

San José State University
College of Science/Computer Science Department
CS 200W, Graduate Technical Writing, Section 02, Fall 2015

Instructor:	Dr. Sharmin Khan
Office Location:	MacQuarrie Hall, Rm. 213, Monday/Wednesday Clark Hall, Rm. 406B, Tuesday/Thursday
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Office hours:	MW: 10:30-11:30 and by appointment (in MacQuarrie Hall 213) TTh: 10:30-11:30; 3:00-4:00 and by appointment (in Clark Hall 406B)
Class Days/Time:	MW 9:00-10:15 a.m.
Classroom:	MacQuarrie Hall 225
Prerequisites:	Graduate Student Standing
GE/SJSU Studies Category:	GWAR. 3 units
SJSU Course Grade Distribution:	ABC/NC

Course Catalog 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.

CS 200W satisfies the university's Graduate Writing Assessment Requirement (GWAR).

Student Learning Objectives (SLO)

Students shall write complete papers that demonstrate college-level proficiency. They shall be able to:

- (i) produce discipline-specific written work that demonstrates upper-division proficiency in:
 - language use
 - grammar
 - clarity of expression
- (ii) explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
- (iii) organize and develop essays and documents for both professional and general audiences
- (iv) organize and develop essays and documents according to appropriate editorial and citation standards
- (v) locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Course Goals and Student Learning Outcomes (LO)

This 3-unit course is designed to prepare students to communicate complex ideas, both orally and in writing, in the field of Computer Science. By the end of the course, students will be able to:

- (i) Compose with a clear focus on purpose, scope, and audience.
- (ii) Critically observe and discuss the composing processes of self and peers.
- (iii) Write using a variety of technical writing formats.
- (iv) Organize and produce papers and documents according to discipline-based editorial and citation standards, using IEEE style.
- (v) Create appropriate graphics to accompany a report.
- (vi) Effectively use library resources and electronic databases pertaining to their discipline to carry out research.
- (vii) 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.
- (viii) Organize, analyze and synthesize information from various sources to develop an annotated bibliography and a literature review.
- (ix) Determine the difference between plagiarized and non-plagiarized text.
- (x) Organize and deliver an effective oral presentation for a professional audience.

Required Texts/Readings

- (i) M. Markel, *Technical Communication* (11th. ed.). Boston, MA: Bedford St. Martin's, 2015. ISBN: 978-1-319-00982-3.
- (ii) Course Reader: Available at Maple Press, 330 S. 10th St. Phone: 297-1000. Please note that Maple Press does not accept credit cards; cash and personal checks only.
- (iii) IEEE Editorial Style Manual: downloadable at http://www.ieee.org/documents/style_manual.pdf

SJSU Computer Science Subject Librarian

Linda Crotty, Computer Science Subject Librarian
Email: Linda.Crotty@sjsu.edu
Phone: 408-808-2636

Credit Hours Compliance Policy

The SJSU Senate Policy S 12-3 requires the university to be compliant with the Federal Regulation of the definition of credit hour. Therefore:

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours over the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

Assignments and Grading Policy

<u>Assignments</u>	<u>Learning Outcomes</u>	<u>Percentage</u>
1. Writing correspondence (1,000 words)	i, ii, iii	10
2. Writing résumés	i, ii, iii	10
3. Analysis/summary of an academic paper (1,000 words)	i, ii, iii, iv, vii, ix	15
4. Writing project (4,000 words)	i, ii, iii, iv, v, vi, vii, viii, ix	35
5. Oral presentation	i, x	10
6. Grammar, mechanics, editorial style	i, iii, iv, v	10
7. Final exam	i, iii, vii, ix	10
Total		<hr/> 100
8. Extra credit		6 points

It is expected that in CS 200W, students will write a minimum of 6000 words. All written work in CS 200W is an individual effort on the part of students.

Assignments

1. Writing correspondence (10%):

Students will practice writing formal letters, memos, and emails, using the established conventions and protocol of professional communication.

2. Writing résumés (10%):

Students will prepare a current résumé highlighting their education, accomplishments and relevant job experience.

3. Analysis/summary of an academic paper (15%):

Students will have one reading assignment (for a professional audience). It will be their responsibility to do analytical in-depth reading of the article and submit a critical summary of it. The article is available in the Course Reader.

4. Writing project (35%):

Students will select a topic to research and write a paper on. This writing project will include an annotated bibliography and a literature review of scholarly sources (books, peer reviewed journal articles, refereed professional conference proceedings). The paper must be written following IEEE editorial standards, including a title page, an abstract, table of contents, footnotes, appendices, list of illustrations and/or list of symbols, when applicable.

5. Oral presentation (10%):

The writing project will include an oral presentation of your findings to your peers. The presentations should be formal and professionally conducted, and must include visual aids. These presentations will be scheduled the last two weeks of class.

