

**San José State University**  
**College of Science/Department of Computer Science**  
**CS200W, Graduate Technical Writing, Sections 04 & 08, Fall 2022**

**Course & Contact Information**

Instructor:	Dr. Raina Levesque
Office Hours/Location:	Fridays 3:00-5:00pm (or by appointment); Faculty Offices Building Room 220 (or in my <a href="#">Zoom office room</a> , password 123321, location is subject to change)
Email:	<a href="mailto:raina.levesque@sjsu.edu">raina.levesque@sjsu.edu</a>
Class Days/Time:	Section 04: M/W 1:30-2:45pm Section 08: M/W 4:30-5:45pm
Classroom:	Science Building Room 311
Prerequisites:	Graduate Student Standing
GE/SJSU Studies Category:	Satisfies the Graduation Writing Assessment Requirement (GWAR)

**Course Description**

- 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.
- ***Note:** This course satisfies the 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.*

**GE Learning Outcomes (GELO)**

- Students will write complete papers that demonstrate college-level proficiency in all of the following:
  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.

## Contacting Your Instructor

- The best way to reach me is via email at [raina.levesque@sjsu.edu](mailto:raina.levesque@sjsu.edu) (I will respond within 48 hours).
- When you email me, **write your course number and section in the subject line** (for example, “Question about CS200W-04”) and include your full name.
- *Note: I get many emails during the semester so, before emailing me with a question, please try to find the answer yourself: on Canvas, in the syllabus, or via Google.*

## Textbooks Requirements

- There is no course textbook; all readings and other materials will be found in the Modules on our course website on Canvas or will be distributed to you in class.

## Technology Requirements

- You will need access to the following technology: **a laptop/tablet, Microsoft Word or a compatible word processing program, reliable internet access, and a printer.**
- To prepare for the course: 1) Visit [SJSU IT Software Installation Page](#) and download Microsoft Word (for PC and Mac) and PowerPoint (available for free to SJSU students); 2) Locate printing stations on campus (one is outside the CS office on the 2<sup>nd</sup> floor of MacQuarrie Hall); 3) Download the free Grammarly grammar checker app found here: [Grammarly.com](https://www.grammarly.com)
- *Note: 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](#).*

## Course Format

- You will attend **two in-person 1.25 hour class meetings (2.5 hours total) each week** and you will complete assignments during our in-person class time and outside of class online on our Canvas course website.

- 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.
- *Note: You'll be expected to wear a mask covering your nose and mouth when you are in the classroom.*

### Attendance & Participation

- We will be conducting **warm-up activities in the beginning of each class** that will count towards your final grade; if you are late, you will not be allowed to make up these activities.
- In this class, you will have **one major assignment that is due at the end of each week**. Since we will be starting these assignments during class time, a percentage of your grade for these assignments will count as in-class work. As a result, if you miss completing the in-class parts of these assignments, **points will be deducted from your final grade for the assignment**.
- *Note: Exceptions are made to this policy only in rare circumstances; i.e. for an illness that you can verify with a doctor's note. Please contact me if you need to miss a class and be ready to provide proof of illness or other unexpected event.*

### Canvas Website

- Visit [one.sjsu.edu](https://one.sjsu.edu) and follow the instructions to log in to access our course website on Canvas.
- For Canvas help, call eCampus at (408) 924-2337 or visit [the eCampus Canvas help page](#).
- *Note: I send group communications to students through **Canvas Announcements**, so I recommend that you adjust your Canvas Notifications settings so announcements are forwarded to the device you check most frequently. To do this: 1) Go to Canvas 2) Click on your Account tab, and then on the Notifications tab 3) Navigate to the Announcements bar and make the appropriate selections.*

### Submitting Assignments to Canvas

- **Assignments are considered to be submitted only 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 will be assessed a late penalty if the upload is completed after the deadline has passed.
- If you miss a final deadline (meaning you've missed the original due date and the late period has passed), **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.
- *Note: 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 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.*

### Late Assignments Policy

- **Late work is accepted up to 72 hours after a due date**, except where indicated (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, from 24 to 48 hours late will receive a 20% penalty, and from 48 to 72 hours late will receive a 30% penalty.** These penalties are based on the total points possible and are automatically deducted by Canvas.
- **After 72 hours, no late assignments are accepted;** the online assignment will close and you will not be

able to submit assignments or access quizzes.

