

Graduate Technical Writing Section 80

CS 200W

Fall 2023 3 Unit(s) 08/21/2023 to 12/06/2023 Modified 08/17/2023

Contact Information

Your Instructor: Debra Hunter

Email: debra.hunter@sjsu.edu

Phone: 408/924-7090

The best way to reach me is via email at debra.hunter@sjsu.edu. I check my emails frequently Monday through Friday and sporadically on weekends, and I always respond to messages within 24 hours. When you email me, **mention your course number AND section in the subject line (for example, "Question about CS200W-80") and sign the message with your full name.** I am teaching several different classes and I need these two things to respond to your question in a timely and accurate manner.

From the beginning of the semester until the week of October 15th, I will be in Europe in a time zone that is nine hours ahead of California. Please remember this when you are waiting for an email response from me.

Also, to save us both time and energy, please try to find the answer to your question yourself before contacting me! You'll likely find the answer to many general course questions in the course syllabus or on Canvas. Questions about language terms and concepts can frequently be answered through a Google search; when I was a student I found that Google was my best friend!

If you would like to speak with me via Zoom, use the Canvas Calendar to set up an appointment during my office hours.

Office Hours

Until the week of October 15th: Fridays 9:00 am to 10:30 am. After October 15th: Tuesdays and Thursdays from 3:00 pm to 5:00 pm.

All office hours are held on Zoom

Please use the Canvas Calendar (click the icon on the main Canvas menu) to make an appointment to see me during my office hours. If my schedule permits, I can also see you on weekdays outside of my regularly scheduled office hours; email me to inquire about this.

Course Description and Requisites

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.

Prerequisite(s): Graduate standing. Allowed Declared Major: Bioinformatics, Computer Science, Data Science, Mathematics, or Statistics. Or instructor consent.

Note(s): This course satisfies graduate-level GVAR in this master's program. This course does NOT satisfy the undergraduate GE Area Z requirement.

Letter Graded

* Classroom Protocols

Course Format

This course is online and asynchronous; there are no scheduled meetings outside of a required individual conference at the end of the semester. You will complete your course work through a series of Canvas modules and will have tasks and assignments due each week of the semester.

You can find all content in your Canvas modules: readings, videos, quizzes, detailed assignment instructions, assignment drop boxes, general course information, and links to useful information. Canvas modules will open two weeks before their associated tasks and assignments are due; occasionally, assignments will be open further in advance to give you a 'sneak peek' at larger tasks that will be due in the future.

Canvas Website

[Go to one.sjsu.edu](https://one.sjsu.edu) to begin your Canvas login.

I send group communications to my students through Canvas Announcements, so I suggest that you adjust your Canvas Notifications settings so announcements are forwarded to the device you check most frequently. 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, call eCampus at (408) 924-2337 or [go to the eCampus Canvas help page.](#)

Textbook and Technology Requirements

There is no course textbook; all readings and other materials will be found on Canvas. 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 backup!** 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)
- Locate a couple of printing stations on campus (one is outside the CS office on the 2nd floor of MacQuarrie Hall)
- Download the free Grammarly grammar checker app found here: [Grammarly.com](#)

Submitting Assignments to Canvas

- Assignments are considered to be submitted when they are fully uploaded to Canvas, so you should not wait until the last minute to submit an assignment, because uploads may take some time and you might miss the submission deadline.
- Also note that on Canvas, a due time of 11:59 pm means 11:59:00 - any assignment submitted after that time will be marked late.
- If you cannot submit an assignment to the Canvas dropbox because it is locked, please DO NOT email the assignment to me or submit it as an attachment to a comment. While I can read these, I cannot offer feedback on assignments submitted in this way or use any associated grading rubric, and thus the assignment WILL NOT be graded.
- Assignments are graded as uploaded to Canvas, and incorrect, blank, or unreadable files will receive no points. You can avoid this by clicking on the "View Submission" option after uploading your work to ensure you have submitted a correct and readable file. **Do this every time you upload an assignment!**
- You can re-submit assignments as many times as you would like before a deadline; I will grade your final submission. Note that 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 Policy

- 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 dropbox 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 a writing assignment that contains text that is **not your original written work** 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 or cheating 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. **Also, note that all texts produced by an AI text generator fall under the definition of 'not your original work.'**

If you would like to reuse any written work that 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.

All CS200W assignment submissions will be checked for plagiarism/AI generated content by Turnitin.com.

Using the Turnitin.com Dropbox

You will be required to submit all of your major writing assignments to Turnitin.com, an application that checks student writing assignments for plagiarism by comparing the contents of the assignment to internet sources and prior student submissions stored in the Turnitin database. Turnitin also checks content for AI generated text.

This course includes a zero-value Turnitin.com dropbox assignment that you can use to check any writing assignment for plagiarism before you submit it for a grade. You can use this dropbox as many times as you would like throughout the semester; any submission that you make to this dropbox will not be added to the Turnitin student submission database.

Please note that the Turnitin dropbox is for the use of students in this class only; please do not submit the papers of other students to the dropbox.

