

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

Course and Contact Information

Instructor:	Debra Hunter
Office Location/Hours:	Clark Hall Room 408L T/Th 10:30 am - 12:00 pm and also by appointment
Telephone:	(408) 924-7090 (During Clark Hall office hours only)
Email:	debra.hunter@sjsu.edu (BEST WAY TO REACH ME!)
Class Days/Time:	T/Th 9:00 am - 10:15 am
Classroom:	MacQuarrie Hall Room 222
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. CS 200W satisfies the university's Graduate Writing Assessment Requirement (GWAR). **Please be aware that you must earn a final grade of "B" or higher to get credit for the class.**

Required Materials

- **Course Reader:** Available at Maple Press, 330 S. 10th St. Phone: (408) 297-1000. Please note that Maple Press accepts cash or checks only - no credit cards.
- **IEEE Editorial Style Manual:** Print copy is in the Course Reader, or see an electronic copy at http://www.ieee.org/documents/style_manual.pdf

Technology Requirements

This course is offered through a lecture/workshop format; some assignments will be submitted online to the course Canvas website and some will be submitted in class as a printed document. For that reason, you will need to have reliable access to a working computer, the internet, a printer, and you will need back-ups for these resources. **Please be aware that technology issues will not be accepted as an excuse for late work!** If you are experiencing technology issues on campus 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.

Library Liaison

To obtain help with library research you will be conducting for this class, please contact the SJSU Computer Science Subject Librarian Anamika Megwalu at anamika.megwalu@sjsu.edu or 408/808-2089.

CS200W Learning Outcomes

GE - Written Communication Learning Outcomes (GELOs):

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

1. **Produce** discipline-specific written work that demonstrates upper-division proficiency in:
 - language use
 - grammar
 - 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):

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:

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	75	--	1-5	1-10
Job Correspondence (Cover Letter)	50	750	1,3	1-3
Resume	50	250	1,3	1-3
Research/project proposal - Topic	25		1-5	1-4,7,9
Research/project proposal - Draft #1	30			
Research/project proposal - Peer Review of Draft #1	25			
Research/project proposal - Draft #2	50			
Research/project proposal - Final Draft	70	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	100	4000		
Oral Presentation #1	25		2	1, 10
Oral Presentation #2	50		2	
Writing Exercises	150		1-2, 5	1,3,4,5
Final Exam	100			1,3,7,9
Extra Credit	(25)	(500)		
Total		6500		

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.

Description of Course Assignments

Class participation: 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.

Writing correspondence: Students will practice writing job application materials (e.g. cover letter, email, online portfolio) using the established conventions and protocol of professional communication.

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

Writing a proposal: 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.

Writing project: 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.

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

- The first (worth 25 points) will consist of presenting your project proposal and answering questions from your classmates.
- The second (worth 50 points) will be presenting your literature review regarding your writing project topic. This presentation should be formal and professionally conducted, and must include visual aids.

Writing exercises: 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.

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 will be handed out towards the end of the semester.

Extra credit: Students can earn up to 25 extra credit points (5 points per event) by either attending Writing Center workshops or professional technical talks in the student’s field of study, and then writing a one-page (at least 100 words) summary of the event in their writing journal.

SJSU Credit Hour Requirement Policy

Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 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.

Grading Information

My goal is to make the grading process as clear to you as possible. Assignments and exams contain information on how they will be graded; you'll find this in the assignment or exam instructions, or in the 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-

More guidelines on grading information and class attendance can be found from 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

- Assignments will be accepted up to 48 hours late. **A penalty of 20%** will be assessed for assignments that are less than 24 hours late; **a penalty of 50%** will be assessed for assignments that are submitted more than 24 but less than 48 hours late. What this means is, if you submit a 25-point assignment 12 hours late, 5 points will be subtracted from your final score (.20 x 25). If the same assignment is submitted 30 hours late, 12.5 points will be subtracted from your final score.
- **No assignments will be accepted more than 48 hours after the due date/time.**
- This late policy **DOES NOT APPLY** to oral presentations and your final exam. These must be completed on the specified date/time.

Cheating and Plagiarism

Your assignments will be automatically submitted to Turnitin.com to check for matches against a database of written work, including 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 do 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. 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.

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.

Canvas Website Component of the Class

Most writing assignment final drafts will be submitted on Canvas by 11:59 p.m. of the date they are due. Go to <http://www.sjsu.edu/ecampus/students/> to begin your Canvas login. Your assignments 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. For Canvas help, go here: http://www.sjsu.edu/ecampus/teaching-tools/canvas/student_resources/index.html or call eCampus at (408) 924-2337.

Classroom Protocol/Policies

- Please arrive to class on time. Late entrances and early exits are highly distracting to both your fellow students and the instructor.
- 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.
- Instructor reserves the right to make minor changes to assignments and schedule provided students are notified at least one class meeting in advance.
- 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.

