

# Technical Writing Workshop Section 04

## CS 100W

Spring 2024 3 Unit(s) 01/24/2024 to 05/13/2024 Modified 01/21/2024

### Contact Information

Instructor:	Alesya Petty
Office Location:	FOB 224
Email:	Messaging through Canvas preferred (Alesya.Petty@sjsu.edu)
Office Hours:	Tuesdays 3:00-4:00 PM and by appointment on <a href="#">Zoom</a> .
Class Days/Time:	In-person - Mondays & Wednesdays 3:00-4:15 PM
Classroom:	MacQuarrie Hall 422
Prerequisites:	Grade C or better in English 1B, passage of the Writing Skills Test, upper-division standing, and completion of core GE.
GE/SJSU Studies Category:	Area Z

### Course Description and Requisites

Advanced writing through preparation of technical reports and presentations. Improving skills for writing subject-related reports, project proposals and personal resumes through practice and evaluation. Course assignments will be related to issues concerning careers in computer science.

Writing in the Disciplines: Satisfies the CSU Graduation Writing Assessment Requirement (GWAR) if passed with "C" or better.

Prerequisite(s): A3 or equivalent second semester composition course (with a grade of "C-" or better); completion of core GE; and upper division standing. Or Graduate or Postbaccalaureate level. Allowed Declared Majors: Computer Science or Mathematics

Letter Graded

## \* Classroom Protocols

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**Course Mode.** This is a hybrid course with once a week in-person meetings and asynchronous work online. It's crucial to attend in-person classes to keep up with updates in the course and to do collaborative work for projects.

In-person meetings include collaborative work, interactive workshops, presentations, one-on-one conferences, instructor and peer feedback. Participation for in-person activities cannot be made up. No amount of solitary or make-up work can replace meaningful interactions with the class learning community in real time.

Asynchronous work must be completed before coming to in-person class and **all assignments are due on Sunday night at 11:59pm.**

Late work for weekly homework is accepted with a 10% penalty per day. In-class assignments cannot be made up. In cases of emergency or sickness, extensions may be given for submitting major assignments on an individual basis with a timely notification before the deadline and documented proof of the emergency or sickness.

Missing a class. Please, hold yourself responsible to find out what you missed by contacting the classmates through various communication tools available to you through Canvas messaging, other communication channels set up for the class (student-organized Discord, etc.). Check updates on Canvas regularly. Class is a learning community of students who can help each other throughout the learning process. The role of the instructor is to help you navigate the course and to facilitate the learning. Generally, instructors do not have the capacity to repeat or summarize taught lessons to individual students through messaging.

Concerns about performance in the course. Please, drop by virtual office hours or schedule an appointment to discuss anything relating to your ability to succeed in the course. I am here to help you with whatever situations may arise during the course of your studies. I am highly invested in your learning and wish you to be successful in your studies.

Final submissions. All final drafts and graded assignments must be proofread and polished. Make sure to leverage free resources and tutoring services available to you through the Writing Center and Peer Connections and any other student support that may be known to you and your peers.

Classroom netiquette. Be courteous and respectful of your classmates who constitute a diverse learning community. Class dynamics are much enhanced when all members can participate in the same conversation. Please make the wise choice to stay on task in our sessions and ignore the urge to check your social media or engage in other distractions. You can bring a closed-top cup or water bottle to class, but please no snacking or eating as it interferes with learning. Just think of things you would not do in a business meeting and treat the class environment is a similar way.

*Recording in our classroom and sharing of the contents of the Canvas course are not allowed and are protected by university policies.*

## Program Information

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Writing in the Disciplines (WID) courses develop students' abilities to communicate effectively in their major course of study and in their careers. With an emphasis on critical thinking, these upper-division core courses advance students' understanding of the genres, audiences, and purposes of college writing while preparing them for successful communication in their chosen professions. Completing Writing in the Disciplines with a C or better is an SJSU graduation requirement.

**Writing in the Disciplines Learning Outcomes** Upon successful completion of a Writing in the Disciplines course, students should be able to:

1. explain, analyze, develop, and critique ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse;
2. organize and develop complete discipline-specific texts and other documents for both professional and general audiences, using appropriate editorial and citation standards; and
3. locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing;
4. produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, and clarity of expression.

**Writing Practice:** Students will write a minimum of 8000 words, at least 4000 of which must be in revised final draft form.

## Course Goals

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### GE Learning Outcomes (GELO)

As CS100W is a General Education course, the course learning outcomes are identified as GELOs.

Upon successful completion of this course:

GELO 1. Learners will understand and know how to follow the stages of the writing process (prewriting/writing/rewriting) and apply them to technical and workplace writing tasks.

GELO 2. Learners will be able to produce a set of documents related to technology and writing in the workplace, and will have improved their ability to write clearly and accurately.

