

**San José State University**  
**College of Science/Computer Science Department**  
**CS 200W, Graduate Technical Writing, Section 01, Fall 2018**

<b>Instructor:</b>	Sharon Stranahan
<b>Office Location:</b>	Clark Hall 408A (4 <sup>th</sup> floor)
<b>Telephone:</b>	408-966-7271
<b>Email:</b>	<a href="mailto:Sharon.stranahan@sjsu.edu">Sharon.stranahan@sjsu.edu</a> (Preferred)
<b>Office hours:</b>	Wednesdays 12:15 – 1:15 p.m. and by appointment
<b>Class Days/Time:</b>	MW 9:00 a.m. – 10:15 a.m.
<b>Classroom:</b>	MacQuarrie Hall 223
<b>Prerequisites:</b>	Graduate Student Standing
<b>GE/SJSU Studies Category:</b>	GWAR. 3 units
<b>SJSU Course Grade Distribution:</b>	ABC/NC

### **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. CS 200W satisfies the university's Graduate Writing Assessment Requirement (GWAR). **Student must earn a "C" or higher (not a C minus) to get credit for the class.**

### **Course Web Page**

Course materials such as the syllabus, assignment instructions, announcements, handouts, and calendar can be found on the learning management system called Canvas by Instructure.

**Canvas Login URL:** <https://sjsu.instructure.com>

**Username:** Your SJSU 9-digit ID

**Password:** Your SJSUOne Password

Once logged in, select your section from the dropdown menu under "Courses". You are responsible for regularly checking the course web page for updates and using it for assignments as explained in class. [IT Support for Canvas](#) can be found at <http://its.sjsu.edu/support/index.html> or telephone the SJSU IT Help Desk at (408) 924-1530.

## **GE - Written Communication Learning Outcomes (GELOs):**

Students will write papers that demonstrate college-level proficiency and will be able to

1. **Produce** discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.
2. **Explain, analyze, develop, and criticize** ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse.
3. **Organize and develop** essays and documents for both professional and general audiences.
4. **Organize and develop** essays and documents according to appropriate editorial and citation standards.
5. **Locate, organize, and synthesize** information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

## **Course Learning Outcomes (CLOs):**

By the end of the course, students will be able to

1. **Compose** with a clear focus on purpose, scope, and audience.
2. **Critically observe and discuss** the composing processes of self and peers.
3. **Write** using a variety of technical writing formats.
4. **Organize and produce** papers and documents according to discipline-based editorial and citation standards, using IEEE style.
5. **Create** appropriate graphics to accompany a report.
6. **Effectively use** library resources and electronic databases pertaining to their discipline to carry out research.
7. **Distinguish** between scholarly and non-scholarly published literature as well as **define** the characteristics of good scholarly writing in terms of content, format, and style.
8. **Organize, analyze and synthesize** information from various sources to develop a literature review.
9. **Determine** the difference between plagiarized and non-plagiarized text.
10. **Organize and deliver** an effective oral presentation for a professional audience.

## **Technology Requirements**

Students will need to have access to the following items: a working laptop/tablet, Microsoft Office, reliable internet access, and a printer. [Microsoft Office](#) is available at no charge to SJSU students. Find out how to download the program at <http://its.sjsu.edu/services/software/microsoft-students/index.html> Also suggested is that all CS200W students download and use the free [Grammarly](#) grammar checker app which can be found at [www.grammarly.com](http://www.grammarly.com)

## Required Textbook

**Course Reader:** Available at Maple Press, 330 S. 10th St. (Across from Campus Village B). Phone: 297-1000. Open 8:30 a.m. – 5 p.m. Please note that Maple Press does not accept credit cards. Pay with cash or personal checks only. **This text is required!**

## Course Requirements and Assignments

Title	Points	Word Count	GELO	CLO
Participation	75	--	1-5	1-10
Resume	40	250	1,3	1-3
Cover Letter	40	500	1,3	1-3
LinkedIn	20	250	1,3	1-3
Research/project proposal - Topic with sources	25		1-5	1-4,7,9
Research/project proposal - Proposal Draft #1	25			
Research/project proposal- Peer Review of Draft #1	25			
Research/project proposal - Proposal Draft #2	75			
Research/project proposal - Proposal Final Draft	100	1500		
Literature Review - Draft #1	50		1-5	1-9
Literature Review - Peer Review of Draft #1	25			
Literature Review - Draft #2	75			
Literature Review - Final Draft	150	4000		
Oral Presentation #1	25		2	1, 10
Oral Presentation #2	50		2	1,10
Writing Exercises	100		1-2, 5	1,3,4,5
Final Exam	100			1,3,7,9
<b>Total</b>	<b>1000</b>	<b>6500</b>		
<b>Extra Credit</b>	<b>10</b>	<b>250</b>		

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.

