SJSU SAN JOSÉ STATE UNIVERSITY

College of Science · Computer Science

Graduate Technical Writing Section 01

CS 200W

Spring 2023   3 Unit(s)   01/25/2023 to 05/15/2023   Modified 01/18/2023

👤 Contact Information

Your Instructor: Debra Hunter

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Office: Clark Hall 408L
Phone: 408/924-7090

The best way to reach me is via email; I respond to emails on weekdays during normal business hours and **sporadically on weekends.** If I do not respond to your email within 24 hours after you've sent it, please email me again, as it is possible that your original message was lost in my inbox.

In your emails, please mention your course number and section in the subject line (for example, "Question about CS200W-01") and include your full name. I get a large volume of messages during the semester so please, before emailing me with a question, try to find the answer yourself; on Canvas, in the syllabus, or by using our friend Google.

Office Hours

Tuesdays and Thursdays, 1:00pm to 3:00pm
Via Zoom

Please use the Canvas Calendar (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 GWAR in this master's program. This course does NOT satisfy the undergraduate GE Area Z requirement.

Letter Graded

✱ Classroom Protocols

Course Format

You will attend two weekly class meetings, on Tuesday or Thursday at the scheduled class time, and will complete assignments in class and online. Please note that the course has been designed with the assumption that all students will regularly attend

class meetings.

Course materials are organized on Canvas in a series of weekly modules. You can find all content on Canvas: readings, videos, quizzes, detailed assignment instructions, assignment drop boxes, general course information, and links to useful information. Canvas modules will open the week before we discuss their associated topic in class so that you can complete readings and review any other information in advance.

General Course Policies

- I begin each class at 9:00 am. Please arrive on time! Late entrances and early exits are highly distracting to your classmates and to me.
- Some activities, like in-class assignments and quizzes, cannot be made up and if you arrive late or miss class that day you will lose any points awarded for those tasks. In general, you'll know in advance when we'll be working on an assignment in class. Quizzes are given at random but I will drop two quiz scores to allow for unavoidable absences.
- 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. 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. If you need to use your laptop to take notes, please notify me via email or see me during my office hours.
- 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.

Textbook and 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 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

Canvas Website

Go to 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.

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. 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.

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.

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

Quizzes: 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 your assigned readings. The quizzes are typically distributed at the beginning of class and are worth 5 points each; sometimes, an in-class activity will count as a quiz. If you are not in class when the quiz takes place you lose any points available; quizzes cannot be made up. There will be ten quizzes offered and the lowest two quiz scores will be dropped.

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 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).

Writing exercises: 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
Quizzes (CLO 1-10)	65
Writing Exercises (CLO 1-10)	80
Resume (CLO 1-3)	
- First Draft (10 pts. peer review/40 pts. first draft) 50	50
- Final Draft	50
Cover Letter (CLO 1-3)	
- First Draft (10 pts. peer review/40 pts. first draft)	50
- Final Draft	50
Project Proposal (CLO 1-4, 6)	
- Topic	30
- First Draft (15 pts. peer review, 70 pts. first draft)	85
- Final Draft	100
Literature Review (CLO 1-6, 8)	
- First Draft (15 pts. peer review/100 pts. first draft)	115
- Final Draft	250
Grad Slam Presentation (CLO 5,10)	75
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 (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 Syllabus Information web page (https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (https://www.sjsu.edu/curriculum/courses/syllabus-info.php). Make sure to visit this page to review and be aware of these university policies and resources.

📅 Course Schedule

All learning activities can be found in the Canvas modules and should be completed before coming to class on the day that they are assigned. This course schedule is subject to change, with fair notice.

Week	Class Date/Day	Topic	Assignments Due
0		Pre-Semester Activity	**Extra Credit Assignment Due 1/25/23 (submit to Canvas):** • Who Are You (Icebreaker)
1	**1/26/23 Thursday**	Introduction to CS200W	**Learning Activities:** • Read all orientation pages **Assignment Due Monday, 1/30/23 (submit to Canvas):** • Quiz: Introduction to CS200W **Note that you must complete the introductory quiz to view the other course modules!**
2	1/31/23 Tuesday	Technical Writing Basics Part I	**Learning Activities:** • Read *Key English Grammar Concepts*
2	**2/2/23 Thursday**	Technical Writing Basics Part II	**Learning Activities:** • Read Markel & Selber *Writing Effective Sentences* **Assignment Due Monday, 2/6/23 (submit to Canvas):** • Knowledge Check: Technical Writing Basics
3	**2/7/23 Tuesday**	Writing Resumes - Analyzing a Job Posting	**Learning Activities:** • Read the Resume Basics section in the *SJSU Career Center Resume Guide* • Review *Sample Resumes* **Assignment Due Today (in class):** • Find, save in .pdf form and print an online posting for a job or internship in your field, and bring to class for keyword exercise.

