

# Graduate Technical Writing Section

## 03 CS 200W

Fall 2024 3 Unit(s) 08/21/2024 to 12/09/2024 Modified 08/15/2024

### Contact Information

Dr. Gregory Tomlinson

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DMH 237B

Office Hours: MW, 3-4 PM, or by appointment (in person or Zoom)

### Course Information

This class will meet in-person on Mondays and Wednesdays from 12-1:15 PM in Clark Hall (CL 111).

### 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 GVAR in this master's program. This course does NOT satisfy the undergraduate GE Area Z requirement.

Letter Graded

### Classroom Protocols

- 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.

## Program Information

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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 Goals

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# 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 \(Academic Senate Policy S07-2\)](#), 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.

## Course Learning Outcomes (CLOs)

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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 ACM 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 Materials

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# 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](#). 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)

## Writing and Research Resources

# 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](#). 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).

## Course Requirements and Assignments

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**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 short description of research accomplishments) using the established conventions and protocol of professional communication. A cover letter is also required

**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 a draft of the literature review as well as a

final copy.

**Class 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. 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.

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

## ✓ Grading Information

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

| Title  | Points | GELO | CLO    |
|--|--------|------|--------|
| Diagnostic   | 10     |      |        |
| Resume/Research Statement                          | 100    | 1,3  | 1,2,3  |
| Snap Writing Exercises (10 for 12 weeks)           | 120    | 1,3  | 1,2,3  |
| Technical Communications Documents (Expert/Novice) | 75     | 1,3  | 1,2,3  |
| Summary/Paraphrasing Assignment                    | 50     | 1,3  | 1,2,3  |
| Research Project Proposal                          | 145    | 1-5  | 1-4, 6 |
| Topic  | 20     |      |        |
| First Draft  | 25     |      |        |
| Final Draft  | 100    |      |        |
| Literature Review                                  | 250    | 1-5  | 1-6, 8 |

|   |     |   |      |
|---|-----|---|------|
| First Draft   | 25  |   |      |
| Revised Draft   | 225 |   |      |
| Class Presentation of Research<br>(Script and Presentation, 25,<br>100) | 125 | 2 | 5,10 |
| Total   | 875 |   |      |

## Breakdown

# 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:

|                     |                    |                     |                     |                    |                      |
|---------------------|--------------------|---------------------|---------------------|--------------------|----------------------|
| 850+ pts =<br>A+    | 860-810<br>pts = A | 885-809<br>pts = A- | 808-765<br>pts = B+ | 764-730<br>pts = B | 729-700<br>pts = B-  |
| 699-680<br>pts = C+ | 679-635<br>pts = C | 634-615<br>pts = C- | 614-600<br>pts = D+ | 600-550<br>pts = D | 549-5525<br>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>)

## University Policies

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

The class will meet in person on Mondays and Wednesdays from 12:00-1:30 PM in Clark Hall 111 (CL 111).

### Course Schedule

| Week | Date                | Topics, Readings, Assignments, Deadlines  |
|------|---------------------|---|
| 1    | W 8/21              | <p><b>Wednesday:</b> Course Introduction</p> <p>Assignment Due: Diagnostic</p>                                    |
| 2    | MW<br>8/26-<br>8/28 | <p><b>Monday:</b> Technical Writing Basics, Part 1</p> <p><b>Wednesday:</b> Technical Writing Basics, Part 2</p>  |
| 3    | MW<br>9/2-<br>2/7   | <p><b>Monday:</b> NO CLASS - LABOR DAY</p> <p><b>Wednesday:</b> Writing Resumes/Keywords</p>                      |
| 4    | MW<br>9/9-<br>9/11  | <p><b>Monday:</b> Writing Cover Letter</p> <p><b>Wednesday:</b> Visit from Subject Librarian, Anamika Megwalu</p> |

|    |                       |   |
|----|-----------------------|---|
| 5  | MW<br>9/16-<br>9/18   | <p><b>Monday:</b> Research Planning and Practices</p> <p><b>Assignment Due: Resume and Cover Letter</b></p> <p><b>Assignment Due: Research Topic Selection</b></p> <p><b>Wednesday:</b> Paraphrasing, Citations, and Plagiarism</p> <p><b>Assignment Due: Article Paraphrasing Exercise</b></p> |
| 6  | MW<br>9/23-<br>9/25   | <p><b>Monday:</b> Simplifying Technical Communication and the "Novice Test"</p> <p><b>Wednesday:</b> Research and Peer Review Day</p>   |
| 7  | MW<br>9/30-<br>10/2   | <p><b>Monday:</b> Writing Problem Statements</p> <p><b>Assignment Due: Technical Communication Documents</b></p> <p><b>Wednesday:</b> Introduction to the Project Proposal</p>  |
| 8  | MW<br>10/7-<br>10/9   | <p><b>Monday:</b> Research and Writing Workshop</p> <p><b>Wednesday:</b> Peer Review of Proposal – Bring printed copy to class</p> <p><b>Assignment Due: Draft of Research Proposal</b></p>   |
| 9  | MW<br>10/14-<br>10/16 | <p><b>Monday:</b> Introduction to the Literature Review</p> <p><b>Wednesday:</b> Analyzing a Literature Review</p>  |
| 10 | MW<br>10/21-<br>10/23 | <p><b>Monday:</b> Organizing and Synthesizing Literature</p> <p><b>Wednesday:</b> Introducing a Literature Review/ Scientific Illustrations</p> <p><b>Assignment Due: Research Project Proposal Final</b></p>   |



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|----|-----------------------|---|
| 11 | MW<br>10/28-<br>10/30 | Monday: Writing Abstracts<br><br>Wednesday: Research and Writing Day<br><br>Assignment Due: Literature Review Draft                               |
| 12 | MW<br>11/4-<br>11/6   | Monday: Designing Effective PowerPoint Presentations<br><br>Wednesday: Giving A Grad Slam Presentation<br><br>Assignment Due: Presentation Script |
| 13 | MW<br>11/11-<br>11/13 | Monday: NO CLASS - VETERAN'S DAY<br><br>Wednesday: Grad Slam Presentations  |
| 14 | MW<br>11/18-<br>11/20 | Monday: Grad Slam Presentations<br><br>Wednesday: Grad Slam Presentations   |
| 15 | MW<br>11/25-<br>11/27 | NO CLASS - THANKSGIVING BREAK   |
| 16 | MW<br>12/2-<br>12/4   | Monday: Research and Writing Day<br><br>Wednesday: Research and Writing Day<br><br>Assignment Due: Literature Review Final                        |