Writing in CS200W/Getting Help with Writing and Research

All of the writing you do in this class will be developed according to the process model of writing which has four steps: planning, drafting, revising, and editing. You will submit two drafts of each writing assignment and will receive feedback on the first drafts from me and from your peers. You will also be asked to participate in at least one conference with me during which we will discuss your final project of the semester, the literature review. Of course, you can receive additional writing help by attending my office hours or working with a writing tutor.

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](#). You can also find a link to the Writing Center on the course Home Page on Canvas. Note that the services provided by the Writing Center are free to all SJSU students.

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.

Program Information

Diversity Statement - At SJSU, it is important to create a safe learning environment where we can explore, learn, and grow together. We strive to build a diverse, equitable, inclusive culture that values, encourages, and supports students from all backgrounds and experiences.

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.

Course Requirements and Assignments

Job-related correspondence: You will prepare a targeted 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 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. 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 worksheet and two drafts of the 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. You will submit two drafts of the literature review.

Oral presentation: At the end of the semester you will present and record the topic of your project proposal/literature review in a TED/Grad Slam-type, 3-minute long presentation that uses a maximum of three PowerPoint slides (plus a title slide).

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

Schedule of Assignments/Points Possible

Assignment/Learning Outcomes	Points
Orientation Activities	20
Writing Exercises (CLO 1-10)	140

Resume (CLO 1-3)	
- First Draft (20 pts. peer review/30 pts. first draft) 50	50
- Final Draft	50
Cover Letter (CLO 1-3)	
- First Draft (20 pts. peer review/30 pts. first draft)	50
- Final Draft	50
Project Proposal (CLO 1-4, 6)	
- Topic	35
- First Draft (20 pts. peer review, 70 pts. first draft)	90
- Final Draft	100
Literature Review (CLO 1-6, 8)	
- First Draft (20 pts. peer review/100 pts. first draft)	120
- Final Draft	225
Grad Slam Presentation (CLO 5,10)	70
Total	1,000

✓ 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 is the percentage of the number of points that you earn out of the total points available.

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 letter grade equivalent of the percentage that is shown on Canvas after the final assignment of the semester is completed and graded (see the chart below). 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.

Grade Chart:

97%+ = A+	93%<97% = A	90%<93% = A-	87%<90% = B+	83%<87% = B	80%<83% = B-
77%<80% = C+	73%<77% = C	70%<73% = C-	67%<70% = D+	63%<67% = D	60%<63% = D-
Below 60% = F					

CS200W Grading Rubrics

My goal is to assign grades to my students in as fair a manner as possible; for that reason, I use detailed grading rubrics for all assignments. The point levels on these rubrics are based on how well you fulfill the requirements of the assignment prompt and the needs of the readers of your documents.

Please use these grade descriptors to help you understand the CS200W grading rubrics.

An **'Exceeds Expectations'** submission is an outstanding, publishable-quality work. The paper demonstrates a thorough understanding and fulfillment of the assignment guidelines and audience expectations. If research is involved, as in the case of the literature review, a wide range of sources have been read and incorporated into the work. Word choice and sentence and paragraph construction demonstrate a broad vocabulary, a strong understanding of grammar, and high-level coherence and cohesion ('flow'). The paper is meticulously formatted, follows IEEE citation guidelines, and has only insignificant errors in grammar, spelling, and punctuation. There is no plagiarism; all source material is skillfully paraphrased. This is the equivalent of an 'A' paper and is usually produced by students who fully engage in the writing process, producing and revising multiple drafts of an assignment before submission; often these students work with the instructor, a writing tutor, or with other student writers to refine their already-competent work.

A **'Meets Expectations'** submission is solid graduate-level work. The paper demonstrates an understanding of the assignment guidelines and audience expectations and suggests that a strong effort has been made to satisfy these requirements. If research is involved, as in the case of the literature review, an acceptable range of sources (at least the number specified in the assignment prompt) have been read and incorporated into the work. Word choice and sentence and paragraph construction demonstrate a good vocabulary, an understanding of grammar, and an effort to achieve coherence and cohesion ('flow'). The paper is well formatted and follows IEEE citation guidelines with perhaps only a few minor errors in these areas. There may also be a few errors in grammar, spelling, and punctuation but these are minor and do not interfere with the reader's understanding of the writer's text. There is no plagiarism; all source material is adequately paraphrased. This is the equivalent of a 'B' paper and is usually produced by students who fully engage in the writing process and who produce and revise at least two drafts (one original and one revised) of the assignment before submission. Students who are still developing their Academic English skills may work with the instructor, a writing tutor, or other student writers to achieve this grade level.

