

# San José State University Department of Computer Science

## CS200W Graduate Technical Writing Section 02 - Spring 2021

### Course and Contact Information

<b>Instructor:</b>	Debra Hunter
<b>Class Days/Time/Location:</b>	Hybrid (see instructor for details)
<b>Office Location:</b>	Clark Hall 408L
<b>Office Hours:</b>	By appointment T/Th 10am-Noon and 2pm-5pm via Zoom
<b>Telephone:</b>	408/924-7090 (Not available Spring 2021)
<b>Email:</b>	<a href="mailto:debra.hunter@sjsu.edu">debra.hunter@sjsu.edu</a>
<b>Prerequisites:</b>	Graduate Student Standing
<b>GE/SJSU Studies Category:</b>	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 materials are provided online.

### Course Format

This hybrid course is primarily online, asynchronous, and delivered through a series 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 two weeks later, on Sundays at 11:59 pm. You can complete the module tasks at any time within the two-week 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/teaching-tools/canvas/student\\_resources/index.html](http://www.sjsu.edu/ecampus/teaching-tools/canvas/student_resources/index.html) or call eCampus at (408) 924-2337.

To satisfy the hybrid requirement, small-group meetings will be held on campus as follows:

- Thursday, March 18<sup>th</sup> at 10:30 am (Group 1) & 11:40 am (Group 2)
- Tuesday, March 23<sup>rd</sup> at 10:30 am (Group 3) & 11:40 am (Group 4)
- Thursday, March 25<sup>th</sup> at 10:30 am (Group 5) & 11:40 am (Group 6)

More information on these meetings, such as your group assignment and the meeting location, will be provided by your instructor.

## 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!** For help with technology problems, visit the IT Service Desk page at <http://its.sjsu.edu/support/index.html>

Microsoft Word (for PC and Mac) 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](http://www.grammarly.com)

## 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](mailto:anamika.megwalu@sjsu.edu).

## CS200W 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.

## CS200W 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:**

<b>Title</b>	<b>Points</b>	<b>Word Count</b>	<b>GELO</b>	<b>CLO</b>
<b>Orientation Activities</b>	<b>25</b>	<b>--</b>		
<b>Resume (First draft 50 pts./Final draft 50 pts.)</b>	<b>100</b>	<b>250</b>	<b>1,3</b>	<b>1-3</b>
<b>Cover Letter (First draft 50 pts./Final draft 50 pts.)</b>	<b>100</b>	<b>500</b>	<b>1,3</b>	<b>1-3</b>
<b>Project Proposal</b>			<b>1-5</b>	<b>1-4,7,9</b>
<b>Topic</b>	<b>25</b>	<b>250</b>		
<b>First Draft (Peer review 25 pts./First draft 50 pts.)</b>	<b>75</b>	<b>1500</b>		
<b>Final Draft</b>	<b>75</b>	<b>1500</b>		
<b>Literature Review</b>				
<b>First Draft (Peer review 25 pts./First draft 75 pts.)</b>	<b>100</b>	<b>2000</b>	<b>1-5</b>	<b>1-9</b>
<b>Second Draft/Optional Final Draft</b>	<b>250</b>	<b>3000</b>		
<b>PowerPoint Presentation of Literature Review (50 pts. presentation/25 pts. peer review)</b>	<b>75</b>		<b>2</b>	
<b>Writing Exercises</b>	<b>175</b>	<b>500</b>	<b>1-2, 5</b>	<b>1,3,4,5</b>
<b>Total</b>	<b>1000</b>	<b>9500</b>		

**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 (25 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 (200 pts.):** You will prepare a current résumé highlighting your education, accomplishments and relevant job experience, and will practice a cover letter using the established conventions and protocol of professional communication.

**Project proposal (175 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 (350 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 (75 pts.):** At the end of the semester, you will prepare and record a short, 5-to 7 minute narrated PowerPoint presentation that discusses your research.

**Writing exercises (175 pts.):** You will complete brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, and formatting.

## 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; the points you earn are applied to your final course grade, which will be determined by the total points you earn out of 1000 possible.

**Grading turnaround:** You can expect that I will grade your assignments within two weeks after they are submitted, although in most cases they will be graded sooner.