3	2/9/23 Thursday	Writing Resumes - Writing Effective STAR Statements	**Learning Activities:** - Read *Using the STAR Method to Write a Dynamic Resume* **Assignment Due Monday, 2/27/23 (submit to Canvas):** - Resume First Draft (for instructor review)
4	2/14/23 Tuesday	Peer Review of Resume	**Assignment Due Today (in class):** - Bring **printed copy** of your resume to class for peer review
4	2/16/23 Thursday	Writing Cover Letters	**Learning Activities:** - Read *CS200W Introduction to Writing Cover Letters* - Read *SJSU Career Center Cover Letter and References Guide* - Review *Sample Cover Letters* **Assignment Due Monday, 2/20/23 (submit to Canvas):** - Cover Letter First Draft (for instructor review)
5	2/21/23 Tuesday	Peer Review of Cover Letter	**Assignment Due Today (in class):** - Bring **printed copy** of your cover letter to class for peer review
5	2/23/23 Thursday	Plagiarism and Paraphrasing	**Learning Activities:** - Read *All About Paraphrasing* - Read *Department of Computer Science Policy on Paraphrasing* **Assignments Due Monday, 2/27/23 (submit to Canvas):** - Resume Final Draft - Knowledge Check: Plagiarism and Paraphrasing
6	2/28/23 Tuesday	IEEE Formatting and Citation	**Learning Activities:** - Read *CS200W IEEE Style - Formatting and Citation* - Read *CS200W IEEE Quick Reference Guide* - Read *Formatting Headings in Small Caps in Word* - Review *IEEE Style Manual and IEEE Reference Guide Online* to familiarize yourself with the contents
6	3/2/23 Thursday	IEEE Formatting and Citation	**Assignment Due Monday, 3/6/23 (submit to Canvas):** - Cover Letter Final Draft - Knowledge Check: IEEE Formatting and Citation
7	3/7/23 Tuesday	Library Orientation with Anamika Megwalu	**Learning Activities:** - Read *Conducting Research in the SJSU Library*

7	3/9/23 Thursday	Writing Problem Statements/Proposal Topic Fact Sheet	**Learning Activities:** • Read *CS200W Research Topics and Research Questions* **Assignment Due Monday, 3/13/23 (submit to Canvas):** • Proposal - Topic/Problem Fact Sheet
8	3/14/23 Tuesday	Introduction to the Project Proposal	**Learning Activities:** • Read *Writing the CS200W Project Proposal* • Read *Project Proposal Informational Handout*
8	3/16/23 Thursday	Describing a Process	**No Assignments Due This Week (Begin Work on Your Proposal!)**
9	3/21/23 Tuesday	Concision and Flow in Academic Writing	**No Learning Activities!**
9	3/23/23 Thursday	Peer Review of Proposal	**Assignment Due Today (in class):** • Bring **printed copy** of your proposal to class for peer review **Assignment Due Monday, 3/27/23 (submit to Canvas)** • Proposal - First Draft for Instructor Review
10	3/28/23 Tuesday	Spring Break	**No Class Meeting Today**
10	3/30/23 Thursday	Spring Break	**No Class Meeting Today**
11	4/4/23 Tuesday	Introduction to the Lit Review	**Learning Activities:** • Read *Lit Review Quick Reference* • Read *What is a Literature Review? by M. Harvey* • Review *Sample Lit Reviews*
11	4/6/23 Thursday	Analyzing a Lit Review	**Assignment Due Monday, 4/10/23 (submit to Canvas):** • Proposal - Final Draft • Knowledge Check: Analyzing a Lit Review (begun in class)
12	4/11/23 Tuesday	Organizing and Synthesizing Literature	**Learning Activities:** • Read *Synthesizing Literature Step-by-Step* **Assignment Due Monday 4/17/23 (submit to Canvas):** • Knowledge Check: Organizing and Synthesizing Literature (begun in class)
12	4/13/23 Thursday	Introducing a Lit Review/Scientific Illustrations	**Learning Activities:** • Read *Sample Introductions (1-3)* **Begin to work on your literature review!**

13	4/18/23 Tuesday	Writing Abstracts	**Learning Activities:** • Read *All About CS200W Abstracts*
13	4/20/23 Thursday	Peer Review of the Lit Review	**Assignment Due Today (in class):** • Bring **printed copy** of your literature review to class for peer review **Assignment Due Monday, 4/24/23 (submit to Canvas):** • Literature Review - First Draft for Instructor Review
14	4/25/23 Tuesday	Giving a Grad Slam Presentation	**Learning Activities:** • Read *Grad Slam Handout* • Read Assignment Prompt: *Grad Slam Style Presentation of Research*
14	4/27/23 Thursday	Designing Effective PowerPoint Slides	**Assignment Due Today (in class):** • Knowledge Check: Designing Effective PowerPoint Slides
15	5/2/23 Tuesday	Conferences on Lit Review (5/1 and 5/2)	**No Class Meeting Today**
15	5/4/23 Thursday	Grad Slam Presentations	**Assignment Due Wednesday, 5/3/23 (submit to Canvas):** • 5/4 Presenter Upload of Presentation Slides
16	5/9/23 Tuesday	Grad Slam Presentations	**Assignment Due Monday, 5/8/23 (submit to Canvas):** • 5/9 Presenter Upload of Presentation Slides
16	5/11/23 Thursday	Final Writing Assessment - (online assignment)	**No Class Meeting Today** **Assignments Due Monday, 5/15/23 (submit to Canvas):** • Literature Review - Final Draft • Knowledge Check - Final Writing Assessment