

**San José State University**  
**Department of Computer Science**  
**CS200W Graduate Technical Writing Section 02 - Fall 2018**

### Course and Contact Information

<b>Instructor:</b>	Debra Hunter
<b>Office Location/Hours:</b>	Clark Hall Room 408L MW Noon-1:00 pm; T/Th 10:30 am-ZA12:00 pm; and also by appointment
<b>Telephone:</b>	(408) 924-7090 (During Clark Hall office hours only)
<b>Email:</b>	<a href="mailto:debra.hunter@sjsu.edu">debra.hunter@sjsu.edu</a> <b>(BEST WAY TO REACH ME!)</b>
<b>Class Days/Time:</b>	T/Th 9:00 am - 10:15 am
<b>Classroom:</b>	MacQuarrie Hall Room 422
<b>Prerequisites:</b>	Graduate Student Standing
<b>GE/SJSU Studies Category:</b>	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 the class.**

### Required Materials

**Course Reader:** Available at Maple Press, 330 S. 10th St. (Across from Campus Village B). Please note that Maple Press accepts cash or checks only - no credit cards. **THIS TEXT IS REQUIRED!**

### Technology Requirements

Some assignments will be submitted online to an electronic drop box on our course management system, Canvas, while others will be submitted in class as a printed document. You will need to have access to the following items: a working laptop/tablet, Microsoft Word or a compatible word processing program, reliable internet access, and a printer. **Please note that technology issues will not be accepted as an excuse for late work!** If you have problems with Canvas, you can visit the IT Service Desk page at <http://its.sjsu.edu/support/index.html> or telephone the SJSU IT Help Desk at (408) 924-1530.

Microsoft Word is available at NO CHARGE to SJSU students: find out how to download the program here: <http://its.sjsu.edu/services/software/microsoft-students/index.html>. I also suggest that all CS200W students download and use the free Grammarly grammar checker app found here: [www.grammarly.com](http://www.grammarly.com)

If you do not have your own printer, you can print documents on the SJSU campus at these places::

- The Computer Science Club classroom MH227 (opens at 9:00 am M-F)
- The AS Print Center in the Student Union (open M-Th 8 - 6 and F 8-4)
- The MLK Library (printing is available on several floors - ask a librarian for help)

There is a small cost associated with the utilization of any of these printing resources.

## Canvas Website

Go to <http://www.sjsu.edu/ecampus/students/> to begin your Canvas login. Assignments submitted to Canvas are typically due on Sundays at 11:59 pm, and must be submitted as a .doc, .docx, or .pdf file. You are responsible for submitting the correct file to the assignment drop box; all assignments will be graded as submitted. Note that when the Canvas drop box closes at 11:59 pm, that means **11:59:00**. For that reason, it is not a good idea to wait to submit an assignment immediately before a drop box closes!

To receive important course announcements in a timely manner, I suggest that you adjust your 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. You may also use this procedure to have Canvas notify you of approaching assignment due dates.

For Canvas help, go here: [http://www.sjsu.edu/ecampus/teaching-tools/canvas/student\\_resources/index.html](http://www.sjsu.edu/ecampus/teaching-tools/canvas/student_resources/index.html) or call eCampus at (408) 924-2337.

## Library Liaison

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

## CS200W Learning Outcomes

### 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.

### 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
Participation (points awarded at the end of the semester)	75	--	1-5	1-10
Resume	50	250	1,3	1-3
Cover Letter	50	750	1,3	1-3
Research/project proposal - Part I: Topic	25		1-5	1-4,7,9
Research/project proposal - Part II: Proposal Draft #1	25			
Research/project proposal - Peer Review of Draft #1	25			
Research/project proposal - Part II: Proposal Draft #2	75			
Research/project proposal - Part II: 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	
Writing Exercises	100		1-2, 5	1,3,4,5
Final Exam	100			1,3,7,9
Extra Credit	(25)	(500)		
<b>Total</b>	<b>1000</b>	<b>6500</b>		

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

**Class participation:** University policy prevents your instructors from grading you on attendance, but you will be graded on class participation, which will be required during every class session. This participation may take the form of group/pair work, discussions, or in-class exercises. To get participation points, you must be actively engaged and not just physically present in the classroom.

