

# Technical Writing Workshop CS 100W

Fall 2026 Section 07 In Person 3 Unit(s) 08/19/2026 to 12/07/2026 Modified 08/14/2026

## ☒ Contact Information

Dr. Gregory Tomlinson

gregory.tomlinson@sjsu.edu

DMH 217

Office Hours: Tuesdays and Thursdays, 1-2 pm or by appointment (in person or Zoom)

## ☒ Course Information

This class will meet in-person on Tuesdays and Thursdays from 11 am -1:00 pm in Boccardo Business Center (BBC) 123.

## ☒ Course Description and Requisites

Advanced writing through preparation of technical reports and presentations. Improving skills for writing subject-related reports, project proposals and personal resumes through practice and evaluation. Course assignments will be related to issues concerning careers in computer science.

*Satisfies Writing in the Disciplines (WID).*

**Prerequisite(s):** A3 or equivalent second semester composition course (with a grade of C- or better); completion of core GE; and upper division standing. Or Graduate or Postbaccalaureate level. Allowed Declared Majors: Computer Science, Data Science, Computer Science and Linguistics, or Mathematics.

**Grading:** Letter Graded

**Note(s):** Must be passed with C or better to satisfy the CSU Graduation Writing Assessment Requirement (GWAR).

## ☒ Classroom Protocols

- I reserve the right to make changes to assignments and the course schedule but usually notify you of this at least 48 hours in advance.

- Courtesy and respect towards your fellow students and towards me are expected at all times.
- 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.

# Plagiarism and Cheating

I place a high value on the honest pursuit of knowledge and have zero tolerance for plagiarism and cheating. Submitting an assignment that contains the work of another person without giving them credit is a violation of the SJSU policy on cheating and plagiarism, which reads as follows:

Your own commitment to learning, as evidenced by your enrollment at San José State University and the [University's Academic Integrity Policy \(Academic Senate Policy S07-2 \(https://www.sjsu.edu/studentconduct/docs/SJSU-Academic-Integrity-Policy-F15-7.pdf\)\)](https://www.sjsu.edu/studentconduct/docs/SJSU-Academic-Integrity-Policy-F15-7.pdf), requires you to be honest in all your academic course work. Faculty members are required to report all alleged violations of the Academic Integrity Policy to Student Conduct and Ethical Development.

Plagiarism on a written assignment will result in a score of zero and administrative sanctions by the University. For this class, all assignments are to be completed by the individual student unless otherwise specified. If you would like to include in your assignment any material you have previously submitted or plan to submit for another class, please speak with me before doing so. Should you be tempted to cheat because you find an assignment challenging, the better course of action is to contact me for help.

**Final versions of all assignments must score lower than 30% AI-generated to be accepted.**

## Program Information

Writing in the Disciplines (WID) courses develop students' abilities to communicate effectively in their major course of study and in their careers. With an emphasis on critical thinking, these upper-division core courses advance students' understanding of the genres, audiences, and purposes of college writing while preparing them for successful communication in their chosen professions. Completing Writing in the Disciplines with a C or better is an SJSU graduation requirement.

**Writing in the Disciplines Learning Outcomes** Upon successful completion of a Writing in the Disciplines course, students should be able to:

1. explain, analyze, develop, and critique ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse;
2. organize and develop complete discipline-specific texts and other documents for both professional and general audiences, using appropriate editorial and citation standards; and
3. locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing;
4. produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.

**Writing Practice:** Students will write a minimum of 8000 words, at least 4000 of which must be in revised final draft form.

## Course Goals

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- Assignments are considered to be submitted when they are fully uploaded to Canvas. You should not wait until the last minute to submit an assignment, as uploads may take some time and you might miss the submission deadline. Other assignments will be submitted in-class.
- If you miss a deadline and cannot submit an assignment to the Canvas submission portal, **DO NOT** email me your assignment or submit it as an attachment to a comment; assignments that are submitted in these ways **WILL NOT** be graded.
- Assignments are graded as uploaded to Canvas, and incorrect, blank, or unreadable files will receive no points. To avoid this, click on the "View Submission" option after uploading your work to ensure you have submitted a file that I can read. **Always double check.**
- You can re-submit assignments as many times as you would like before a deadline; Canvas shows me your final submission and that is what I will grade. If you submit an assignment by the due date and then decide to re-submit it for grading during the late period, a late penalty will be assessed.
- Late work is accepted up to 48 hours after a due date, except where otherwise indicated (typically, the final assignments of the semester must be submitted by the specified due date/time and no late submissions are accepted).
- **Work submitted up to 24 hours late will receive a 10% penalty, and work submitted from 24 to 48 hours late will receive a 20% penalty.** These penalties are based on the total points possible and are automatically assessed by Canvas.
- **After 48 hours, no late assignments are accepted;** the online assignment Canvas submission portal will close and you will NOT be able to submit assignments or access quizzes/exams. Ungraded course content, like videos and readings, remains available throughout the semester.

