

**San José State University**  
**Department of Computer Science**  
**CS200W Graduate Technical Writing Sections 01 & 03 – Spring 2020**

**Course and Contact Information**

<b>Instructor:</b>	Debra Hunter
<b>Office Location/Hours:</b>	Clark Hall Room 408L T/Th 1:00-3:00 and 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 (S01) and T/Th 10:30 am – 11:45 am (S03)
<b>Classroom:</b>	Duncan Hall 450
<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 this course and must maintain a 3.0 or higher cumulative GPA in order to complete your program.*

**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**

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://www.sjsu.edu/it/services/collaboration/software/instructions/index.html> I also suggest that you 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)
- Printing kiosks are located throughout campus (there is one outside of the CS Department office)

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

## Canvas Website

You will find course information on Canvas including the course syllabus, useful links, assignment instructions and assignment drop boxes. Go to <https://one.sjsu.edu/> to begin your Canvas login.

To receive course announcements in a timely manner, please be sure that your Canvas account is linked to the email that you check most often. I will send all emails to you through Canvas.

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 a

## 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
Quizzes (10@10 points each)	100	—	1-5	1-10
Resume (First draft 25 pts./Final draft 25 pts.)	50	250	1,3	1-3
Cover Letter (First draft 25 pts./Final draft 25 pts.)	50	750	1,3	1-3
Research Project Proposal			1-5	1-4,7,9
Topic	50			
First Draft (Peer review 25 pts./First draft 50 pts.)	75			
Final Draft	100	1500		
Literature Review				
First Draft (Peer review 25 pts./First draft 75 pts.)	100		1-5	1-9
Second Draft	125			
Final Draft	200			
Oral Presentation of Proposal Project	25		2	1, 10
Oral Presentation of Literature Review	50		2	
Writing Exercises (5@15 points each)	75		1-2, 5	1,3,4,5
<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

**Quizzes (100 pts.):** On random days throughout the semester, you will be given a short 'pop' quiz featuring questions on topics discussed during the prior class session or in any assigned readings. The quizzes will be distributed **once** at the beginning of class and will be worth 10 points each. If you are not in class when the quiz is distributed you forego any points available; quizzes cannot be made up. There will be eleven quizzes offered and your lowest quiz score will be dropped.

**Job-related correspondence (100 pts.):** 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 (225 pts.):** You will select a research topic of interest and 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: first, you will write a one-page description of your topic and then you will write the full project proposal. You will submit one draft of the topic document and two drafts of the proposal.

**Literature review (425 pts.):** 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. You will submit three drafts of the literature review.

**Oral presentations (75 pts.):** 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 in a TED-type, 3-minute long presentation that uses a maximum of three PowerPoint slides.

**Writing exercises (75 pts.):** You will complete brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, and formatting.

**Extra credit:** You can earn extra credit points on the final drafts of your proposal and the second and final drafts of your literature review if you work with a University writing tutor to polish the draft. **In order to receive the credit you must attend a full tutoring session (at least 30 minutes in length) and work on the associated assignment before its due date/time.** See the individual assignments for more information on this.

## 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 the associated grading rubric. Here are some 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 points possible.

**Grading turnaround:** My goal is to return your assignments to you as soon as possible after you submit them, and you can expect that I will grade your assignments within two weeks after they are submitted, although in most cases they will be returned to you sooner.

**Final course grade:** Your final course grade will be the grade that is shown on Canvas after the final assignment of the semester 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.

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 Assignments

You will turn in two kinds of assignments in CS200W: in-class assignments and Canvas assignments. In-class assignments (printed first drafts of writing assignments and presentations) are turned in at the beginning of class on the date that they are due.

Canvas assignments (writing exercises and second and final drafts of writing assignments) are uploaded to the associated Canvas dropbox in .pdf, .doc, or .docx form by the specified due date/time, which is typically Sunday at 11:59 pm. You are responsible for submitting the correct file to the assignment drop box and **all assignments will be graded as submitted**. Note that when the Canvas drop box closes at 11:59 pm, that means **11:59:00**. Do not wait to submit an assignment immediately before a drop box closes!

