Course and Contact Information

Instructor:	Mahsa M Modirzadeh (Mrs. Modir)
Office Hours:	Online office hours by appointment Thursdays 10:00 am – 11:00 am via Zoom (Please email me to set an appointment) **All Emails received after 5pm will be responded to the next business day.**
Telephone:	(408) 924-1375 (During office hours only)
Email:	mahsa.modirzadeh@sjsu.edu **(BEST WAY TO REACH ME)**
Prerequisites:	Graduate Student Standing
GE/SJSU Studies Category:	Satisfies the Graduation Writing Assessment Requirement (GWAR)

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.*

Required Materials

All course material are provided online.

Technology Requirements

You will need to have access to the following items: a working laptop/tablet, Microsoft Word or a compatible word processing program, Adobe Spark, reliable internet access, a webcam and a microphone (can be integrated into your computer or external). **Please note that technology issues will not be accepted as an excuse for late work!** If you have problems with Canvas, you can visit the IT Service Desk page at http://its.sjsu.edu/support/index.html
Microsoft Word and Adobe Creative Cloud are available at NO CHARGE to SJSU students: find out how to download the programs here: https://www.sjsu.edu/it/services/collaboration/software/instructions.php I also suggest that you download and use the free Grammarly grammar checker app found here: www.grammarly.com

Canvas Website
The course is delivered through a serious of Canvas modules. You will find all information in the modules, including readings, lecture videos, general information, useful links, assignment instructions and assignment drop boxes. Modules open on Mondays at 12:01 am and close a week later, on Sundays at 11:59 pm. You can complete the module tasks at any time within the period that they are available. Go to https://one.sjsu.edu/ to begin your Canvas login.
I suggest that you adjust your Canvas Notifications settings so that messages are forwarded to your email or to your cell phone. 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, go here: http://www.sjsu.edu/ecampus/teachingtools/canvas/student_resources/index.html or call eCampus at (408) 924-2337.

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 at anamika.megwalu@sjsu.edu.

CS200W Learning Outcomes

GE - Written Communication Learning Outcomes (GELOs):

Students will write complete papers that demonstrate college-level proficiency and will be able 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.

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

Title	Points	Word Count	GELO	CLO
Orientation Activities	**50**	__		
Resume (First drafts 50 pts./Final draft 50pts.)	**100**	**250**	**1,3**	**1-3**
Cover Letter (First draft 50 pts./Final draft 50 pts.)	**100**	**500**	**1,3**	**1-3**
Research Project Proposal			**1-5**	**1-4,7,9**
Topic	**50**	**250**		
First Draft (Peer review 25 pts./First draft 50 pts.)	**75**	**1500**		
Final Draft	**75**	**1500**		

Literature Review				
First Draft (Peer review 25 pts./First draft 75 pts.)	100	2000	1-5	1-9
Second Draft/ Final Draft (optional)	250	3000		
Oral presentation of Proposal Project (25pts. Presentation/25pts. Peer review)	50		2	1, 10
Multimedia Presentation of Literature Review (25pts. Presentation/ 25pts.peer review)	50		2	
Writing Exercises (5@15 points each)	100	500	1-2, 5	1,3,4,5
Total	1000	9500		

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

Orientation Activities (50 pts.): You will practice skills needed throughout the semester and introduce yourself to me and your classmates by completing a short quiz and post a short video during the first week of the semester.

Job-related correspondence (150 pts.): You will prepare a current 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 (200 pts.): At the beginning of the semester, you will select a topic and later will write a research 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 proposal. You will submit one draft of the topic worksheet and two drafts of the proposal.

Literature review (400 pts.): You will write a literature review of scholarly sources (books, peer reviewed journal articles, 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 up to three drafts of the project.

Oral presentations (125 pts.): There will be two graded oral presentations in this class:
- In the first (worth 50 points) you will prepare and record a short, 3-minute 'Grad Slam' type video presentation that discusses your project proposal.
- During the second (worth 75 points) you will use Adobe Spark to develop a multimedia (image, text and video) presentation of the findings of your literature review.

Writing exercises (75 pts.): You will complete brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, and formatting.