**Job-related correspondence:** You will prepare a current résumé highlighting your education, accomplishments and relevant job experience, and will also practice writing job application materials (e.g. a cover letter or email) using the established conventions and protocol of professional communication.

**Project proposal:** At the beginning of the semester, you will select a topic of interest 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: in Part I, you will write a one-page description of your topic and in Part II, you will write the full project proposal.

**Literature review:** Using the topic you selected for your proposal, you will write a literature review of scholarly sources (books, peer reviewed journal articles, refereed professional 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.

**Oral presentations:** There will be two graded oral presentations in this class:

- In the first (worth 25 points) you will present your project proposal and answer questions from your classmates. These presentations will be given in a small group setting.
- During the second (worth 50 points) you will present the findings of your literature review. This presentation will be formal and professionally conducted and will be presented to the class via a PowerPoint slide show.

**Writing exercises:** You will complete brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, and formatting.

**Final exam:** There will be an open book final exam on editorial style and research skills on the officially scheduled final exam date/time. More details on the final exam will be given towards the end of the semester.

**Extra credit:** You can earn up to 25 extra credit points (5 points per event) by attending a tutoring session at the SJSU Writing Center and working on one of your CS200W writing assignments. Please ask your writing tutor to send me an email to provide proof of your session. You may also earn extra credit by attending a university-sponsored presentation in your area of study and submitting a one-page, double-spaced (at least 250 words) summary of the event; please also include a photo of yourself attending the event to establish your attendance.

## 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 an associated grading rubric. Here are some important 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. 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:** You can expect that I will grade your assignments within a week after they are submitted. On occasion grading may be delayed if my grading load is unusually heavy; however, in no case will the delay between submission and grading of the assignment be 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 your grade, nor will your grade be rounded up. All requests to change your grade after the course has ended and all work has been completed and graded will be ignored.

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

980+ pts = A+	940 - 979 pts = A	900-939 pts = A-	870-899 pts = B+	840 - 869 pts = B	800-839 pts = B-
770-799 pts = C+	740-769 pts = C	700-739 pts = C-	670-699 pts = D+	640-669 pts = D	600-639 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>)

## Late Policy

**For assignments submitted to Canvas:** Assignments submitted to a Canvas drop box are typically due on Sundays at 11:59 pm. I allow a 12-hour grace period after the submission deadline to accommodate any last-minute technical issues or emergencies; you may submit assignments during this grace period with no penalty, although they 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 you will be unable to submit your work.

**For assignments that are submitted in class:** Typically, these assignments take the form of worksheets that are completed during group work or printed copies of your work for peer review that will be conducted during the class period. or oral presentations for which a specific date and time has been reserved for you. 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.

You can see a list of assignments and the days/times they are due on the course Canvas Home page. You'll also see a list of assignments and their due dates/times on the last pages of this syllabus.

## Cheating and Plagiarism

Your assignments will be automatically submitted to Turnitin.com to check for matches against a database of written work, including previous student work, to assesses possible plagiarism. Check your Turnitin originality score and, if the score is high, revise the work and resubmit it before the deadline. Please note that **I have ZERO tolerance for plagiarism**; if you commit it, you will receive a score of zero on the assignment and I will file a report with the Office of Student Conduct.

## 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 conferencing with the instructor as well as frequent peer review sessions during class times or via Canvas. You will be expected to revise your writing several times and should be prepared to write multiple drafts of your assignments. You will also be expected to respond to other students' work and provide them meaningful feedback.

## Individual Conferences

You are strongly encouraged to schedule at least one individual, in-person conference with me during the semester during my office hours or via appointment.