- *Note: Exceptions are made to this policy only in rare circumstances; i.e. for an illness that you can verify with a doctor's note. Please contact me if you need an extension on an assignment and be ready to provide proof of illness or other unexpected event.*

## Assessment

- **You must receive at least 73% (a letter grade of C) as a final grade to pass this course**, distributed as follows:
- 10% In-class warm-up activities
- 20% Resume & cover letter assignments (a genre analysis, first & final drafts for each assignment)
- 30% Research project proposal assignments (an outline, a first draft, & a final draft)
- 40% Literature review assignments (a synthesis chart, an outline, a first draft, a final draft, & an oral presentation)

## Assignments

- **In-class warm-up activities** (GELOs 1-5; CLOs 1-10): We will be conducting daily in-class warm-up activities in the beginning of each class that will count towards your final grade; if you are late, you will not be allowed to make up these activities.
- **Resume & cover letter** (GELOs 1, 3; CLOs 1, 2, 3): You will prepare a resume highlighting your education, accomplishments, and relevant job experience. You will also prepare a cover letter using the established conventions and protocol of professional communication.
- **Research project proposal** (GELOs 1-5; CLOs 1-4, 6): You will select a research topic and 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. This assignment has two parts: first, you will write a problem statement, and then you will write the full project proposal (approx. 1000 words for first draft, approx. 1000 words for final draft).
- **Literature review** (GELOs 1-5; CLOs 1-6, 8, 10): Using the same research topic, you will write a literature review of scholarly sources (books, peer-reviewed journal articles, professional conference proceedings) that describe work already completed on the topic. 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 (approx. 1500 words for first draft, approx. 3000 words for final draft). You will present the findings of your literature review in a Grad Slam three minute oral presentation that uses three PowerPoint slides.

## 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 instructions, or in the associated grading rubric.
- **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 a certain percentage of your final course grade.
- **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:

A+ = 96-100%	A = 93-95%	A- = 90-92%	B+ = 86-89%	B = 83-85%	B- = 80-82%
C+ = 76-79%	C = 73-75%	C- = 70-72%	D+ = 66-69%	D = 63-65%	D- = 60-62%

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>)

### Plagiarism and Cheating

- The SJSU community has **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 possible 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.

### 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**.
- Various **scaffolding activities** will break down the writing process into manageable steps that you will follow to complete each assignment.
- You will submit **two drafts of each essay and receive feedback** on the first drafts from me and from your peers to revise your essay before you submit the final draft.
- ***Note:** You can also 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 free 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](#).

## 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).

## COVID-19 and Monkeypox Policy

- Students registered for a College of Science (CoS) class with an in-person component should view the [CoS COVID-19 and Monkeypox Training](#) slides for updated CoS, SJSU, county, state and federal information and guidelines, and more information can be found on the [SJSU Health Advisories](#) website. By working together to follow these safety practices, we can keep our college safer. Failure to follow safety practice(s) outlined in the training, the SJSU Health Advisories website, or instructions from instructors, TAs or CoS Safety Staff may result in dismissal from CoS buildings, facilities or field sites. Updates will be implemented as changes occur (and posted to the same links).

## 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.

## 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](#)

## Important Dates

- First day of instruction: Friday, 8/19/22
- Waitlist ends: Saturday, 8/27/22
- Instructor permission required to add a class: Sunday, 8/28/22
- Last day to add a class via MySJSU: Thursday, 9/15/22
- **Last day to drop a class without a "W" (Withdrawal) on transcript: Thursday, 9/15/22**
- **Last day to petition for withdrawal without an "F" (Failing grade) on transcript: Friday, 11/11/22**
- Last day of instruction: Tuesday, 12/6/22

