SJSU SAN JOSÉ STATE UNIVERSITY

College of Science · Computer Science

Technical Writing Workshop

CS 100W

Fall 2026 Section 02 In Person 3 Unit(s) 08/19/2026 to 12/07/2026 Modified 08/18/2026

Contact Information

Instructor: Dr. Deborah Choe

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Phone:

Office: Duncan Hall 282

Office Hours: Tuesdays 12:15PM-1:00 PM and Thursdays 12:15 PM-1:00 PM; and by appointment (in person). Additional office hours may be added as needed.

An undergraduate technical writing workshop course designed to develop advanced communication skills that will meet the academic and professional needs of computer science students. Students must earn a final grade of "C" or higher to receive credit for this course.

Course Format: In-person instruction and discussions. This course meets in person on campus.

Class Days and Time

Section 02: 44114 TuTh 1:30 PM-2:45 PM MacQuarrie Hall 223

Section 03: 40530 TuTh 3:00 PM-4:15 PM MacQuarrie Hall 223

Canvas and MYSJSU Messaging:

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

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.

Satisfies Writing in the Disciplines (WID).

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, Data Science, Computer Science and Linguistics, or Mathematics.
Grading: Letter Graded

Note(s): Must be passed with C or better to satisfy the CSU Graduation Writing Assessment Requirement (GWAR).

✳ Classroom Protocols

Attendance and Participation: Because this is a writing course, regular attendance and active participation are essential. Students are expected to arrive prepared, contribute to discussions, and participate in various workshop activities. If you are late or leave early, it can disturb classroom learning progress and cause you to miss instructional material and concepts covered in class. Please make every effort to stay for the entire class. You will be engaged in group projects, such as collaborative writing and other in-class learning activities. You are expected to contribute to the class discussions and responsively communicate your ideas with others in the classroom.

If you are going to be absent, please let me know by email or via your Canvas inbox. Please note that certain in-class assignments that are collaborative in nature, such as discussions, cannot be made up. Participation requires full engagement from the scheduled start of class through the end of the class session, including lectures, discussions, and workshop activities. Participation will be graded based on consistent involvement and the thoughtfulness of contributions.

Respectful Learning Atmosphere: Being respectful and considerate in the classroom environment is essential for effective learning progress to take place. This allows you to focus on lesson materials and participate thoughtfully in critical thinking processes. It also involves listening attentively during instructional time, refraining from unrelated activities, and engaging in class discussions with respect and consideration. Respectful interaction with perspectives shared during lectures, class discussions, and small-group activities is essential. My goal is for everyone to feel comfortable, valued, and empowered during the learning process. A respectful classroom atmosphere is helpful for an optimal learning experience to occur, as it allows everyone to comprehend and absorb the lesson materials being taught.

Assignment Submissions: Canvas and Hard Copies

Assignments can be submitted to Canvas by going to the Modules section for the assignment. Find the assignment, click on the assignment title to open it, and if the assignment requires Text Entry, simply enter your response in the provided text entry box. Due time for each assignment may be 11:59 PM (Canvas time) or before class time for this class.

Proper Submission Format: Proper submission format is expected for this writing course. For all major assignments, hard-copy submissions in addition to Canvas submissions are required, and all hard copies must be properly stapled. Unstapled or folded papers can separate and shift, interrupting the grading process. Handling, aligning, and stapling these papers creates additional manual work and affects instructor workflow, while this remains the student's responsibility.

Stapling Requirement: The hard copies must be stapled to prevent disorganization during the grading process. Unstapled assignments may be considered as not adhering to proper formatting and may affect grading per submission. Clips or folded corners are not acceptable replacements. Proper preparation facilitates efficient and consistent grading for all students. Please refer to the grading section for details on evaluation.

Submission after the due date must not be emailed to the instructor, as all assignments must be submitted through the Canvas Modules/Assignments area where grading and records are properly maintained and entered. All submissions must follow the late assignment policy for grading consideration. Refer to the late assignment policy for full details.

If you experience any technical issues, you can contact eCampus at (408) 924-2337 or visit the eCampus Canvas Help Page for assistance.