## Classroom Protocol/Policies

- Arrive to class on time. Late entrances and early exits are highly distracting to your fellow students and to me. Students who arrive late to class WILL NOT receive participation points for that day's activities, as I determine who should be awarded participation points by taking roll at the beginning of class (it is assumed that if you are in class, you will participate in that day's activities).
- Absence from class may not be used as an excuse for failing to submit assignments on time.
- If you know that you will be absent on a certain day, then, as a courtesy, please email me.
- 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 in these cases.
- I reserve the right to make changes to assignments and the course schedule but will always notify you of this at least 48 hours in advance.
- Courtesy and respect towards your fellow students and towards me is 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 students open up a laptop and spend a good part of the class time staring at the screen and surfing the web. As a courtesy to everyone present, please refrain from such behavior.
- It is important to me that all students feel welcome and comfortable in my classroom. If you have a problem with the classroom environment, or the behavior of one of your classmates, please speak to me privately about the issue so that it may be resolved.

## **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**

From the SJSU Writing Center website:

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). For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

**I encourage you to use the tutoring services on campus if you feel that you need additional support with Academic English; also, I may expressly recommend that you do so. However, all work is expected to be your own. If I have reason to believe otherwise, then I may ask you to provide additional evidence that the work is original.**

## **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 Fall 2018

In-class, printed assignments and readings are **due at the beginning of class time (9:00 am) on the indicated due date**. Assignments submitted to **Canvas** are due at **11:59 pm on the indicated due date**. *This schedule is subject to change with fair notice.*

### Course Schedule

Week	Date	Topic	Assignment/Reading Due
1	8/21/18	Introduction to CS200W	
	8/23/18	SJSU Career Center Speaker	<ul style="list-style-type: none"> <li>• <b>Assignment Due:</b> Bring printed copy of your resume to class</li> </ul>
2	8/28/18	Writing resumes	
	8/30/18	Peer review of resume/Writing electronic cover letters/business correspondence	<ul style="list-style-type: none"> <li>• <b>Assignment Due:</b> Bring <b>printed 1st draft</b> of resume to class today for peer and instructor review</li> </ul>
3	9/4/18	Cross-cultural communication issues	<ul style="list-style-type: none"> <li>• <b>Assignment Due:</b> Writing Exercise #1 (completed in class)</li> </ul>
	9/6/18	Peer review of cover letter/Introduction to presentations	<ul style="list-style-type: none"> <li>• <b>Assignment Due:</b> Bring <b>printed 1<sup>st</sup> draft</b> of cover letter/business letter to class today for peer and instructor review</li> <li>• <b>Assignment Due:</b> Resume final draft <b>SUBMITTED TO CANVAS</b> by <b>Sunday, 9/9/18 at 11:59pm</b></li> </ul>
4	9/11/18	Reading and analyzing a technical document	<ul style="list-style-type: none"> <li>• <b>Assignment Due:</b> Writing Exercise #2 (completed in class)</li> </ul>
	9/13/18	Conducting academic research Meet at Martin Luther King Library Room 217	<ul style="list-style-type: none"> <li>• <b>Assignment Due:</b> Cover letter/business correspondence final draft <b>SUBMITTED TO CANVAS</b> by <b>Sunday 9/16/18 at 11:59 pm</b></li> </ul>
5	9/18/18	Writing a proposal - preparing the proposal document	
	9/20/18	Writing workshop – introduction to IEEE formatting (references)	<ul style="list-style-type: none"> <li>• <b>Assignment Due:</b> Proposal - Topic &amp; Sources <b>SUBMITTED TO CANVAS</b> on <b>Sunday, 9/23/18 by 11:59 pm</b></li> </ul>