## 1. Class participation (7.5% of grade)

F15-12, University Policy, Attendance and Participation states:

“Students are expected to attend all meetings for the courses in which they are enrolled as they are responsible for material discussed therein, and active participation is frequently essential to ensure maximum benefit to all class members. In some cases, attendance is fundamental to course objectives; for example, students may be required to interact with others in the class.”

While students may not be graded on attendance, they may be graded on class participation. Points will be awarded for in-class task completion such as group/pair work, discussions, exercises, etc. To get participation points, students must be actively engaged and not just physically present in the room. **Three points will be deducted for each missed class participation, beyond 3 class sessions. Coming in late (after 12:15 p.m.) will result in a student getting half credit for that session.**

## 2. Résumés, Cover Letter, LinkedIn (10% of grade)

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

## 4. Proposal (25% of grade)

Students will select a topic of interest and write a research/project proposal highlighting its importance, how it will be implemented, a work plan for carrying out the project, as well as possible challenges. IEEE formatting will be used.

## 5. Literature Review (30% of grade)

Based on the topic selected for the proposal, students will write a literature review of scholarly sources (books, peer reviewed journal articles, refereed professional conference proceedings). 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.

## 6. Oral presentations (7.5% of grade)

There will be two graded oral presentations in this class. In the first (worth 25 points), students will present their project proposal and answer questions from their classmates. These presentations will be given in a small group setting. During the second (worth 50 points), students will present the findings of their literature reviews. This presentation will be formal and professionally conducted and will be presented to the class using PowerPoint.

## 7. Writing exercises (10% of grade)

There will be a number of brief exercises throughout the semester focusing on various aspects of academic writing, including job search correspondence, IEEE editorial style, paraphrasing, etc. These exercises will be completed both in-class and as homework.

## 8. Final exam (10% of grade)

There will be an open book final exam on **Wednesday, Dec. 12 from 7:15 a.m. – 9:30 a.m.** More details will be given later in the semester.

## 9. Extra credit (1% of grade)

Students can earn up to 10 extra credit points (5 points per event) by either attending Writing Center workshops and/or professional technical talks in the student's field of study. Students must provide proof of attendance on Canvas which consists of a short

paragraph summarizing what the student learned at the event and a “selfie” of the student at event. The extra credit will be added to the student’s grade at the end of the semester. The [Writing Center workshop schedule](#) can be found at [www.sjsu.edu/writingcenter](http://www.sjsu.edu/writingcenter)

## Grading Information

The goal of this syllabus is to make the grading process as clear as possible. Please ask the instructor if anything is unclear. Descriptions how assignments and exams will be graded can be found on Canvas in the instructions and/or on the 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 your final course grade, which will be determined on the amount of points that you earn out of the 1000 possible.

**Grading turnaround:** Students can expect that assignments will be graded within a week after they are submitted. On occasion, grading may be delayed due to a heavy grading load; however, the delay between submission and grading of an assignment will be no longer than two weeks.

**Final course grade:** Your final course grade will be the grade that is shown on Canvas after all course work is completed and graded. There will be no extra credit or extra work offered at the end of the semester to raise a grade. However, grades will be rounded up if 0.5 pts or over (e.g. 89.5% would be rounded up to 90%). There will be no changes to grades after the course has ended and all work has been completed.

### Grading breakdown

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- No pass	69.9% & below No pass

**Students must earn a “C” (74%-76%) or higher to pass the course.**

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](#) at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

## **SJSU Computer Science Subject Librarian**

To obtain help with library research, please contact the SJSU Computer Science Subject Librarian Kate Barron at [kate.barron@sjsu.edu](mailto:kate.barron@sjsu.edu).