Instructional Fairness and Student Support:

All students are welcome to seek help with any assignment in the course. Individual guidance is provided through standard course procedures, with thoughtful instructional judgment applied fairly and consistently to all students. Fairness is a core value of my teaching philosophy and is exercised with careful consideration of each student's unique circumstances. Support is available during office hours or by appointment for in-person meetings, and I can also provide guidance via email or Canvas Inbox. I strive to be responsive to students' academic needs and to provide timely and effective assistance.

Return of Assignments and Exams

For assignments and exams submitted by the posted deadlines, I am conscientious about returning work within one week, and no later than two weeks for regular coursework. I am mindful of students' learning progress and view feedback as an essential part of that process, as timely feedback allows students to reflect and improve throughout the term.

However, if students submit assignments late or very late, including revisions beyond students' responsible required submission time, these cannot be returned immediately because they fall outside my normal feedback period. I allow these submissions for learning and credit, but return of such work may be delayed.

As for the final term papers submitted during the last week of class, they cannot be returned immediately because grading continues after the term ends. Students can receive these papers back after the term for learning purposes.

Academic Integrity: Academic integrity is crucial to your success in the course. You are expected to produce your own original work that reflects your critical thinking and analysis. Reading, writing, critical thinking, and analytical skills are fundamental to achieving the learning outcomes of this course. Students are expected to develop intrinsic motivation to complete their own work and to engage in independent learning. The use of artificial intelligence (AI) systems to generate assignment content is not permitted and will be considered a violation of the University's Academic Integrity Policy. This will also be regarded as plagiarism. (For further details, see the policy here: Academic Integrity Policy (https://sjsu.edu/senate/docs/F15-7.pdf)).

Academic Achievement: If you have any concerns about your progress, please don't hesitate to schedule an appointment. I am happy to provide the instructor's support for your study and learning. It is best to meet in person for the individual conference.

Program Information

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 Learning Outcomes (CLOs)

Upon successful completion of CS100W, students should be able to:

1. Understand how to follow the stages of the writing process (prewriting/writing/rewriting) and apply them to technical and workplace writing tasks.

2. Produce a set of documents related to technical and workplace writing tasks and have improved their ability to write clearly and accurately.
3. Understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.
4. Define basic technical writing elements, such as audience analysis, use of jargon and visuals, and citation, formatting and presentation.
5. Read, understand, and interpret material (based on primary and secondary research) related to advanced technology, and have an appreciation for some of the ideas, issues, and problems involved in writing about technology and in workplace writing.
6. Understand basic sources and methods of research and documentation on topics in technology, including online research, and synthesize and integrate material from primary and secondary sources in a research-based technical writing project.
7. Determine the difference between plagiarized and non-plagiarized text.

Student Learning Objectives (University Policy S 14-5) [SLOIs] (all course rubrics based on these required CLOs).

Learners shall write complete essays that demonstrate college-level proficiency. Learners shall be able to:

1. CLO 1. Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar and clarity of expression
2. CLO 2. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
3. CLO 3. Organize and develop essays and documents for both professional and general audiences
4. CLO 4. Organize and develop essays and documents according to appropriate editorial and citation standards
5. CLO 5. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Course Materials

Textbook:

This course is a part of the Affordable Learning Solutions grant and is using Open Educational Resources and MLK Library resources. You are not required to purchase a textbook; reading materials and assignments are in the Canvas modules.

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.

Recommended Readings*:*

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

Notebook and Folder: These are for your in-class assignments and for your written work.

Computer: You need a computer with a word processing software.

Visit IT Service Desk page for any technology help: SJS IT Service Desk.

Please make sure that ALL documents are kept in a cloud folder; do not rely on your laptop/desktop for storage.

Course Requirements and Assignments

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 (http://www.sjsu.edu/senate/docs/S12-3.pdf).