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. 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/>

Course Schedule - CS200W Section 02 Spring 2018

In-class, printed assignments/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 via Canvas announcements.*

Course Schedule

Week	Date	Topic	Assignment/Reading Due
1	1/25/18	Introduction to CS200W	<ul style="list-style-type: none"> • Bring copy of course syllabus (printed or electronic) to class.
2	1/30/18	In-class writing exercise	<ul style="list-style-type: none"> • Read Purdue Owl <i>Writing the Basic Business Letter</i> (on Canvas) • Bring printed copy of job advertisement to class.
	2/1/18	Writing correspondence: the elements of a cover letter	<ul style="list-style-type: none"> • Read: J. Paradis and M. Zimmerman <i>CVs, Résumés, and Job Correspondence</i> (in reader) and A. Doyle <i>How to Write a Successful Cover Letter</i> (on Canvas)
3	2/6/18	Peer review of cover letter/Writing professional emails	<ul style="list-style-type: none"> • Bring revised and printed typed draft of cover letter to class for peer review.
	2/8/18	Writing Resumes (CVs)	<ul style="list-style-type: none"> • Read: <i>How to build a résumé in 7 easy steps</i> (on Canvas) • Final draft of cover letter SUBMITTED TO CANVAS by 11:59 pm.
4	2/13/18	Features of technical discourse	<ul style="list-style-type: none"> • Read: M. Markel <i>Introduction to Technical Communication</i> (in reader) • Résumé 1st draft SUBMITTED TO CANVAS by 11:59 pm.
	2/15/18	Writing a proposal (Part I)	
5	2/20/18	Writing a proposal (Part II)	<ul style="list-style-type: none"> • Résumé final draft SUBMITTED TO CANVAS by 11:59 pm
	2/22/18	Conducting academic research Meet at Martin Luther King Library, Room 213	<ul style="list-style-type: none"> • Writing Exercise #1 SUBMITTED TO CANVAS by 11:59 pm

Week	Date	Topic	Assignment/Reading Due
6	2/27/18	Analysis of an academic paper Cross-cultural issues in writing	• Proposal topic & sources SUBMITTED TO CANVAS by 11:59 pm
	3/1/18	Writing Workshop	• Writing exercise #2 SUBMITTED TO CANVAS BY 11:59 pm
7	3/6/18	Editorial styles and standards	• Proposal 1 st draft SUBMITTED TO CANVAS by 11:59 pm
	3/8/18	Academic integrity and plagiarism	• Writing exercise #3 SUBMITTED TO CANVAS by 11:59 pm
8	3/13/18	How to do an oral presentation	• Read: Scitable.com <i>Effective Oral Presentations</i> (on Canvas) • Peer review of proposal 1 st draft COMPLETED ON CANVAS by 11:59 pm
	3/15/18	Oral presentations	• Writing exercise #4 SUBMITTED TO CANVAS by 11:59 pm
9	3/20/18	Oral presentations	• Proposal 2 nd draft SUBMITTED TO CANVAS by 11:59 pm
	3/22/18	Oral presentations/Proposals/IEEE Referencing	• Writing exercise #5 COMPLETED IN CLASS TODAY
10	3/27/18	Spring Break - No class	
	3/29/18	Spring Break - No class	• Proposal final draft SUBMITTED TO CANVAS by 11:59 pm
11	4/3/18	Writing a literature review Part I	• Read: A. Kofod-Petersen <i>How to do a Structured Literature Review in Computer Science</i> (in reader) and M. Harvey <i>What is a Literature Review?</i> (on Canvas)
	4/5/18	Analyzing a literature review	
	4/10/18	Writing a literature review	

Week	Date	Topic	Assignment/Reading Due
12		Part II	
	4/12/18	Formatting papers: IEEE Editorial Style	• Literature review 1 st draft SUBMITTED TO CANVAS by 11:59 pm
13	4/17/18	Writing an abstract	• Read: L. Carroll <i>How to Write an Abstract</i> and CS200W <i>All About Abstracts</i> (on Canvas)
	4/19/18	Planning and delivering professional presentations	• Literature review 1 st draft peer review COMPLETED ON CANVAS by 11:59 pm
14	4/24/18	Oral Presentations of Literature Review	
	4/26/18	Oral Presentations of Literature Review	• Literature review 2 nd draft SUBMITTED TO CANVAS by 9:00 am
15	5/1/18	Oral Presentations of Literature Review	
	5/3/18	Oral Presentations of Literature Review	
16	5/8/18	Oral Presentations of Literature Review	
	5/10/18	Practice Final Exam LAST DAY OF CLASS	• Literature review final draft HARD COPY TO INSTRUCTOR in class And SUBMITTED TO CANVAS by 11:59 pm
	Final Exam		Wednesday, May 16th 7:15 am - 9:30 am MacQuarrie Hall Room 222