**San José State University**

**Department of History**

**Computer Science 200W, Section 1**

**Graduate Technical Writing Section**

**Fall 2023**

**Instructor:**  Dr. Greg Tomlinson

**Office Location:**  DMH 237B

**Telephone:** N/A(Canvas message preferred)

**Email:** [gregory.tomlinson@sjsu.edu](mailto:gregory.tomlinson@sjsu.edu) (Canvas message preferred)

**Office Hours:** TTR 3-4 PM or by appointment (Zoom)

**Class Days/Time:** MW 10:30-11:45 AM

**Location:**  Sweeney Hall 435

**Prerequisites:** Graduate Student Standing

**GE/SJSU Studies Category:** Satisfies Graduation Writing Assessment Requirement (GWAR)

**Course Description:**

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.*

**Course Format:** In person instruction and discussions.

**Canvas and MYSJSU Messaging:**

This course meets in person. Course materials such as the syllabus, handouts, notes, and assignment instructions can be found on the Canvas learning management system course website. You are responsible for regularly checking with the messaging system through Canvas to learn of any course updates.

# 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](https://www.sjsu.edu/it/).  To prepare for the course you should do the following:

* Visit [SJSU IT Software Installation Page](https://www.sjsu.edu/it/services/collaboration/software/instructions.php) 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](http://www.grammarly.com/)

# Submitting Assignments to Canvas

* 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.
* 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 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 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](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.

# The Writing Process

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.

# 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/). 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).

# 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 the University Policy S90-5:  [Read Senate Policy S90-5](https://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 this 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.

**Campus Policy in Compliance with the American Disabilities Act**

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 at http:// www.sjsu.edu/president/docs/directives/PD\_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http:// www.sjsu.edu/aec to establish a record of their disability.

**Accommodation to Students' Religious Holidays**

San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at <http://www.sjsu.edu/senate/docs/S14-7.pdf>.

# Classroom Protocol/Policies

* 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.

# 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 by the number 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>) and *University Attendance and Participation policy F15-12* (<http://www.sjsu.edu/senate/docs/F15-12.pdf>)

# CS200W Learning Outcomes

# GE - Written Communication Learning Outcomes (GELOs):

Students will write complete papers that demonstrate college‐level proficiency and the ability 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.

SJSU classes are designed such that to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found in University Policy S12-3 at http:// [www.sjsu.edu/senate/docs/S12-3.pdf](http://www.sjsu.edu/senate/docs/S12-3.pdf).

NOTE that University policy F69-24 at http://www.sjsu.edu/senate/docs/F69-24.pdf states that “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

**Contacting Professor Tomlinson**

I will make announcements on Canvas and in class. Turn on your Canvas notifications to receive timely course updates. You can contact me via Canvas or by email. I request that you **post a profile photo on Canvas** - this helps me learn who you are as a person. I will also learn your name more quickly. I will respond to your Canvas message within 24 hours.

**Office Hours**

My office hours will be **TTR 3-4 PM in-person in DMH 237B, or by appointment** over Zoom. I strongly encourage you to attend office hours if you have any questions or concerns about any assignment or lesson.

## You will meet the CS200W GE and Course Learning Outcomes with the following assignments:

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Points** | **GELO** | **CLO** |
| **Resume (First draft 50 pts./Final draft 50 pts.)** | **100** | **1,3** | **1,2,3** |
| **Cover Letter (First draft 50 pts./Final draft 50 pts.)** | **100** | **1,3** | **1,2,3** |
| **Technical Documents** | **100** | **1,3** | **1,2,3** |
| **Research Project Proposal** |  | **1-5** | **1-4, 6** |
| **Topic** | **25** |  |  |
| **First Draft (Peer review 20 pts./First draft 50 pts.)** | **75** |  |  |
| **Final Draft** | **75** |  |  |
| **Literature Review** |  | **1-5** | **1-6, 8** |
| **First Draft (Peer review 20 pts./First draft 65 pts.)** | **125** |  |  |
| **Revised Draft** | **250** |  |  |
| **Oral Presentation of Research** | **150** | **2** | **5,10** |
| **Total** | **1000** |  |  |

**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

**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.

**Technical Documents**: You will create two documents describing a topic 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.

**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 and have an option to submit a third.

**Oral presentations:** There will be two oral presentations in this class: In the first you will present your research topic to 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/Grad Slam-type, 3-minute-long presentation that uses a maximum of three PowerPoint slides.

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

# University Policies

For university-wide policy information relevant to all courses, such as academic integrity, accommodations, religious holidays, etc., go here:  [View SJSU Syllabus Policies](http://www.sjsu.edu/gup/syllabusinfo/)

**Course Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Week** | **Date** | | **Topics, Readings, Assignments, Deadlines** |
| **1** | **MW 8/21-8/23** | | **Monday:** Course Introduction, Diagnostic  **Wednesday:** TechnicalWriting Basics, Part 1 |
| **2** | **MW**  **8/28-8/30** | | **Monday:** Technical Writing Basics, Part 2  **Wednesday:** Technical Writing Day Workshop |
| **3** | **MW**  **9/4-**  **9/6** | | **Monday:** No Class - Labor Day  **Wednesday:** Research Planning and Practices. Pick a Research Topic.  **Assignment Due: Research Topic** |
| **4** | **MW**  **9/11-**  **9/13** | | **Monday:** Research Topic Check-In/Plagiarism and Paraphrasing.  **Wednesday:** Revision Process and Peer Review  **Visit from Subject Librarian, Yuqi He** |
| **5** | **MW**  **9/18-9/20** | | **Monday:** Writing Resumes/Keywords  **Wednesday:** Writing Cover Letters |
| **6** | **MW**  **9/25-9/27** | | **Monday:** Peer Review of Resumes  **Wednesday:** Peer Review of Cover Letters |
| **7** | **MW**  **10/2-**  **10/4** | | **Monday:** Research Topic Check-in/Peer Review of Resume and Cover Letter  **Wednesday:** Writing Problem Statements |
| **8** | **MW**  **10/9-**  **10/11** | **Monday:** Introduction to the Project Proposal  **Assignment Due: Resume and Cover Letter Wednesday:** Writing Workshop | |
| **9** | **MW**  **10/16-10/18** | **Monday:** Simplifying Technical Communication  **Wednesday:** Peer Review of Proposal – Bring printed copy to class | |
| **10** | **MW**  **10/23-10/25** | **Monday:** Introduction to the Literature Review  **Wednesday:** Analyzing a Literature Review  **Assignment Due: Technical Communication Paper** | |
| **11** | **MW**  **10/30-11/1** | **Monday:** Organizing and Synthesizing Literature  **Wednesday:** Introducing a Literature Review/Scientific Illustrations  **Assignment Due: Research Project Proposal Draft** | |
| **12** | **MW**  **11/6-11/8** | **Monday:** Peer Review of the Literature Review  **Wednesday:** Writing Abstracts  **Assignment Due: Research Project Proposal Final** | |
| **13** | **MW**  **11/13-11/15** | **Monday:** Designing Effective PowerPoint Presentations  **Wednesday:** Giving A Grad Slam Presentation  **Assignment Due: Literature Analysis Paper** | |
| **14** | **MW**  **11/20-11/22** | **NO CLASS – Thanksgiving Break** | |
| **15** | **MW**  **11/27-11/29** | **Monday:** Grad Slam Presentations  **Wednesday:** Grad Slam Presentations | |
| **16** | **MW**  **12/6-12/8** | **Monday:** Grad Slam Presentations  **Wednesday:** Second Peer Review of Lit Review | |