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

Assignments	Learning Outcomes	Points
Professional Writing (Career documents: Resume and Cover Letter) and Relevant Assignments	WIDLO 2, CLO 1&3	250
Applied Technical Communication Analysis of Technical Documents, Language and Communication; Grammar and Citation Rules	WIDLO 1-4, CLO 1-6	230
Research Paper Project: Research Writing and Presentation	WIDLO 1-4, CLO 1-6	300
Participation: In-Class Activities and Homework	WIDLO 1-4, CLO 1-6	120

Final Exam	WIDLO 1-4, CLO 1-6	100
Total		1000

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

Grading Policy:

Grades are based on the assignments, projects, participation and assessments outlined in the syllabus. Each component contributes to the final grade according to its designated value, which is listed for the assignment title in the Canvas Modules. All grades reflect consistent application of these criteria which includes late assignment policies. No extra work beyond the existing course assignments will be considered to improve a grade. Final grades are determined by all components of the grading criteria.

Grade Distribution:

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+	97-94 A	93-90 A-
89-87 B+	86-83 B	82-80 B-
79-76 C+	75-73 C	72-70 C-
69-66 D+	65-63 D	62 and below F

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

Grading Information and Assignment Submission Procedure

Grading Procedure:

I will enter your grades in Canvas after you submit a copy of your graded paper (hard copy with my feedback) into Canvas Text Entry, in order to prevent misunderstanding or inaccuracy. Online assignments submitted directly in Text Entry do not require you to paste a photocopy.

Submission Requirements:

After receiving feedback on the graded assignment, paste a photocopy of the work plainly into Canvas Text Entry so it is immediately visible; not links only to view, as they often require extra accounts or steps. Your grades are entered into Canvas after you complete this procedure. This helps maintain a complete record of your progress, my feedback, and grades. Written assignments are typed for major assignments and handwritten for smaller assignments. Typewritten hard copies are required for all major assignments, which also have to be submitted to Canvas at the same time.

Late Assignment Policy:

Late assignments are acceptable. I consider two types of late assignments: *late* and *very late*. Assignments submitted one day late will receive a 10% penalty in Canvas or on the hard copy, two days late will receive a 20% penalty, and one week late will receive a 30% penalty. I will accept very late assignments only for the purpose of your learning, especially if you have a special reason. I strongly encourage you to submit all assignments so you can achieve the course's learning goals and meet the Course Learning Outcomes (CLOs).

Submissions made after the allowed one-week late period with a 30% penalty are subject to Canvas deductions. Very late submissions will receive credit for passing only rather than reward points, but these submissions will not be graded for feedback.

In-class activities generally cannot be made up, as they are designed to support participation and in-class engagement. Assessments, including quizzes or tests, generally will not be eligible for make-up. Exceptions may be considered in individual cases involving serious illness, family tragedy, or other extraordinary circumstances. Please contact me to explain the circumstance.

Partial Credit: While this course does not offer specific extra credit assignments, participation in class activities and completing assigned tasks are encouraged. Partial credit may be given to recognize your effort and learning when you submit late assignments. Please refer to the late assignment policy.

Revision Policy:

Required revisions must be submitted with the original paper which contains the instructor's feedback. Submissions without attaching the original paper will not be considered for reading. Students must keep the original paper with the instructor's feedback in their folder, as lost or discarded originals are not acceptable excuses.

For any assessment, such as midterms or tests, regrading requests will not be considered for scores of C or above, except in rare cases where a student clearly failed to follow directions. Minor adjustments may be made in view of fairness to other students, solely to support the learning experience, but only for one part that was missed or misunderstood, not for the entire test. Requests for higher scores with continuous revision for small writing assignments cannot be made unless the task was centralized to be required for the entire class.

Participation Policy:

Participation consists of all course-related activities, including in-class writing, discussions, group work, homework and individual conferences with the instructor, which are required to discuss individual progress and receive my feedback. While attendance is not separately graded, it is linked to participation; without presence, it is impossible to fully engage in these activities.

All main assignments are submitted through Canvas with Turnitin enabled for plagiarism checking. Students are responsible for reviewing their originality reports

Canvas calculates attendance and tardiness, providing percentages each time. Missing class or arriving late affects your participation status and will impact your overall participation grade.

Participation is also part of the instructor's discretionary grading, which includes classroom etiquette, respect, courtesy, and the timely submission of assignments. Participation accounts for 12% of the overall course grade.