An **'Approaching Expectations'** submission is slightly below graduate-level work. The paper may fail to meet some of the assignment guidelines and/or audience expectations and suggests that further effort is needed to satisfy these requirements. If research is involved, as in the case of the literature review, more sources need to be read and incorporated into the work. Word choice and sentence and paragraph construction demonstrate minor gaps in vocabulary and understanding of grammar. Further effort is needed to achieve coherence and cohesion ('flow'). The paper demonstrates an attempt to follow IEEE formatting and citation guidelines but there are multiple minor errors in these areas. There may also be multiple errors in grammar, spelling, and punctuation but these do not interfere with the reader's understanding of the writer's text. There is no plagiarism; all source material is adequately paraphrased. This is the equivalent of a 'C' paper and might be produced by students who need to more fully engage in the writing process and who might have neglected to produce and revise at least two drafts (one original and one revised) of the assignment before submission. Some students, in particular those who are still developing their Academic English skills, may need to work with the instructor, a writing tutor, or other student writers to move beyond this grade level.

A **'Below Expectations'** submission is below college-level work. The paper may fail to meet most or all of the assignment guidelines and/or audience expectations and suggests that much further effort is needed to satisfy these requirements. If research is involved, as in the case of the literature review, many more sources need to be read and incorporated into the work. Word choice and sentence and paragraph construction demonstrate serious gaps in vocabulary and understanding of grammar. Further effort is needed to achieve coherence and cohesion ('flow'), which may be completely lacking. The paper demonstrates little attention to IEEE formatting and citation guidelines and there are multiple major errors in these areas. There may also be multiple errors in grammar, spelling, and punctuation and some of these may interfere with the reader's understanding of the writer's text. There may be an issue with plagiarism; some source material may be inadequately paraphrased. This is the equivalent of a 'D' paper and might be produced by students who have minimally engaged in the writing process and who might have neglected to spend enough time producing a complete draft of the assignment before submission. Some students, in particular those who are still developing their Academic English skills, will need to work with the instructor, a writing tutor, or other student writers (or perhaps all of these people) to move beyond this grade level.

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

Begin each module by reading the START HERE page; it's a good idea to read this as soon as each module opens. All learning activities can be found in the Canvas modules and should be completed before submitting the weekly assignments.

This course schedule is subject to change, with fair notice.

Week	Module Tasks Due	Topic	Assignments Due
1	8/27/23	Introduction to CS200W	<p>Assignment Due Sunday, 8/27/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Quiz Introduction to CS200W • Discussion: Introduce Yourself! <p>Note that you must complete the introductory quiz and discussion to move on to the other course modules!</p>
2	9/3/23	Writing an Effective Resume	<p>Assignment Due Sunday, 9/3/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Resume First Draft
3	9/10/23	Writing an Effective Cover Letter	<p>Assignments Due Sunday, 9/10/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Cover Letter First Draft (submit twice for instructor and peer review) • Peer Reviews of Resume (assigned 9/5/23)
4	9/17/23	IEEE Style - Formatting and Citation	<p>Assignment Due Sunday, 9/17/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Resume Final Draft • Peer Reviews of Cover Letter • Knowledge Check IEEE Formatting and Citation
5	9/24/23	Conducting Academic Research	<p>Assignments Due Sunday, 9/24/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Cover Letter Final Draft • Knowledge Check Library Orientation
6	10/1/23	Plagiarism and Paraphrasing	<p>Assignments Due Sunday, 10/1/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Knowledge Checks Parts I and II Plagiarism and Paraphrasing
7	10/8/23	Introduction to the Project Proposal	<p>Assignments Due Sunday, 10/8/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Proposal Topic/Problem Fact Sheet
8	10/15/23	Editing for Style	<p>Assignments Due Sunday, 10/15/23 (submit to Canvas)</p> <ul style="list-style-type: none"> • Knowledge Check Editing for Style
9	10/22/23	Project Proposal First Draft	<p>Assignment Due Sunday, 10/22/23 (submit to Canvas)</p> <ul style="list-style-type: none"> • Proposal First Draft (submit twice for instructor and peer review)

10	10/29/23	Introduction to the Lit Review	<p>Assignment Due Sunday, 10/29/23 (submit to Canvas)</p> <ul style="list-style-type: none"> • Knowledge Check Analyzing a Lit Review • Peer Review of Proposal
11	11/5/23	Organizing and Synthesizing Literature	<p>Assignments Due Sunday, 11/5/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Knowledge Check Organizing and Synthesizing Literature • Project Proposal Final Draft
12	11/12/23	Introducing, Illustrating and Summarizing a Lit Review	<p>Assignment Due Sunday, 11/12/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Literature Review First Draft (submit twice for instructor and peer review)
13	11/19/23	Effective PowerPoint Slides	<p>Assignment Due Sunday, 11/19/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Peer review of Literature Review
14	11/26/23	Conferences on Lit Review	<p>Assignment Due This Week</p> <ul style="list-style-type: none"> • Attend your scheduled Lit Review Conference
15	12/3/23	Presenting Research Grad-Slam Style	<p>Assignment Due Sunday, 12/3/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Grad Slam-Style Presentation (submit twice for instructor and peer review)
16	12/10/23	Final Draft of Literature Review	<p>Assignments Due Sunday, 12/10/23 (submit to Canvas):</p> <ul style="list-style-type: none"> • Literature Review - Final Draft • Peer Reviews of Grad Slam-Style Presentation