SJSU SAN JOSÉ STATE UNIVERSITY

College of Science · Computer Science

Technical Writing Workshop CS 100W

Spring 2026   Section 07   In Person   3 Unit(s)   01/22/2026 to 05/11/2026   Modified 01/21/2026

👤 Contact Information

Dr. Gregory Tomlinson

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DMH 217

Office Hours: Tuesdays and Thursdays, 1:30-2:30 pm or by appointment (in person or Zoom)

🕐 Course Information

This class will meet in-person on Mondays and Wednesdays from in 12-1:15 pm in DMH 161.

💻 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

- If you know that you will be absent on a certain day, please do let me know via email.
- 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.

▤ 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

- 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.

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), 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.

📊 Course Learning Outcomes (CLOs)

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

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.

📋 Course Requirements and Assignments

Textbooks/Technology Requirements

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, reliable internet access, a webcam and a microphone (can be integrated into your computer or external), and a printer. **Technology issues will not be accepted as an excuse for late work (so have backups).** 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 (for PC and Mac) and PowerPoint (available at NO CHARGE to SJSU students)

Writing and Research Resources
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: <u>Visit the SJSU Writing Center</u>. 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: <u>anamika.megwalu@sjsu.edu</u>.

✔ Grading Information

Writing Diagnostic: Students will complete a basic writing evaluation.

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

Snap Writing Exercises: Writing exercises will mirror the day's lesson. Students will complete these exercises and offer polite and constructive comments for their peers.

Resume and Cover Letter: You 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.

Technical Documents: You 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. The class will work on drafts in class and final, short, 1-2-page documents of each format will be submitted together.

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: At the beginning of the semester, you will select a research topic of interest and later will write a 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. Students must also complete a faculty advising report. 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 two drafts (one final) of the proposal.

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.

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), 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) 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 Mondays and Wednesdays from 12:00-1:15 am in DMH 161.

Week	Date	Topics, Readings, Assignments, Deadlines
1	1/22	No Class
2	1/26-1/28	
Monday:		Course Introduction and Technical Writing and Communication, Part 1
		Assignment Due, 1:30 pm: Diagnostic, AI Writing Contract
Wednesday		Technical Writing and Communication, Part 2
3	2/2-2/4	
Monday:		Writing Resumes/Keywords
Wednesday:		Writing Cover Letters
4	2/9-2/11	
Monday:		Guest Speaker: Professor Ronald Mak "Applying for CS Jobs"
Wednesday:		Writing Day
5	2/16-2/18	
Monday:		Peer Review of Resume and Cover Letters
		Assignment Due, Beginning of Class: Resume/Cover Letter Drafts
Wednesday:		Tone and Audience in Tech: The Novice Test

6   2/23-2/25

Monday   Conducting Research, Taking Notes, and Citation

          Assignment Due, Beginning of Class: Resume/Cover Letter

Wednesday   Research and Writing Day

7   3/2-3/4

Monday: Meeting Day: Exchange Documents and Discuss Expert/Novice Tone

Wednesday: Peer Review of Expert/Novice Documents

8   3/9-3/11

Monday: Introduction to White Papers

          Assignment Due, 12 pm: Expert/Novice Documents

Wednesday: In-Class Research Day

9   3/16-3/18

Monday: White Paper Writing Exam: Bring a Test Booklet

          *In-Class Writing Exam: White Paper

Wednesday: Writing and Editing Skills Review/Peer Review

10   3/23-3/25

Monday: Open Office Hours

Wednesday: Midterm Writing Skills Examination

11   3/30-4/1

Monday: Spring Break: No Class

Wednesday: Spring Break: No Class

12   4/6-4/8

Monday: Introduction to Project Proposals

Wednesday: Project Planning, Approaches for Audiences, Ethics in Tech

                           Assignment Due, 11:59 PM: Research Topic

13   4/13-4/15

Monday: Research and Writing Day

                           Assignment Due, 11:59 PM: Faculty Advising Report

Wednesday: Peer Review of Project Proposals

                           Assignment Due, Beginning of Class: Project Proposal Half Draft

14   4/20-4/22

Monday: Designing and Scripting a Presentation

                           *Assignment Due, 5 PM: Elevator Pitch Presentation Script

Wednesday: Giving a Presentation

15   4/27-4/29

Monday :   Presentation Day 1

Wednesday: Presentation Day 2

16   5/4-5/6

Monday: Presentation Day 3

Wednesday: Presentation Day 4

17   5/11

Monday: Writing and Editing Day

*_Assignment Due, 11:59 PM: Project Proposal Final Draft_