Exceptions are made to this policy only in rare circumstances; for example, for a long illness. Please contact me regarding this.

## Course Learning Outcomes (CLOs)

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Upon successful completion of CS100W, students should be able to:

1. Understand how to follow the stages of the writing process (prewriting/writing/rewriting) and apply them to technical and workplace writing tasks.
2. Produce a set of documents related to technical and workplace writing tasks and have improved their ability to write clearly and accurately.
3. Understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.
4. Define basic technical writing elements, such as audience analysis, use of jargon and visuals, and citation, formatting and presentation.
5. Read, understand, and interpret material (based on primary and secondary research) related to advanced

technology, and have an appreciation for some of the ideas, issues, and problems involved in writing about technology and in workplace writing.

6. Understand basic sources and methods of research and documentation on topics in technology, including online research, and synthesize and integrate material from primary and secondary sources in a research-based technical writing project.
7. Determine the difference between plagiarized and non-plagiarized text.

## Course Materials

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Buy a college-ruled, spiral bound notebook for writing exercises.

There is no course textbook; all readings and other materials will be found on Canvas or will be distributed to you in class.

However, you will need to have access to the following: a working laptop/tablet, Microsoft Word or a compatible word processing program, PowerPoint, and reliable internet access.

For help with technology problems, visit the IT Service Desk page here: [SJSU IT Service Desk](#).

To prepare for the course you should do the following: visit [SJSU IT Software Installation Page](#) and download Microsoft Word.

## The Writing Center

If you find writing a challenge, I encourage you to work with the SJSU Writing Center, which offers one-on-one tutoring services and workshops on a variety of writing topics. For more information, visit the Writing Center website: [Visit the SJSU Writing Center \(https://www.sjsu.edu/writingcenter/\)](https://www.sjsu.edu/writingcenter/). Note that the services provided by the Writing Center are **free** to all SJSU students.

## Library Liaison

To obtain help with the library research you will be conducting for this class, please contact the SJSU Computer Science Subject Librarian Anamika Megwalu via email: [anamika.megwalu@sjsu.edu](mailto:anamika.megwalu@sjsu.edu) (<mailto:yuqi.he@sjsu.edu>).

## Course Requirements and Assignments

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AI Writing Contract: Students must acknowledge that they will do their own work without the assistance of AI generate content or writing assistants.

In-Class Writing Exercises: Writing exercises will mirror the day's lesson. Students will complete ten exercises and offer polite and constructive comments for their peers.

Resume and Cover Letter: Students will prepare a targeted résumé highlighting your education,

accomplishments and relevant job experience. A cover letter is also required. Both documents will follow established conventions and protocols of professional communication. Points will also be given for draft copies of each document.

Mock Interview: conduct a mock interview of a peer and evaluate your performance.

Expert/Novice Documents: Students will create two documents describing an application (or app) you use in both specific, technical detail and in a format that can be easily understood by a layman with no technical knowledge. Students will pair up with a classmate to write one version of the paper each. Each document will be 1-2 pages in length.

AI Technologies White Paper: Students will write a white paper of 3-4-pages on AI-based technologies. This document will feature a description of relevant systems, an evaluation of positive and negatives, and the student's findings, or a conclusion. This assignment will test the students' ability to describe a technical system and evaluate its contents for a prospective customer. Students will acknowledge their own biases and attempt to present a balanced, nuanced assessment of a produce for a prospective customer.

Writing Skills Examination: A writing assessment that will evaluate students' ability to write cogently, simplify content, and paraphrase cited material.

Project Proposal: Students will select a research topic of interest for a project proposal. This paper will include 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, a one-page description of your topic, then a full project proposal. A half draft and full draft constitute the graded portions of this assignment.

Project Proposal Presentation: Students will write an elevator pitch script, then present an project pitch in a 3-5-minute presentation. 2-3-slides (no more) will serve as visual aids. Each student must write detailed summaries of each presentation including one potential question.