### **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.”

### **Late Work**

**For assignments submitted to Canvas:** Most writing assignment will be submitted on Canvas by 11:59 p.m. on the date they are due. There will be a 12-hour grace period after the submission deadline to accommodate any last-minute technical issues or emergencies. Students may submit assignments during this grace period with no penalty, although the assignments will be marked by Canvas as late. After the 12-hour grace period, no assignments will be accepted. The assignment drop box will close and students will be unable to submit their work and will receive a “zero” for the assignment.

**For assignments that are submitted in class:** Typically, these assignments take the form of worksheets that are completed during group work, printed copies of work for peer review, or oral presentations for which a specific date and time has been reserved. For that reason, no late assignments of this type will be accepted because failure to complete them in a timely manner will mean non-participation in the associated activity.

A current list of assignments and the days/times they are due can be found on the course Canvas home page.

### **Mode of Instruction**

The class is a combination of short lecture and interactive workshop so that students may get a lot of individualized feedback on their academic writing and speaking from the instructor and peers. Students will be expected to revise their writing several times and must be prepared to write multiple drafts. They will also be expected to respond to other students’ work and provide them meaningful feedback.

## Use of Canvas

Please make sure that you submit your assignments per the instructions on the assignment (usually in Word (doc or docx) or, when formatting is important, as a .pdf file).

To receive important course announcements in a timely manner, adjust the Canvas Notifications settings so that announcements 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. Students may also use this procedure to have Canvas notify them of approaching assignment due dates.

## Individual Conferences

Students are strongly encouraged to schedule at least one individual, in-person conference with the instructor during the semester. Visit during office hours or make an appointment at another time that is more convenient.

## Classroom Protocol/Policies

- 1.) Please arrive to class on time. Late entrances and early exits are highly distracting to both your fellow students and the instructor.
- 2.) Absence from class may not be used as an excuse for failing to submit assignments on time.
- 3.) **If you know that you will be absent on a certain day, then, as a courtesy, please email me**
- 4.) Make-up exams will be given only under extraordinary circumstances such as an illness or an accident. A doctor's note or other evidence must be provided.
- 5.) Instructor reserves the right to make minor changes to assignments and schedule provided students are notified at least one class meeting in advance.
- 6.) Courtesy and respect towards one's fellow students and the instructor are expected at all times. Therefore, while in class please do not check your phone, read unrelated materials, or do homework for another class. It is a sign of disrespect to everyone present in class when a student opens up his/her laptop and spends a good part of the time staring at the screen and surfing the web. As a courtesy to everyone present, please refrain from such behavior.

## Cheating and Plagiarism

Plagiarism in an academic environment is a serious offense. Students have the responsibility to learn what constitutes plagiarism and how to prevent it. Assignments submitted on Canvas will be automatically processed by Turnitin.com, a plagiarism detection software, to check for matches against a database of written work, including student work, to assess possible plagiarism. Check the Turnitin originality score on Canvas and, if the score is high, revise the work and resubmit it before the deadline. Only the last submitted document will be read. Plagiarism will result in a 'zero' score and, if repeated more than once, will be reported to the Office of Student Conduct.

## **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.

### **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](http://www.sjsu.edu/writingcenter).

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.

### **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/>

## CS 200W-01 Technical Writing Fall 2018 Semester Schedule

With prior notice, this schedule may be changed during the semester. Please refer to Canvas for up-to-date info and homework details.