I do not accept late assignments, with one exception: each CS200W student has a single-use, virtual late pass that can be used to extend the deadline of one Canvas-based assignment by 48 hours. Note that **you cannot use this late pass** to extend the due date of any assignments that are submitted in class (like first drafts of assignments for peer review, or presentations). You also cannot use the late pass for the final assignment of the semester. To use your late pass, notify me via email which assignment deadline you would like to extend and I will adjust the due date for you. Once your late pass has been used, any subsequent late submissions will receive a grade of zero.

## 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 (greater than 10%) 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 get a lot of hands-on practice with academic writing and speaking. You will participate in regular in-class group exercises as well as peer review sessions. A major focus is on the writing process; thus, you will write and revise multiple drafts of your assignments.

## Individual Conferences

You must participate in one individual, in-person conference with me during the semester, but I encourage you to take advantage of my office hours at any time if you need extra help on a course assignment.

## Classroom Protocol/Policies

- Arrive to class on time. Late entrances and early exits are highly distracting to classmates and to me. Students who arrive late to class WILL NOT be able to take that day's quiz, if one is offered. If you are late on a presentation day, you will forego the peer review points for that day; this is to discourage late arrivals, which are extremely disruptive to student presenters.
- 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.
- 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. Unless we are working on an in-class assignment or activity, your laptop should be in your backpack or if it is on the desk, it should be closed.
- 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/Peer Connections**

I believe that all student writers benefit from working with a writing tutor. I particularly encourage you to use the tutoring services on campus if you find Academic English challenging, or if you feel that you need additional support with your writing assignments. For certain assignments, you will earn extra credit for attending a tutoring session. On our campus, you can find writing help at the SJSU Writing Center and at Peer Connections.

The Writing Center, located on the second floor of the King Library, offers one-on-one tutoring services and workshops on a variety of writing topics. For more information, visit the Writing Center website: [www.sjsu.edu/writingcenter](http://www.sjsu.edu/writingcenter).

Note that the services provided by the Writing Center are free to all SJSU students.

## **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 01/03 Spring 2020

In-class, printed assignments and readings are **due at the beginning of class time (9:00 am or 10:30 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	1/23/20 Thursday	Introduction to CS200W	<b>Assignment Due:</b> Quiz #1 (in class – bring your laptop). Purchase course reader over the weekend
2	1/28/20 Tuesday	Introduction to business correspondence (keywords and resumes)	<b>Assignment Due:</b> Bring a printed copy of a job posting to class
	1/30/20 Thursday	SJSU Career Center Speaker - Kelly Masegian	<b>Assignment Due:</b> Bring a printed copy of your resume to class.
3	2/4/20 Tuesday	Peer review of resume	<b>Assignment Due:</b> Bring <b>printed 1st draft</b> of your revised resume to class today for peer and instructor review
	2/6/20 Thursday	Writing electronic cover letters/business correspondence	<b>Assignment Due:</b> Resume final draft <b>SUBMIT TO CANVAS</b> by <b>Sunday, 9/8/19 at 11:59 pm</b>
4	2/11/20 Tuesday	Peer review of cover letter	<b>Assignment Due:</b> Bring <b>printed 1<sup>st</sup> draft</b> of cover letter to class today for peer and instructor review
	2/13/20 Thursday	Avoiding the 'Grammar Bad Guys' and editing for clarity/conciseness	<b>Assignment Due:</b> Writing Exercise #1 (completed in class)  <b>Assignment Due:</b> Cover letter final draft <b>SUBMIT TO CANVAS</b> by <b>Sunday 9/15/19 at 11:59 pm</b>
5	2/18/20 Tuesday	Conducting academic research Meet at Martin Luther King Library	
	2/20/20 Thursday	Writing a proposal - preparing the proposal document	<b>Assignment Due:</b> Proposal - Topic & Sources <b>SUBMIT TO CANVAS</b> on <b>Sunday, 9/22/19 by 11:59 pm</b>
6	2/25/20 Tuesday	Writing workshop – introduction to IEEE formatting (references)	
	2/27/20 Thursday	Writing workshop – IEEE formatting (general formatting)	<b>Assignment Due:</b> Writing Exercise #2 IEEE Formatting (completed in class) <b>SUBMIT TO CANVAS</b> on <b>Sunday, 9/29/19 by 11:59 pm</b>
7	3/3/20 Tuesday	Academic integrity/plagiarism/paraphrasing	<b>Assignment Due:</b> Writing Exercise #3 - Paraphrasing <b>COMPLETED IN CLASS</b>
	3/5/20 Thursday	<b>Peer review of proposal</b>	<b>Assignment Due:</b> Bring <b>printed 1<sup>st</sup> draft</b> of Project Proposal to class today for peer and instructor review
8	3/10/20 Tuesday	How to do an oral presentation/Oral Presentation Practice	