## Grading Information

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### Breakdown

**Final versions of all assignments must score lower than 30% AI-generated to be accepted.**

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 by the number of

points that you earn out of the 875 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:

860 - 875+ pts = A+ 815 - 859 pts = A 785 - 814 pts = A-

770 - 813 pts = B+ 730 - 765 pts = B 700 - 729 pts = B-

685 - 699 pts = C+ 640 - 698 pts = C 610 - 639 pts = C-

595 - 609 pts = D+ 555 - 594 pts = D 525 - 554 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>) and University Attendance and Participation policy F15-12 (<http://www.sjsu.edu/senate/docs/F15-12.pdf>)

## University Policies

Per [University Policy S16-9 \(PDF\) \(http://www.sjsu.edu/senate/docs/S16-9.pdf\)](http://www.sjsu.edu/senate/docs/S16-9.pdf), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information \(https://www.sjsu.edu/curriculum/courses/syllabus-info.php\)](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) web page. Make sure to visit this page to review and be aware of these university policies and resources.

## Course Schedule

The class will meet in person on Tuesdays and Thursdays from 10:30-11:45 am in BBC 123.

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| Week | Date | Topics, Readings, Assignments, Deadlines |
|------|------|------------------------------------------|
|------|------|------------------------------------------|

|   |      |  |
|---|------|--|
| 1 | 8/20 |  |
|---|------|--|

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|---------|--|---------------------|
| Tuesday |  | Course Introduction |
|---------|--|---------------------|

*\*Assignment Due, 11:45 AM: AI Writing Contract\**

**2            8/25-8/27**

Tuesday            The Basics of Technical Communication, Part 1

Thursday            The Basics of Technical Communication, Part 2

**3            9/1-9/3**

Tuesday            Writing a Resume

Thursday            Writing a Cover Letter

**4            9/8-9/10**

Tuesday            Lecture: Applying to and Interviewing for a Job with Prof. Mak

Thursday            Peer Review of Resumes and Cover Letters

*\*Assignment Due, 10:30 AM: Resume/Cover Letter Drafts\**

**5            9/15-9/17**

Tuesday            In-Class Mock Interview Day

*\*Assignment Due, 10:30 AM: Resume/Cover Letter Drafts\**

*\*Assignment Due, 11:59 PM: Mock Interview Report\**

Thursday            Simplifying Technical Communication: The "Novice Test"

**6            9/22-9/24**

Tuesday            Research and Citation Using IEEE Format

Thursday            In-Class Research and Work Day

**7            9/29-10/1**

Tuesday            Writing a White Paper

*\*Assignment Due, 10:30 AM: Expert/Novice Documents\**

Thursday In-Class Research and Work Day

8 10/6-10/8

Tuesday Peer Review of White Papers

Thursday: Technical Writing Review

*\*Assignment Due, 10:30 AM: White Paper Assignment\**

9 10/13-10/15

Tuesday Midterm Examination

Thursday NO CLASS

10 10/20-10/22

Tuesday Introduction to Project Proposals

Thursday Project Planning, Approaches for Audiences, Ethics in Tech

*\*Assignment Due, 11:59 PM: Research Topic\**

11 10/27-10/29

Tuesday In-Class Research and Writing Day

Thursday Research Progress Check-In: Provide a Status Report

12 11/3-11/5

Tuesday Peer Review of Project Proposal Half Draft

*\*Assignment Due, 10:30 AM: Project Proposal Half Draft\**

Thursday Designing and Scripting a Presentation/Giving a Presentation

*\*Assignment Due, 5 PM: Elevator Pitch Presentation Script\**

13 11/10-11/12



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|----------|------------------------------------------------------------------|
| Tuesday  | Presentation Day One                                             |
|          | <u><i>*Assignment Due, 11:59 PM: Presentation Report 1*</i></u>  |
| Thursday | Presentation Day Two                                             |
|          | <u><i>*Assignment Due, 11:59 PM: Presentation Report 2**</i></u> |

14                      11/27-11/19

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| Tuesday  | Presentation Day Three                                          |
|          | <u><i>*Assignment Due, 11:59 PM: Presentation Report 3*</i></u> |
| Thursday | Presentation Day Four                                           |
|          | <u><i>*Assignment Due, 11:59 PM: Presentation Report 4*</i></u> |

15                      11/24-11/26

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| Tuesday  | In-Class Research and Writing Day |
| Thursday | NO CLASS - THANKSGIVING BREAK     |

16                      12/1-12/3

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|----------|------------------------------------------------------------------------|
| Tuesday  | In-Class Research and Writing Day                                      |
| Thursday | In-Class Research and Writing Day                                      |
|          | <u><i>*Assignment Due, 11:59 PM: Project Proposal Final Draft*</i></u> |