**Final course grade:** Your final course grade will be the grade that is shown on Canvas after all course work is completed and graded. No extra credit or extra work will be offered at the end of the semester to raise your grade, nor will your grade be rounded up.

## Grading Scale

**Your final grade will be assigned based on the following scale:**

980+ pts = A+	930 - 979 pts = A	900-929 pts = A-	870-899 pts = B+	830 - 869 pts = B	800-829 pts = B-
770-799 pts = C+	730-769 pts = C	700-729 pts = C-	670-699 pts = D+	630-669 pts = D	600-629 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 due date at 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 specified (usually in .doc or .pdf form) 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 will accept late assignments up to two days after a specified due date, with a small penalty. Assignments submitted up to 24 hours late are subject to a 10% late penalty, and assignments submitted 24-48 hours late will be assessed a 20% late penalty. These penalties are assessed as a portion of **the total points possible** for an assignment. No assignments will be accepted more than 48 hours past a specified due date.

There are two exceptions to this late policy; assigned peer reviews **MUST** be completed by the specified due date/time, so that everyone has sufficient time to take advantage of peer commentary. Another exception is the final assignment of the semester, the second revised draft of the literature review, which also must be completed by the specified due date/time.

A caution: while one or two late submissions of a low-point value assignment will have little impact on your grade, frequent late submission of work, or late submission of assignments with a high point value, may imperil your ability to receive credit for this course. Thus, I suggest that you take advantage of this late policy only when absolutely necessary.

## Turnitin

Your assignments will be submitted to Turnitin.com to check for matches against a database of written work, including previous student work. 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 15%**, click on the percentage icon 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. You'll see a link to this dropbox at the bottom of the course Home page, and at the bottom of the Modules page.

## 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 professional and 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. 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](http://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](http://www.sjsu.edu/senate/docs/S90-5.pdf) 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/>

### Course Schedule - CS200W Section 02 Spring 2021

Be sure to begin all modules by reading the **START HERE** page. *Note that this schedule is subject to change with fair notice.*

Week	Module Closes	Module Topic	Module Activities
1	2/7/21	Introduction to CS200W	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• Read all orientation pages</li> <li>• Read <i>Choosing a Research Topic</i></li> </ul> <p><b>Graded assignments:</b></p> <ul style="list-style-type: none"> <li>• Complete quiz <i>Welcome to CS200W</i></li> <li>• <b>Contribute to Discussion - Introduce Yourself!</b></li> </ul>
2	2/14/21	Writing an Effective Resume	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• View Reading and Video <i>Introduction to Writing Resumes</i></li> <li>• Read <i>SJSU Career Center Resume Guide</i></li> <li>• Review <i>Resume Samples</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Submit to Canvas Resume – First Draft</b> (submit twice for peer and instructor review)</li> </ul>
3	2/21/21	Writing An Effective Cover Letter	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• View Video <i>Writing Cover Letters</i></li> <li>• Read <i>SJSU Career Center Cover Letter Guide</i></li> <li>• Review <i>Cover Letter Samples</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Submit to Canvas Cover Letter – First Draft</b> (submit twice for peer and instructor review)</li> <li>• <b>Complete Peer Reviews (2) of Resume</b></li> </ul>
4	2/28/21	Conducting Academic Research	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• View Reading and Videos <i>Conducting Research in the SJSU Library</i></li> <li>• View Reading and Video <i>Verifying Peer Reviewed Articles</i></li> <li>• View Reading and Video <i>Predatory Journals</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Submit to Canvas Writing Exercise - Library Orientation</b></li> <li>• <b>Submit to Canvas Resume – Final Draft</b></li> <li>• <b>Complete Peer Reviews (2) of Cover Letter</b></li> </ul>
5	3/7/21	IEEE Style: Formatting and Citation	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• View Reading and Video <i>Introduction to IEEE Formatting</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Submit to Canvas Writing Exercise Part I – IEEE Formatting and Citation Knowledge Check</b></li> <li>• <b>Submit to Canvas Writing Exercise Part I – IEEE Formatting and Citation Practice</b></li> <li>• <b>Submit to Canvas Cover Letter – Final Draft</b></li> </ul>
6	3/14/21	Introduction to the Project Proposal	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• View Reading and Video <i>Writing the Project Proposal</i></li> <li>• Review and print (recommended) <i>Project Proposal Informational Handout</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Submit to Canvas Proposal – Title Page, Topic &amp; Sources</b></li> </ul>
7	3/21/21	Academic Writing: Plagiarism and Paraphrasing	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>• Complete Part I: Plagiarism and Part II: Paraphrasing Readings/Video</li> <li>• In Person Proposal/Literature Review Session (Groups 1 &amp; 2) 3/18 @ 10:30 &amp; 11:40 am SCI 311</li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li>• <b>Submit to Canvas Writing Exercise – Part I: Plagiarism and Writing Exercise Part II: Paraphrasing Checkl a</b></li> </ul>