Extra credit: You can earn extra credit points on certain drafts of the project proposal and literature review when you work with a University writing tutor on the assignment. To receive the credit you must attend a full tutoring session (at least 30 minutes in length) and work on that paper. See the individual assignments for more information on this.

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 on the amount 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.

Final course grade: : Your final course grade will be the grade that is shown on Canvas after all of your course work is completed and graded. There will be no individual 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)
University Attendance and Participation policy F15-12 (http://www.sjsu.edu/senate/docs/F15-12.pdf)

Submitting Assignments to Canvas

- All course assignments should be submitted by the specified due date/time, which is typically Sunday at 11:59:00 pm. Note that when the Canvas drop box closes at 11:59 pm, that means 11:59:00. Do not wait to submit an assignment immediately before a drop box closes!
- Assignments are considered to be submitted when they are uploaded to Canvas. If you do miss a final deadline (that means, you've missed the original due date AND the end of the late period), DO NOT email me the assignment to prove that it was completed on time; assignments that are emailed to me WILL NOT be graded.
- Assignments should be submitted as .doc, .docx, .pdf, or Google docs, and will be graded as uploaded to Canvas. Incorrect, blank, or unreadable files will receive no points. To avoid this, click on the "View Submission" option after uploading your work to make sure that you have submitted the correct file.
- 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. Note that if you submit an assignment by the due date, and then decide to re-submit during the late period, the usual late penalty will be assessed.

Late Assignments

I am aware that graduate students have a busy schedule, and that many of you also work while going to school. For that reason, I give each CS200W student two virtual late passes that can be used to extend the deadline of an

assignment by 48 hours, with no penalty. To use your late pass, please note in the Comments box below your submission that you are using a late pass and I will adjust the due date for you. Once your late passes have been used, any subsequent late submissions will receive a grade of zero.

Turnitin
Your assignments will be automatically submitted to Turnitin.com to check for matches against a database of written work, including previous student work, to assesses possible plagiarism. Once you submit an assignment that is Turnitin enabled, it will be processed and within a few minutes you will receive a percentage-based Turnitin originality score. Review your score and if it is higher than 10%, click on the percentage to see a detailed report; revise your work to eliminate the issues and resubmit before the deadline. I will open a dropbox that you can use throughout the semester to check a Turnitin score; submissions to this dropbox will not be added to the Turnitin database and will not affect the originality scores you receive for graded assignments.

Plagiarism and Cheating
This course is designed to improve your writing and it is important that all assignments you turn in are your original work. Submitting an assignment that was written by another person wastes your time and mine, and 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), require 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. Instances of academic dishonesty will not be tolerated. Cheating or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a score of zero on an assignment 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 submitted, or plan to submit for another class, please contact me before doing so.

As a member of the academic community, I place a high value on the honest pursuit of knowledge and have zero tolerance for plagiarism and cheating. Should you be tempted to cheat because you find an assignment challenging, the best course of action is to contact me for help.

The Writing Process

The goal of this class is to improve your academic and professional academic communication skills. All of the writing you do in this class will be developed according to the process model of writing, a recursive process that has four steps: planning, drafting, revising, and editing. You will submit at least 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; you also have the option to participate in additional individual conferences with me and with a writing tutor.

The Writing Center

I encourage you to use the tutoring services on campus if you feel that you need additional support with your writing assignments. For certain assignments, you can also earn extra credit for attending a session with a writing tutor. On our campus, you can find writing help at 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: www.sjsu.edu/writingcenter. Note that the services provided by the Writing Center are free to all SJSU students.

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 University Policy S90–5 at http://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 such 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.