Week	Date	Topic	Assignment/Reading Due
6	9/25/18	Writing workshop – IEEE formatting (general formatting)	• <b>Assignment Due:</b> Writing Exercise #3 <b>SUBMITTED TO CANVAS</b> tonight by <b>11:59 pm</b>
	9/27/18	Academic integrity and plagiarism/paraphrasing	• <b>Assignment Due:</b> Writing Exercise #4 <b>SUBMITTED TO CANVAS</b> on <b>Sunday, 9/30/18</b> by <b>11:59 pm</b>
7	10/2/18	Peer review of proposal	• <b>Assignment Due:</b> Bring <b>printed 1<sup>st</sup> draft</b> of Project Proposal to class today for peer and instructor review
	10/4/18	How to do an oral presentation/Oral Presentation Practice	
8	10/9/18	Oral presentation of proposal – Part I	
	10/11/18	Oral presentation of proposal – Part II	• <b>Assignment Due:</b> Proposal 2 <sup>nd</sup> draft <b>SUBMITTED TO CANVAS</b> on <b>Sunday, 10/14/18</b> by <b>11:59 pm</b>
9	10/16/18	Writing a literature review Part I - Introduction	
	10/18/18	Writing a literature review Part II – Organizing your research	
10	10/23/18	Writing a literature review Part III – Synthesizing literature	
	10/25/18	Writing a literature review Part IV – Editing for style and mechanics	• <b>Assignment Due:</b> Writing Exercise #5 (completed in class) • <b>Assignment Due:</b> Proposal final draft <b>SUBMITTED TO CANVAS</b> on <b>Sunday 10/28/18</b> by <b>11:59 pm</b>
11	10/30/18	Writing a literature review Part V – Writing an abstract/IEEE formatting review	

Week	Date	Topic	Assignment/Reading Due
	11/1/18	Planning and delivering professional presentations using PowerPoint	
12	11/6/18	Peer review of literature review	• <b>Assignment Due:</b> Bring <b>printed 1<sup>st</sup> draft</b> of Literature Review to class today for peer and instructor review
	11/8/18	Oral Presentations of Literature Review	• <b>Assignment Due:</b> 11/8 Presenter upload of presentation <b>SUBMITTED TO CANVAS</b> by <b>8:00 am</b>
13	11/13/18	Oral Presentations of Literature Review	• <b>Assignment Due:</b> 11/13 Presenter upload of presentation <b>SUBMITTED TO CANVAS</b> by <b>8:00 am</b>
	11/15/18	Oral Presentations of Literature Review	• <b>Assignment Due:</b> 11/15 Presenter upload of presentation <b>SUBMITTED TO CANVAS</b> by <b>8:00 am</b> • <b>Assignment Due:</b> Literature Review 2 <sup>nd</sup> draft <b>SUBMITTED TO CANVAS</b> on <b>Sunday 11/18/18</b> by <b>11:59 pm</b>
14	11/20/18	Individual Conferences on Literature Review	
	11/22/18	No Class - Thanksgiving Break	
15	11/27/18	Oral Presentations of Literature Review	• <b>Assignment Due:</b> 11/27 Presenter upload of presentation <b>SUBMITTED TO CANVAS</b> by <b>8:00 am</b>
	11/29/18	Oral Presentations of Literature Review	• <b>Assignment Due:</b> 11/29 Presenter upload of presentation <b>SUBMITTED TO CANVAS</b> by <b>8:00 am</b>
16	12/4/18	Oral Presentations of Literature Review	• <b>Assignment Due:</b> 12/4 Presenter upload of presentation <b>SUBMITTED TO CANVAS</b> by <b>8:00 am</b>
	12/6/18	Practice Final Exam LAST DAY OF CLASS	• <b>Assignment Due:</b> Literature review final draft <b>SUBMITTED TO CANVAS</b> tonight by <b>11:59 pm</b>
	<b>Final Exam</b>		<b>Thursday, December 13<sup>th</sup> 7:15 am - 9:30 am - MacQuarrie Hall Room 422</b>