Week	Module Closes	Module Topic	Module Activities
8	3/28/21	Academic Writing: Editing for Style	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>Complete Lessons 1,2,3</li> <li>In Person Proposal/Literature Review Meeting (Groups 3 &amp; 4) 3/23 @ 10:30 am &amp; 11:40 am SCI 311</li> <li>In Person Proposal/Literature Review Meeting (Groups 5 &amp; 6) 3/25 @ 10:30 am &amp; 11:40 am SCI 311</li> </ul> <p><b>Graded assignments (due Sunday at 11:59m):</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Writing Exercise – Editing for Style</i></li> </ul>
9	4/4/21	Spring Break	<p><b>Learning Activities</b></p> <ul style="list-style-type: none"> <li>No learning activities this week</li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Project Proposal - First Draft (submit twice for peer and instructor review)</i></li> </ul>
10	4/11/21	Introduction to the Lit Review	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>View reading and video <i>Introduction to the Lit Review</i></li> <li>Review and print (recommended) <i>Literature Review Quick Reference</i></li> <li>Review <i>Sample CS200W Lit Reviews</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm)</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Writing Exercise - Analyzing a Lit Review</i></li> <li><b>Complete</b> <i>Peer Reviews (2) of Project Proposal</i></li> </ul>
11	4/18/21	Organizing and Synthesizing Literature	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>View video <i>Organizing and Synthesizing Literature</i></li> <li>Read <i>Synthesizing Literature Step-By-Step</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Writing Exercise – Organizing and Synthesizing Literature</i></li> <li><b>Submit to Canvas</b> <i>Project Proposal – Final Draft</i></li> </ul>
12	4/25/21	Introducing and Illustrating a Literature Review	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>View video <i>Introducing and Illustrating a Lit Review</i></li> <li>Review <i>Sample Introductions</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Literature Review – First Draft (submit twice for peer and instructor review)</i></li> </ul>
13	5/2/21	Presenting Research Using PowerPoint	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>View video <i>Designing Effective PowerPoint Slides</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Writing Exercise - Revising PowerPoint Slides</i></li> <li><b>Complete</b> <i>Peer Reviews (2) of Literature Review</i></li> </ul>
14	5/9/21	Individual Conferences on Lit Review	<p><b>Learning activities:</b></p> <ul style="list-style-type: none"> <li>Attend <i>Individual Conference on Lit Review</i></li> <li>Read: <i>Handout – How to Write an Abstract for the Lit Review</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Revised Draft of Literature Review</i></li> </ul>
15	5/16/21	PowerPoint Presentation	<p><b>Learning Activity</b></p> <ul style="list-style-type: none"> <li>View video <i>Recording a PowerPoint Slide Show</i></li> </ul> <p><b>Graded assignments (due Sunday at 11:59pm):</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>PowerPoint Presentation of Research (submit twice for peer and instructor review)</i></li> </ul>
<b>Final Week</b>	5/23/21	Final Projects	<p><b>Graded assignments (due Sunday at 11:59pm)</b></p> <ul style="list-style-type: none"> <li><b>Submit to Canvas</b> <i>Optional Revised Draft of Literature Review</i></li> <li><b>Complete</b> <i>Peer Reviews (2) of PowerPoint Presentation of Research</i></li> </ul>