academic Research	<p>Online learning activities:</p> <ul style="list-style-type: none"> • Read: <i>Conducting Research in the SJSU Library</i> • Read and watch video <i>CS200W Research Topics and Research Questions</i> • Attend Zoom session <i>Library Orientation with Dr. Anamika Megwalu</i>: (meeting link available on Canvas in the Week 5 module) <ul style="list-style-type: none"> • Section 02 on Tuesday, September 14th at 9:00am OR • Section 06 on Thursday, September 16th at 10:30am <p>NO on-campus class meetings this week!</p> <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Cover Letter – Final Draft</i> • Submit to Canvas <i>Knowledge Check – Using the Library and Citing Sources</i>
Week 6 Closes 9/26/21	Introduction to the Project Proposal	<p>Online learning activities:</p> <ul style="list-style-type: none"> • View Reading and Video <i>Writing the Project Proposal</i> • Review the <i>Project Proposal Informational Handout</i> • Review <i>Sample Documents</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>Writing an effective proposal</i> • Group activity: Crafting compelling, coherent, and convincing problem statements <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Proposal – Topic Fact Sheet</i>
Week 7 Closes 10/3/21	Academic Writing: Plagiarism and Paraphrasing	<p>Online learning activities:</p> <ul style="list-style-type: none"> • Read <i>Department of Computer Science Policy on Plagiarism</i> • Read <i>MIT Avoiding Plagiarism/Paraphrasing</i> • Read <i>Why Is Self Plagiarism an Issue?</i> • Complete reading and video <i>All About Paraphrasing</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>What is plagiarism? Why do we need to paraphrase?</i> • Group activity: Knowledge Check: <i>Using Turnitin as a Paraphrasing Tool</i> (complete online if you did not attend class) <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Knowledge Check: <i>What is Plagiarism?</i> (online assignment)
Week 8 Closes 10/10/21	Presenting Research	<p>Online learning Activities</p> <ul style="list-style-type: none"> • Read: <i>How To Give a Technical Presentation</i> • Read: <i>Presentation Skills for Techies</i> • View: <i>Sample Grad-Slam Presentations</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>What is a good presentation?</i> • Group activity: Evaluating TED-talkers <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Project Proposal - First Draft</i>
Week 9 Closes 10/17/21	Peer Review of Project Proposal	<p>NO online learning activities this week!</p> <p>In-class activities:</p> <ul style="list-style-type: none"> • Peer Review: Bring TWO printed drafts of your proposal to class <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • No graded assignments this week

Week	Topic	Activities
Week 10 Closes 10/24/21	Introduction to the Literature Review	<p>Online learning activities:</p> <ul style="list-style-type: none"> • Watch video <i>Introduction to the Lit Review</i> • Read <i>What is a Literature Review?</i> by M. Harvey • Review <i>How to Write a Literature Review</i> by Scribber • Review and print (recommended) <i>Literature Review Quick Reference</i> • Review <i>Sample CS200W Lit Reviews</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>Writing a lit review – are you ready?</i> • Group activity: <i>Knowledge Check: Analyzing a lit review</i> (complete online if you did not attend class) <p>Graded assignments (due Sunday at 11:59pm)</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Project Proposal – Final Draft</i>
Week 11 Closes 10/31/21	Organizing and Synthesizing Literature	<p>Online learning activities:</p> <ul style="list-style-type: none"> • View video <i>Organizing and Synthesizing Literature</i> • Read <i>Synthesizing Literature Step-By-Step</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>What is the difference between a lit review and a research paper?</i> • Group activity: <i>Knowledge Check: Organizing and Synthesizing Literature</i> (complete online if you did not attend class) <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Writing Exercise – Organizing and Synthesizing Literature</i>
Week 12 Closes 11/7/21	Introducing and Illustrating a Literature Review	<p>Online learning activities:</p> <ul style="list-style-type: none"> • View video <i>Introducing and Illustrating a Lit Review</i> • Review <i>Sample Introductions</i> <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>Literature review check-in</i> • Group activity: TBD <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Literature Review – First Draft (submit twice for instructor and peer review)</i>
Week 13 Closes 11/14/21	Writing Abstracts/Peer Review of Literature Review	<p>Online learning activities:</p> <ul style="list-style-type: none"> • Read: <i>Handout – How to Write an Abstract for the Lit Review</i> • Sign up on Canvas for literature review individual conference <p>In-class activities:</p> <ul style="list-style-type: none"> • Discussion: <i>Writing an abstract-the basics</i> • Peer Review: Bring printed copy of the first draft of your literature review to class <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Literature Review - Abstract</i>
Week 14 Closes 11/21/21	Individual Conferences on Lit Review	<p>Online learning activities:</p> <ul style="list-style-type: none"> • Attend <i>Individual Conference on Lit Review (via Zoom)</i> <p>NO class meetings this week!</p> <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> • Submit to Canvas <i>Literature Review – Revised Draft</i>

Week	Topic	Activities
Week 15 Closes 11/28/21	Presenting Research Using PowerPoint	Online learning activities: <ul style="list-style-type: none"> · View <i>Developing Effective PowerPoint Slide Shows</i> NO class meetings this week! (Thanksgiving holiday 11/24-11/26) Graded assignments (due Sunday at 11:59pm): <ul style="list-style-type: none"> · Submit to Canvas <i>Knowledge Check: Designing Effective PowerPoint Slides</i> (online only assignment)
Week 16 Closes 12/5/21	CS200W Grad Slam!	NO online learning activities this week! In-class activities: <ul style="list-style-type: none"> · Give <i>Grad Slam-Style Presentation of Research</i> Graded assignments (due Sunday at 11:59pm) <ul style="list-style-type: none"> · Submit to Canvas <i>Literature Review - (Optional) Revised Draft</i>