Week	Date	Topic	Assignment/Reading Due
	<b>3/12/20 Thursday</b>	Oral presentation of proposal (small group presentations)	<b>Assignment Due:</b> Writing Exercise #4 Reflection on Presentation <b>SUBMIT TO CANVAS</b> on <b>Sunday, 10/20/19</b> by <b>11:59 pm</b>
<b>9</b>	<b>3/17/20 Tuesday</b>	Writing the literature review – Introduction to the project/Analyzing a Lit Review	<b>Assignment Due:</b> Writing Exercise #5 Analyzing a Lit Review (completed in class) <b>SUBMIT TO CANVAS</b> on <b>Sunday, 10/27/19 at 11:59 pm</b>
	<b>3/19/20 Thursday</b>	Writing the literature review – Organizing Literature	<b>Assignment Due:</b> Proposal final draft <b>SUBMIT TO CANVAS</b> on <b>Sunday, 10/20/19</b> by <b>11:59 pm</b>
<b>10</b>	<b>3/24/20 Tuesday</b>	Writing the literature review – Synthesizing Literature	
	<b>3/26/20 Tuesday</b>	Writing the literature review – Synthesizing Literature/Introducing the Lit Review	
<b>11</b>	<b>3/31/20 and 4/2/20 Tues/Thurs</b>	Spring Break – no class	
<b>12</b>	<b>4/7/20 Tuesday</b>	Peer review of literature review (introduction, literature review and references)	<b>Assignment Due:</b> Bring <b>printed 1<sup>st</sup> draft</b> of the introduction, review, and references page of your Literature Review to class today for peer and instructor review
	<b>4/9/20 Thursday</b>	Workshop: Presenting the lit review	
<b>13</b>	<b>4/14/20 Tuesday</b>	Writing a literature review – illustrating a lit review/IEEE formatting review	
	<b>4/16/20 Thursday</b>	Writing a literature review – writing abstracts	
<b>14</b>	<b>4/21/20 Tuesday</b>	Individual conference day - No class meeting	
	<b>4/23/20 Thursday</b>	Individual conference day – No class meeting	<b>Assignment Due:</b> Literature review 2 <sup>nd</sup> draft <b>SUBMIT TO CANVAS</b> on <b>Sunday 4/26/20</b> by <b>11:59 pm</b>
<b>15</b>	<b>4/28/20 Tuesday</b>	Workshop: Giving a TED talk	
	<b>4/30/20 Thursday</b>	Preparing professional Power Point Presentations	
<b>16</b>	<b>5/5/20 Tuesday</b>	TED talks	<b>Assignment Due:</b> 5/5 Presenter upload of presentation <b>SUBMIT TO CANVAS</b> by <b>Monday 5/4/20</b> by <b>11:59 pm</b>
	<b>5/7/20 Thursday</b>	TED talks	<b>Assignment Due:</b> 5/7 Presenter upload of presentation <b>SUBMIT TO CANVAS</b> by <b>Wednesday 5/6/20</b> at <b>11:59 pm</b>  <b>Assignment Due:</b> Literature review final draft <b>SUBMIT TO CANVAS</b> on <b>Sunday 5/10/20</b> by <b>11:59 pm</b>