Instructor:	Dr. Sharmin Khan
Office Location:	MacQuarrie Hall, Rm. 413, Monday/Wednesday Clark Hall, Rm. 406B, Tuesday/Thursday
Telephone:	408-924-1332 (Clark Hall)
Email:	Sharmin.khan@sjsu.edu Preferred mode of contact is via email
Office hours:	MW: 10:30-11:30 and by appointment (in MacQuarrie Hall 413) TTh: 12:00-1:00 and by appointment (in Clark Hall 406B)
Class Days/Time:	MW 9:00-10:15 am
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 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 Materials

(i) 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.

(ii) IEEE Editorial Style Manual: downloadable at
http://www.ieee.org/documents/style_manual.pdf

SJSU Computer Science Subject Librarian

Anamika Megwalu
Computer Science Subject Librarian
Email:Anamika.megwalu@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."

Assignments and Grading Policy

Assignments	Learning Outcomes	Points
1. Class participation		75
2. Writing correspondence (1000 words)	i, ii, iii	50
3. Writing résumés	i, ii, iii	50
4. Writing a proposal (1,500 words)	i, ii, iii, iv, vii, ix	200
Topic with sources (25 points)		
Proposal draft #1 (30 points)		
Proposal draft #2 (50 points)		
Proposal final draft (70 points)		
Peer review of draft #1(25 points)		
5. Writing project (4,000 words)	i, ii, iii, iv, v, vi, vii, viii, ix	350
Literature review draft #1 (50 points)		
Literature review draft #2 (75 points)		
Literature review draft #3 (100 points)		
Literature review final draft (100 points)		
Peer review of draft #1 (25 points)		
6. Oral presentations	i, x	75
Oral presentation #1 (25 points)		
Oral presentation #2 (50 points)		
7. Writing exercises	i, iii, iv, v	100
8. Final exam	i, iii, vii, ix	100
Total		**1000**
9. Extra credit		25

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. **Class participation** (75 points):
    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. 3 points will be deducted for each missed class participation, beyond 3 class sessions. Coming in late (after 9:15) will result in a student getting half credit for that session.

2. **Writing correspondence** (50 points):
    Students will practice writing a formal letter, using the established conventions and protocol of professional communication.

3. **Writing résumés** (50 points):
>   Students will prepare a current résumé highlighting their education, accomplishments and relevant job experience.

4. **Writing a proposal** (200)
>   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.

5. **Writing project** (350 points):
>   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 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.

6. **Oral presentations** (75 points):
>   There will be two graded oral presentations in this class:
>   The first (worth 25 points) will consist of presenting your project topic and fielding questions from your classmates.
>   The second (worth 50 points) will be presenting your findings regarding your writing project topic. This presentation should be formal and professionally conducted, and must include visual aids.

7. **Writing exercises** (100 points):
>   There will be a number of brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, formatting, etc. These will be completed primarily as homework.

8. **Final exam** (100 points):
>   There will be an open book final exam on editorial style and research skills on Monday, May 22 @ 7:15-9:30 at the officially scheduled time. More details will be handed out towards the end of the semester.

9. **Extra credit** (25 points):
>   Students can earn up to 25 extra bonus points (5 points per event) by either attending Writing Center workshops or certain professional talks announced via our Canvas class page. You must provide proof of attendance to the instructor no later than a week after the conclusion of the event. The extra credit will be added to the student's final grade total at the very end of the semester. Please check the Writing Center website for the workshop schedule: www.sjsu.edu/writingcenter

Grading Information

Grading breakdown

98%-100%=A+ 980-1000	94%-97%=A 940-979	90%-93%=A- 900-939	87%-89%=B+ 870-899	84%-86%=B 840-869
80%-83%=B- 800-839	77%-79%=C+ 770-799	74%-76%=C 740-769	70%-73%=C- 700-739	699 & 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 at http://www.sjsu.edu/senate/docs/F13-1.pdf for more details.

Late Work

Assignments turned in late will receive a lower grade. 5 points 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 or via Canvas. 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 one individual conference 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 this.
(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 check your phone, read unrelated materials, or do homework for another class.

(vii) I consider it a sign of extreme 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 try and refrain from such behavior.

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 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, 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.

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."

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, Technical Writing, Section 01, Spring 2017: Semester Schedule
Subject to change with fair notice at least one class period in advance
Students will be notified in class and via email should any changes occur

Dates	Monday	Wednesday
day 1-2 **1/30-2/1**	Introduction to the class	In-class writing sample
day 3-4 **2/6-2/8**	Writing correspondence: elements of a business letter	Peer review of letter Writing correspondence: professional memos & emails **Bring draft of letter for peer reviewing**
day 5-6 **2/13-2/15**	Writing résumés **Final draft of letter due**	Library visit Meet in MLK Library, Rm. 213
day 7-8 **2/20-2/22**	Characteristic features of technical discourse **Resume 1st draft due**	Writing effective sentences
day 9-10 **2/27-3/1**	Editorial styles & standards	Analysis of an academic paper Selecting a topic **Resume final draft due**
day 11-12 **3/6-3/8**	Writing a proposal	Writing a proposal **Proposal topic due with sources**
day 13-14 **3/13-3/15**	Academic integrity/plagiarism **Proposal 1st draft for peer reviewing**	How to do an oral presentation
day 15-16 **3/20-3/22**	Oral presentation #1 (proposal topic to be presented)	Oral presentation #1 (proposal topic to be presented) **Proposal 2nd draft due**
3/27-3/29	SPRING BREAK	SPRING BREAK
day 17-18 **4/3-4/5**	Writing a literature review (writing project)	Writing a literature review (writing project)
day 19-20 **4/10-4/12**	Analyzing a literature review Formatting papers: IEEE Editorial Style **Proposal final draft due**	Formatting papers: IEEE Editorial Style
day 21-22 **4/17-4/19**	Formatting papers: IEEE Editorial Style	Formatting papers: IEEE Editorial Style
day 23-24 **4/24-4/26**	Writing the abstract **Literature review 1st draft for peer reviewing**	Oral presentations
day 25-26 **5/1-5/3**	Oral presentations **Literature review 2nd draft due**	Oral presentations
day 27-28 **5/8-5/10**	Oral presentations	Oral presentations
day 29-30 **5/15**	Practice Finals in Class LAST DAY OF CLASS! **Literature review 3rd draft due**	
Mon. 5/22	**FINAL EXAM** **7:15-9:30 AM**	**Literature review final draft due 5/26** **Soft copy only in Canvas by 11:59 pm**