Dates	Monday	Wednesday
<b>Day 1</b> 8/22		Introduction to the class Choosing a topic for Proposal & Lit. Review
<b>Day 2-3</b> 8/27-8/29	SJSU Career Center Guest Speaker- Kelly Masegian	<b>Writing Résumés</b> <b>Assignment:</b> Bring a job ad and your current resume to class.
<b>Day 4-5</b> 9/3-9/5	<b>LABOR DAY HOLIDAY</b> NO CLASS	<b>Resume 1<sup>st</sup> draft peer review</b> <b>Due:</b> <ul style="list-style-type: none"> <li>• Printed résumé 1<sup>st</sup> draft due to class for peer review</li> <li>• Résumé 2<sup>nd</sup> draft for instructor review on Canvas by Sat. Sept. 8.</li> </ul>
<b>Day 6-7</b> 9/10-9/12	<b>Writing Cover Letters</b> <b>Managing Your Online Presence &amp; LinkedIn</b> Read: “The Elements of a Business Letter” and “How to Write a Perfect LinkedIn Summary” (see homework assignment)	<b>Cover Letter 1<sup>st</sup> draft peer review</b> <b>Due:</b> <ul style="list-style-type: none"> <li>• Cover Letter 1<sup>st</sup> draft in class for peer review.</li> <li>• Résumé final on Canvas</li> <li>• Cover Letter 2<sup>nd</sup> draft on Canvas for instructor review on Sat. Sept. 15.</li> </ul>
<b>Day 8-9</b> 9/17-9/19	<b>Interviewing &amp; Job Search</b> <b>Correspondence</b> <b>Due:</b> <ul style="list-style-type: none"> <li>• In-class practice in interviewing</li> <li>• LinkedIn draft #1 for peer review</li> <li>• Writing Exercise (WE) #1- job search correspondence (written in class)</li> </ul>	<b>Writing a proposal</b> <b>Due:</b> <ul style="list-style-type: none"> <li>• Cover Letter final on Canvas</li> <li>• LinkedIn final on LinkedIn site</li> <li>• Peer discussion of proposal topics in class</li> </ul>
<b>Day 10-11</b> 9/24-9/26	<b>Analysis of an academic paper</b>  Due: Proposal topic & sources on Canvas	<b>Conducting academic research</b> Kate Barron, CS Librarian Meet at Martin Luther King Library Room 217
<b>Day 12-13</b> 10/1-10/3	<b>Writing Skills Workshop #1</b>	<b>Academic integrity/plagiarism</b> <b>Introduction to IEEE formatting</b> <b>Due:</b> <ul style="list-style-type: none"> <li>• In-class practice: WE #2-IEEE formatting</li> <li>• Proposal 1<sup>st</sup> draft on Canvas for peer review (Sat. 10/6)</li> </ul>
<b>Day 14-15</b> 10/8-10/10	<b>Writing Skills Workshop #2</b> <b>Due:</b> <ul style="list-style-type: none"> <li>• WE #3 - Plagiarism assignment</li> <li>• Proposal 1<sup>st</sup> draft peer review completed</li> </ul>	<b>Giving oral technical presentations</b>

<b>Day 16-17</b> 10/15-10/17	<b>Oral presentation of Proposal- Part 1</b>  <b>Due:</b> Proposal 2 <sup>nd</sup> draft on Canvas for instructor review	<b>Oral presentation of Proposal- Part 2</b>  <b>Due:</b> WE #4- Reflection on oral presentation process on Canvas discussion board
<b>Day 18-19</b> 10/22-10/24	<b>Intro to literature review</b>	<b>Planning a literature review</b> <b>Due:</b> WE # 5; Summary of search strategy results (written in class)
<b>Day 20-21</b> 10/29-10/31	<b>Pre-writing a literature review</b> <b>Due:</b> Proposal final draft on Canvas	<b>Analyzing a literature review</b>
<b>Day 22-23</b> 11/5-11/7	<b>Intro to synthesizing literature</b>	<b>Practice in synthesizing literature</b> <b>Due:</b> <ul style="list-style-type: none"> <li>Literature review 1<sup>st</sup> draft on Canvas for peer review</li> </ul>
<b>Day 24-25</b> 11/12-11/14	<b>VETERANS' DAY HOLIDAY</b> NO CLASS  <b>Due:</b> Completed peer reviews on Canvas for Literature Review 1 <sup>st</sup> draft	<b>Planning &amp; delivering professional PowerPoint presentations</b>  <b>Writing an abstract</b>
<b>Day 26-27</b> 11/19-11/21	<b>Oral presentations of Literature Review</b> <b>Due:</b> Literature Review 2nd draft on Canvas	<b>THANKSGIVING HOLIDAY</b> Non-instruction day NO CLASS
<b>Day 28-29</b> 11/26-11/28	<b>Oral presentations of Literature Review</b> Individual conferencing	<b>Oral presentations of Literature Review</b> Individual conferencing
<b>Day 30-31</b> 12/3-12/5	<b>Oral presentations of Literature Review</b> Individual conferencing	<b>Oral presentations of Literature Review</b> Individual conferencing
<b>Day 32</b> 12/10	<b>Review for final exam in class</b> LAST DAY OF CLASS  <b>Due:</b> <ul style="list-style-type: none"> <li>Literature Review final draft on Canvas</li> <li>Final day to submit Proof of Attendance for Extra Credit activity</li> </ul>	<b>FINAL EXAM – December 12</b> 7:15 a.m. – 9:30 a.m. MacQuarrie Hall 223