6. Grammar, mechanics, editorial style (10%):

There will be a number of brief exercises throughout the semester focusing on various aspects of academic writing. These will be completed primarily as homework.

7. Final exam (10%):

There will be an open book final exam on editorial style, research skills, grammar and mechanics on Wednesday, December 16, 2015, 7:15-9:30 a.m. at the officially scheduled time. More details will be handed out towards the end of the semester, about 2 weeks prior to the exam.

8. Extra credit (6 points):

Students can earn 6 extra bonus points by attending workshops (2 points per workshop) offered by The Writing Center (located in Clark Hall, Suite 126). You must provide proof of attendance to the instructor no later than a week after the conclusion of the workshop. The extra credit will be added to the student's final grade total at the very end of the semester. A current workshop schedule including topics and dates is in the Course Reader. Please also check the Writing Center website for any changes to the schedule: www.sjsu.edu/writingcenter

Grading Information

Grading percentage

98%- 100%=A+	94%-97%=A	90%-93%= A-	87%-89%=B+	84%-86%=B
80%-83%=B-	77%- 79%=C+	74%-76%=C	70%-73%=C-	69% & below=NC

Note that "All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades." See [University Policy F13-1](http://www.sjsu.edu/senate/docs/F13-1) at <http://www.sjsu.edu/senate/docs/F13-1>.pdf for more details.

Late Work

Assignments turned in late will receive a lower grade. A point will be deducted for each day that the assignment is late, up to a week. After a week, the assignment will be accepted for half credit only. Students will not be penalized if they can show extenuating circumstances beyond their control.

Mode of Instruction

Class will often be conducted like a workshop so that students may get a lot of individualized feedback on their academic writing and speaking. A major aspect of this class is regular one-on-one conferences with the instructor on specified dates and times as well as frequent peer review sessions during class times. Students will be expected to revise their writing several times and must be prepared to write multiple drafts of each required piece. They will also be expected to respond to other students' work and provide them meaningful feedback.

Individual Conferences

Students will be scheduled for at least two individual conferences with the instructor during the semester. You are encouraged to visit during office hours or make an appointment to see me at other times.

Canvas Website Component of the Class

All writing assignment final drafts are to be submitted through the Canvas website program by 11:59 p.m. of the date it is due. Go to <http://www.sjsu.edu/ecampus/students/> to begin your Canvas login. Please make sure that you submit papers in the following formats only: **Ms Word, Word Perfect, Post Script, Acrobat PDF, HTML, RTF, Plain text**. In addition, students must submit a hard copy of all written assignments, except the final version of the literature review, which is to be submitted as a soft copy only.

Classroom Protocol/Policies

- (i) Please arrive to class on time. Late entrances and early exits are highly distracting to both your fellow students and the instructor.
- (ii) Absence from class may not be used as an excuse for failing to submit assignments on time.
- (iii) If you know that you will be absent on a certain day, then, as a courtesy, please email the instructor to let her know
- (iv) Make-up exams will be given only under truly extraordinary circumstances such as an illness or an accident. A doctor's note or other evidence must be provided in these cases.
- (v) Instructor reserves the right to make minor changes to assignments and schedule provided students are notified at least one class meeting in advance.
- (vi) Courtesy and respect towards one's fellow students and the instructor are expected at all times. Therefore, while in class, please do not web surf on the computer, check your phone, read unrelated materials, or do homework for another class.

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 arises. 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](http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html), at <http://info.sjsu.edu/web-dbgen/narr/catalog/rec-12234.12506.html>. 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

Dropping and Adding

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester's [Catalog Policies](http://info.sjsu.edu/static/catalog/policies.html) section at <http://info.sjsu.edu/static/catalog/policies.html>. Add/drop deadlines can be found on the current academic year calendars document on the [Academic Calendars webpage](http://www.sjsu.edu/provost/services/academic_calendars/) at http://www.sjsu.edu/provost/services/academic_calendars/. The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at <http://www.sjsu.edu/aars/policies/latedrops/policy/>. Students should be aware of the current deadlines and penalties for dropping classes.

Consent for Recording of Class and Public Sharing of Instructor Material

[University Policy S12-7](http://www.sjsu.edu/senate/docs/S12-7.pdf), <http://www.sjsu.edu/senate/docs/S12-7.pdf>, requires students to obtain instructor's permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor's permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
 - If you need to record the class, then please ask and permission will be granted orally whether for the whole semester or on a class by class basis.

- In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. [Presidential Directive 97-03](http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf) at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the [Accessible Education Center](http://www.sjsu.edu/aec) (AEC) at <http://www.sjsu.edu/aec> to establish a record of their disability.