GELO 3. Learners will understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.

GELO 4. Learners will be familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and presentation.

GELO 5. Learners will be able to read, understand, and interpret material (based on primary and secondary research) related to advanced technology. Learners will have an appreciation for some of the ideas, issues, and problems involved in writing about technology and in workplace writing.

GELO 6. Learners will be familiar with basic sources and methods of research and documentation on topics in technology, including online research. Learners will be able to synthesize and integrate material from primary and secondary sources with their own ideas in a technical essay. Learners will be able to dissect a use case study and

understand its parts.

## Course Learning Outcomes (CLOs)

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### Course Learning Objectives

Learners shall write complete essays that demonstrate college-level proficiency (University Policy S14-5) [SLOs] (all course rubrics based on these required SLOs). Learners shall be able to:

**CLO 1.** Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, clarity of expression

**CLO 2.** Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

**CLO 3.** Organize and develop essays and documents for both professional and general audiences

**CLO 4.** Organize and develop essays and documents according to appropriate editorial and citation standards

**CLO 5.** Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

## Course Materials

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### Required Texts/Readings

#### Textbook (Required)

*This course is a part of the Affordable Learning Solutions grant and is using Open Educational Resources and MLK Library resources.*

*Technical Writing Essentials: Introduction to Professional Communications in Technical Fields*, by Suzan Last,

Candice Neveu, and Monika Smith. - open source textbook, available free on Canvas.

## Other Readings (Recommended)

*Business Communication Today*, 15th Ed., by Courtland L. Bovee and John V. Thill

## Other technology requirements / equipment / material

Please make sure that ALL documents are kept in a cloud folder; do not rely on your laptop/desktop for storage. Please download both the Zoom app and the Canvas app to your cell phone in case a blackout occurs in your area. You will always need to plan for a back-up solution.

## Course Requirements and Assignments

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### Course Requirements and Assignments (Required)

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit [45-hours per 1-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 by visiting University Policy S12-3 or using the link <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

Table 1 shows how course assignments will help you meet SLOs and GE learning objectives:

Assignments	Learning Outcomes
Career Portfolio (Professional Writing)	GELO 2 CLO 1 & 3
Participation/ Homework/ Presentations	GELO 1-4 CLO 1-6
Major Project	GELO 1-4 CLO 1-6

Final exam	GELO 1-4 CLO 1-6
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All items above will be posted to Canvas inside weekly modules. Activities and assignments place emphasis on developing the writer's abilities to clearly define the audience and purpose, practice genre and language conventions, and design a professional presentation of each document.

"NOTE: It should be noted that the Academic Vice President in a memorandum dated October 25, 1977 cites a university policy that states that there shall be an appropriate final examination or evaluation at the officially scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course."

## ✓ Grading Information

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This course must be passed with a C or better as a CSU graduation requirement.

Grade Distribution based on Canvas 100% grading scale is as follows:

	100-98 A	97-95 A-
94-92 B+	91-89 B	88-86 B-
85-83 C+	82-80 C	79-77 C-
76-74 D+	73-71 D	70-68 D-
67 and below F		
All assignments are submitted to turnitin.com for plagiarism screening. You must check your originality report for submitted assignments to make sure you are not plagiarizing.		

Passing Grade for the course is C or better. **No** incompletes will be given for the course.

Though there is no specific extra credit in the course, these low-stakes activities and assignments work in a similar way to extra credit to boost consistent effort, work ethics, and participation, allowing students to catch up with partial credit.

# Final Examination or Evaluation

“Faculty members are required to have a culminating activity for their courses, which can include a final examination, a final research paper or project, a final creative work or performance, a final portfolio of work, or other appropriate assignment.” In our courses, we will create a portfolio at the end of the semester as our culminating activity.

## University Policies

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Per [University Policy S16-9 \(PDF\)](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>) web page. Make sure to visit this page to review and be aware of these university policies and resources.

## Course Schedule

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Fall 2023 Course Schedule and Due Dates

*All homework is due at 11:59pm on Tuesdays before class meetings on Wednesdays.*

Weeks	Assignments due
Week 1	Introductions.
Week 2	Professional Writing.
Week 3	Career Documents.
Week 4	Career Center Resources.
Week 5	Major Project introduced.
Week 6	Idea pitch. Proposals.
Week 7	MLK Library Resources Workshop.
Week 8	Group Project Proposals.

Week 9	Project Outline
Week 10	Project Draft.
Week 11	Group Workshop.
Week 12	Group Workshop.
Week 13	Group Workshop.
Week 14	Group Project Presentations.
Week 15	Group Project Presentations.
Week 16	Group Project Presentations.
Finals week	See university exam schedule and instructions on Canvas.