University Policies

This link contains university-wide policy information relevant to all courses, such as academic integrity, accommodations, religious holidays, etc. http://www.sjsu.edu/gup/syllabusinfo/

Week	Module Topic	Module Activities
1	Introduction to CS200W	**Learning activities:** · Read all orientation pages · Read *Choosing a Research Topic* **Graded assignments:** · Complete quiz *Welcome to CS200W* · **Contribute to** *Discussion - Introduce Yourself!*
2	Writing an Effective Resume	**Learning activities:** · View Reading and Video *Introduction to Writing Resumes* · Read *SJSU Career Center Resume Guide* · Review *Resume Samples* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Resume – First Draft (submit twice for peer and instructor review)*
3	Writing Appropriate and Professional Business Correspondence	**Learning activities:** · View Video *Writing Cover Letters* · Read *SJSU Career Center Cover Letter Guide* · Review *Cover Letter Samples* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Cover Letter – First Draft (submit twice for peer and instructor review)* · **Complete** *Peer Reviews of Resume (2 reviews)*
4	Conducting Academic Research	**Learning activities:** · View Reading and Videos *Conducting Research in the SJSU Library* · View Reading and Video *Verifying Peer Reviewed Articles* · View Reading and Video *Predatory Journals* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Writing Exercise - Library Orientation* · **Submit to Canvas** *Resume – Final Draft* · **Complete** *Peer Reviews of Cover Letter*
5	IEEE Style: Formatting and Citation	**Learning activities:** · View Reading and Video *Introduction to IEEE Formatting* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Writing Exercise – IEEE Formatting* · **Submit to Canvas** *Cover Letter – Final Draft*
6	Introduction to the Project Proposal	**Learning activities:** · View Reading and Video *Introduction to the Project Proposal* · Read and complete *Proposal Problem Statement Handout/Analysis* · Review and print (recommended) *Project Proposal Quick Reference* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Proposal - Topic & Sources*
7	Academic Writing: Grammar and Paraphrasing	**Learning activities:** · View video *Grammar Bad Guys* · View video *Plagiarism and Paraphrasing* · Read *CS200W Plagiarism and Paraphrasing* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Writing Exercise – Editing, Plagiarism and Paraphrasing*

Week	Module Topic	Module Activities
8	Effective Presentations, Grad Slam Style	**Learning activities:** • View reading and video *Introduction to Presentations* • Read *!2 Simple Tips for Making Your Videos Look More Professional* • View *Grad Slam Videos (4)* • Review *Presentation of Proposal* assignment prompt **Graded assignments (due Sunday at 11:59m):** · **Submit to Canvas** *Project Proposal - First Draft (submit twice for peer and instructor review)*
9	Presentation of Proposal	**No learning activities this module** **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Presentation of Proposal* · **Complete** *Peer Reviews of Project Proposal*
10	Introduction to the Lit Review	**Learning activities:** · View reading and video *Introduction to the Lit Review* · View *SJSU King Library Writing a Literature Review* · Review and print (recommended) *Literature Review Quick Reference* · Review *Sample CS200W Lit Reviews* **Graded assignments (due Sunday at 11:59pm)** · **Submit to Canvas** *Writing Exercise - Analyzing a Lit Review* · **Complete** *Peer Reviews of Oral Presentation of Proposal (2 reviews)*
11	Organizing and Synthesizing Literature	**Learning activities:** • View video *Organizing and Synthesizing Literature* • Read *Synthesizing Literature Step-By-Step* • View video *Scribber: Writing a Literature Review* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Writing Exercise – Organizing and Synthesizing Literature* · **Submit to Canvas** *Project Proposal – Final Draft*
12	Introducing and Illustrating a Literature Review	**Learning activities:** • View video *Introducing and Illustrating a Lit Review* • Review *Sample Introductions* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Literature Review – First Draft (submit twice for peer and instructor review)*
13	Presenting Research Using Power Point and Adobe Spark	**Learning activities:** • View video *Designing Effective PowerPoint Slides* • Read page *Interactive Presentations with Adobe Spark* **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas (Optional)** *Extra Credit Writing Exercise - Revising PowerPoint Slides* · **Complete** *Peer Reviews of Literature Review*
14	Lit Review Revised Draft	**No learning activities this module** **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Revised Draft of Literature Review*
15	Presentation of Lit Review	**No learning activities this module** **Graded assignments (due Sunday at 11:59pm):** · **Submit to Canvas** *Multimedia Presentation of Literature Review (submit twice for peer and instructor review)*
Final	Final Projects Due December 14th	**Graded assignments (due Dec.14th at 11:59pm)** · **Complete** *Peer Reviews of Adobe Spark Presentation of Lit Review*