Academic Integrity Policy

Students should know that the University’s Academic Integrity Policy is available at http://www.sa.sjsu.edu/download/judicial_affairs/Academic_Integrity_Policy_S07-2.pdf. Your own commitment to learning, as evidenced by your enrollment at San Jose State University and the University’s integrity policy, require you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The website for Student Conduct and Ethical Development is available at http://www.sa.sjsu.edu/judicial_affairs/index.html. Instances of academic dishonesty will not be tolerated. Cheating on exams 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 failing grade and sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified.

Statement on Plagiarism

The Department would like to emphasize that we adhere strictly to the rules against plagiarism as set forth in the SJSU Catalog. The Catalog defines plagiarism as follows:

1.2 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one’s own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

1.2.1 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work; and

1.2.2 Representing another’s artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one’s own.

(available at <http://info.sjsu.edu/static/catalog/policies.html> – Student Responsibilities – Discipline – Policy on Academic Dishonesty – 1.0 Definitions of Academic Dishonesty)

Should a student plagiarize in CS 200W, the instructor will report the student to the University’s Office of Student Conduct and Ethical Development.

How to avoid plagiarism. It is not always easy to recognize whether you are legitimately citing the work of others or whether you have “crossed the line” into plagiarism. To become acquainted with what plagiarism is and how to avoid it, the following SJSU website offers definitions, policies, and links to useful websites offering guidelines in plagiarism prevention www.sjlibrary.org/services/literacy/info_comp/plagiarism.htm

You are encouraged to use the tutoring services on campus if you or your instructor feels that you need additional support, but all work is expected to be your own. If the instructor has reason to believe otherwise, then he or she has the right to require additional evidence that the work is your own.

SJSU Writing Center

“The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website: www.sjsu.edu/writingcenter. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.”

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit [Counseling Services website](http://www.sjsu.edu/counseling) at <http://www.sjsu.edu/counseling>.

Accommodation to Students' Religious Holidays

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See [University Policy S14-7](http://www.sjsu.edu/senate/docs/S14-7.pdf) at <http://www.sjsu.edu/senate/docs/S14-7.pdf>

CS 200W, Technical Writing, Section 02, Fall 2015: Semester Schedule

Subject to change with fair notice at least one class period in advance
Students will be notified in class and/or via email should any changes occur

Dates	Monday	Wednesday
day 1-2 8/24-8/26	Introduction to the class	In-class writing sample Characteristic features of technical discourse
day 3-4 8/31-9/2	Characteristic features of technical discourse	Writing correspondence: elements of a business letter
day 5-6 9/7-9/9	LABOR DAY HOLIDAY	Writing correspondence: professional memos & emails Turn in letter draft #1
day 7-8 9/14-9/16	Writing résumés	Library visit Turn in memo draft #1
day 9-10 9/21-9/23	What is a scholarly source? Turn in résumé draft #1	Editorial standards Punctuation Matters Turn in letter draft #2
day 11-12 9/28-9/30	Analysis/summary of an academic paper Turn in memo draft #2	Analysis/summary of an academic paper
day 13-14 10/5-10/7	How to write a critical summary? Final version of résumé due	Academic Integrity/Plagiarism Practical strategies for doing research Final version of memo due
day 15-16 10/12-10/14	Peer reviewing draft #1 of critical summary Bring critical summary draft #1 to class	Selecting a topic for research Writing an annotated bibliography Turn in critical summary draft#2 Email paper topic to instructor by 10/16
day 17-18 10/19-10/21	Writing a literature review (writing project) Critical summary draft #2 returned	Writing a literature review (writing project) Final version of critical summary turned in
day 19-20 10/26-10/28	Peer reviewing of annotated bibliography draft #1 Bring annotated bibliography draft #1 to class	Formatting papers: IEEE Editorial Style Turn in annotated bibliography draft #2
day 21-22 11/2-11/4	Formatting papers: IEEE Editorial Style	Formatting papers: IEEE Editorial Style
day 23-24 11/9-11/11	Peer review of literature review (writing project) Bring literature review draft #1 to class	VETERAN'S DAY HOLIDAY
day 25-26 11/16-11/18	Guest lecture on LaTeX Turn in literature review draft # 2	Writing the abstract How to do an oral presentation Individual conferences (outside of class time)
day 27-28 11/23-11/25	Oral presentations Literature review draft #2 returned Individual conferences (outside of class time)	Review writing project Individual conferences
day 29-30 11/30-12/2	Oral presentations	Oral presentations Turn in literature review draft #3
day 31 12/7	Oral presentations Literature review draft #3 returned LAST DAY OF CLASS!	
WED. 12/16		FINAL EXAM 7:15-9:30 AM Literature review final draft due in Canvas by 11:59 pm NO HARD COPY!