## Course Schedule

- **General Instructions:** Each week, please review the module for that week on Canvas and complete any required readings & assignments by Sunday at 11:59 pm *(Note: the assignments due each week are highlighted below)*.
- *Note: 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)	Course Introduction	<b>Assignments Due Sunday, 8/28/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 1: Course Introduction Module</li> <li>Post one question in the Week 1: Course Introduction Q &amp; A Discussion (click on the link in the module on Canvas)</li> <li>Complete the Library Orientation Activity (upload file to Canvas)</li> <li>Submit the Student Needs Assessment Survey (click on the link in the module on Canvas)</li> <li>Fill out an Introductions Slide (click on the link in the module on Canvas)</li> </ul>
2	8/29/22 Monday	Rhetorical Situations & Genres	<b>Assignments Due Sunday, 9/4/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 2: Rhetorical Situations &amp; Genres Module</li> <li>Submit Genre Analysis Assignment (upload file to Canvas)</li> </ul>
	8/31/22 Wednesday	Rhetorical Situations & Genres	<b>Assignments Due Sunday, 9/4/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 2: Rhetorical Situations &amp; Genres Module</li> <li>Submit Genre Analysis Assignment (upload file to Canvas)</li> </ul>
3	9/5/22 Monday	NO CLASS (Labor day)	<b>Assignments Due Sunday, 9/11/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 3: Writing Resumes Module</li> <li>Submit Resume First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 9/12 for Peer Review)</li> </ul>
	9/7/22 Wednesday	Writing Resumes	<b>Assignments Due Sunday, 9/11/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 3: Writing Resumes Module</li> <li>Submit Resume First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 9/12 for Peer Review)</li> </ul>
4	9/12/22 Monday	Resume Revision -Peer review activity #1	<b>Assignments Due Sunday, 9/18/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 4: Resume Revision Module</li> <li>After receiving peer &amp; teacher feedback, submit Resume Final Draft (upload file to Canvas)</li> </ul>

Week	Class Date/Day	Topic	Assignments Due
	9/14/22 Wednesday	Resume Revision	<b>Assignments Due Sunday, 9/18/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 4: Resume Revision Module</li> <li>After receiving peer &amp; teacher feedback, submit Resume Final Draft (upload file to Canvas)</li> </ul>
5	9/19/22 Monday	Writing Cover Letters	<b>Assignments Due Sunday, 9/25/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 5: Writing Cover Letters Module</li> <li>Submit Cover Letter First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 9/26 for Peer Review)</li> </ul>
	9/21/22 Wednesday	Writing Cover Letters	<b>Assignments Due Sunday, 9/25/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 5: Writing Cover Letters Module</li> <li>Submit Cover Letter First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 9/26 for Peer Review)</li> </ul>
6	9/26/22 Monday	Cover Letter Revision -Peer review activity #2	<b>Assignments Due Sunday, 10/2/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 6: Cover Letter Revision Module</li> <li>After receiving peer &amp; teacher feedback, submit Cover Letter Final Draft (upload file to Canvas)</li> </ul>
	9/28/22 Wednesday	Cover Letter Revision	<b>Assignments Due Sunday, 10/2/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 6: Cover Letter Revision Module</li> <li>After receiving peer &amp; teacher feedback, submit Cover Letter Final Draft (upload file to Canvas)</li> </ul>
7	10/3/22 Monday	Writing Research Problem Statements	<b>Assignments Due Sunday, 10/9/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 7: Writing Research Problem Statements Module</li> <li>Submit Research Problem Statement (upload file to Canvas)</li> </ul>
	10/5/22 Wednesday	Writing Research Problem Statements	<b>Assignments Due Sunday, 10/9/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 7: Writing Research Problem Statements Module</li> </ul>

Week	Class Date/Day	Topic	Assignments Due
			<ul style="list-style-type: none"> <li>Submit Research Problem Statement (upload file to Canvas)</li> </ul>
8	10/10/22 Monday	Writing Research Project Proposals	<b>Assignments Due Sunday, 10/16/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 8: Writing Research Project Proposals Module</li> <li>Submit Research Project Proposal Outline (upload link to Canvas)</li> </ul>
	10/12/22 Wednesday	Writing Research Project Proposals	<b>Assignments Due Sunday, 10/16/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 8: Writing Research Project Proposals Module</li> <li>Submit Research Project Proposal Outline (upload link to Canvas)</li> </ul>
9	10/17/22 Monday	Writing Research Project Proposals cont.	<b>Assignments Due Sunday, 10/23/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 9: Writing Research Project Proposals cont. Module</li> <li>Submit Research Project Proposal First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 10/24 for Peer Review)</li> </ul>
	10/19/22 Wednesday	Writing Research Project Proposals cont.	<b>Assignments Due Sunday, 10/23/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 9: Writing Research Project Proposals cont. Module</li> <li>Submit Research Project Proposal First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 10/24 for Peer Review)</li> </ul>
10	10/24/22 Monday	Research Project Proposal Revision -Peer review activity #3	<b>Assignments Due Sunday, 10/30/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 10: Research Project Proposal Revision Module</li> <li>After receiving peer &amp; teacher feedback, submit Research Project Proposal Final Draft (upload file to Canvas)</li> </ul>
	10/26/22 Wednesday	Research Project Proposal Revision	<b>Assignments Due Sunday, 10/30/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 10: Research Project Proposal Revision Module</li> <li>After receiving peer &amp; teacher feedback, submit Research Project Proposal Final Draft (upload file to Canvas)</li> </ul>

Week	Class Date/Day	Topic	Assignments Due
11	10/31/22 Monday	Organizing & Synthesizing Literature	<b>Assignments Due Sunday, 11/6/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 11: Organizing &amp; Synthesizing Literature Module</li> <li>Submit Literature Review Synthesis Chart (upload file to Canvas)</li> </ul>
	11/2/22 Wednesday	Organizing & Synthesizing Literature	<b>Assignments Due Sunday, 11/6/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 11: Organizing &amp; Synthesizing Literature Module</li> <li>Submit Literature Review Synthesis Chart (upload file to Canvas)</li> </ul>
12	11/7/22 Monday	Writing Literature Reviews	<b>Assignments Due Sunday, 11/13/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 12: Writing Literature Reviews Module</li> <li>Submit Literature Review Outline (upload file to Canvas)</li> </ul>
	11/9/22 Wednesday	Writing Literature Reviews	<b>Assignments Due Sunday, 11/13/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 12: Writing Literature Reviews Module</li> <li>Submit Literature Review Outline (upload file to Canvas)</li> </ul>
13	11/14/22 Monday	Writing Literature Reviews cont.	<b>Assignments Due Sunday, 11/20/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 13: Writing Literature Reviews cont. Module</li> <li>Submit Literature Review First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 11/28 for Peer Review)</li> </ul>
	11/16/22 Wednesday	Writing Literature Reviews cont.	<b>Assignments Due Sunday, 11/20/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 13: Writing Literature Reviews cont. Module</li> <li>Submit Literature Review First Draft (upload file to Canvas &amp; bring a printed copy to class on Monday 11/28 for Peer Review)</li> </ul>
14	11/21/22 Monday	Preparing Grad Slam Presentations	<b>Assignments Due Sunday, 11/27/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>Read through Week 14: Preparing Grad Slam Presentations Module</li> <li>Submit Presentation Slides (upload link to Canvas)</li> </ul>

<b>Week</b>	<b>Class Date/Day</b>	<b>Topic</b>	<b>Assignments Due</b>
<b>14</b>	<b>11/23/22 Wednesday</b>	NO CLASS (Thanksgiving holiday)	<b>Assignments Due Sunday, 11/27/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>• Read through Week 14: Preparing Grad Slam Presentations Module</li> <li>• <b>Submit Presentation Slides (upload link to Canvas)</b></li> </ul>
<b>15</b>	<b>11/28/22 Monday</b>	Literature Review Revision -Peer review activity #4	<b>Assignment Due Friday, 12/9/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>• <b>After receiving peer &amp; instructor feedback, submit Literature Review Final Draft (upload file to Canvas)</b></li> </ul>
	<b>11/30/22 Wednesday</b>	Grad Slam Presentations	<b>Assignment Due Friday, 12/9/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>• <b>After receiving peer &amp; instructor feedback, submit Literature Review Final Draft (upload file to Canvas)</b></li> </ul>
<b>16</b>	<b>12/5/22 Monday</b>	Grad Slam Presentations	<b>Assignment Due Friday, 12/9/22 by 11:59 pm:</b> <ul style="list-style-type: none"> <li>• <b>After receiving peer &amp; instructor feedback, submit Literature Review Final Draft (upload file to Canvas)</b></li> </ul>