This policy aligns with SJSU guidelines, emphasizing the importance of both attendance and participation.

Plagiarism and Cheating:

I value the honest pursuit of knowledge and expect students to strive for academic achievement with integrity. Submitting work that includes the ideas, words, or work of another person without proper credit is considered plagiarism and violates San José State University's Academic Integrity Policy (Academic Senate Policy S07-2). It's very important that all students complete their own assignments unless working together is specifically permitted. If you would like to include material you have submitted or plan to submit for another course, please speak with me first.

Plagiarism or cheating may result in a score of zero on the assignment and administrative sanctions by the University. For this class, each assignment should be completed by the individual student, unless collaboration is specifically allowed for that task. Faculty members are required to report all alleged violations of the Academic Integrity Policy to Student Conduct and Ethical Development.

If you are having difficulty with an assignment, the best approach is to reach out to me for guidance. I am here to help you understand the material, strengthen your skills, and successfully complete your work. Asking for help when needed is part of the learning process and shows your commitment to academic achievement with integrity.

AI Policy

AI technology is a developing resource that can assist with research, brainstorming, and learning, but students in this course are expected to produce their own work and demonstrate critical thinking. Using AI to generate assignments, papers, or answers is considered a violation of academic integrity. Your work should reflect your own understanding and effort, and you are encouraged to work on your writing processes of drafting and revision with my support. Class workshops are designed to provide this practice and feedback, and they should be used to develop and refine your ideas rather than rely on AI-generated content. The goal of this course is to build your skills, deepen your understanding, and produce your original work that demonstrates your learning. For additional support, you may also visit the Writing Center to access resources and guidance for improving your writing.

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."

Breakdown

CS 100W Assignments, Points, and CLOs/GLOs

Topics / Assignments	Points	CLOs / GLOs
1. Professional Writing	**250**	WIDLO 2; CLOs 1, 3
Resume, Cover Letter, Career Portfolio, Relevant Assignments		
2. Applied Technical Communication	**230**	WIDLOs 1–4; CLOs 1–6
Technical Documents, Writing Exercises, Grammar, Paraphrasing, Citation, Midterm Assessments		
3. Research Writing Project	**300**	WIDLOs 1–4; CLOs 1–6
Research Proposal, Rough Draft, Final Research Paper, Research Presentation		
4. Participation	**120**	WIDLOs 1–4; CLOs 1–6
In-Class Activities, Homework, Workshops, Conferences, 3 C's Unit Reflections		
5. Final Exam	**100**	WIDLOs 1–4; CLOs 1–6
Final Exam		
Total	**1,000**	

University Policies

Per University Policy 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) web page. Make sure to visit this page to review and be aware of these university policies and resources.

Course Schedule

Fall 2026 Course Schedule and Due Dates

Due dates for assignments are also listed in the Canvas modules:

(This is subject to change which will be announced in advance and noted in the Canvas Modules).

Week Dates Tu Th	Topics, Assignments & Due Dates
Week 1 8/20	*Introduction and Course Overview* Class Introduction, Syllabus and Course Topics
Week 2 8/25 8/27	*Professional Writing* Career Portfolio: Writing a CV/Resumes Relevant Assignment

Week 3 9/1 9/3	Writing Cover Letters Rough Draft Resume Due In-Class Peer Review of Resumes Relevant Assignment
Week 4 9/8 9/10	Career Center Resources: Guest Speaker: Writing a LinkedIn profile Crafting an Elevator Pitch and Class Review Requesting Letters of Recommendation Rough Draft Cover Letter Due In-Class Peer Review of Cover Letters
Week 5 9/15 9/17	Informational Interview Project Interview Technique and Sample Questions Questionnaire development Analysis of Follow Up Letter
Week 6 9/22 9/24	*Applied Technical Communication* Technical Documents, Language and Communication: Types of documents Discipline-specific genre and audience Group Writing Workshop Career Portfolio Due (Resume and Cover Letters)

Week 7 9/29 10/1	Analyses of technical documents Common document types Document design APA Persuasive Writing Writing Workshop
Week 8 10/6 10/8	*Research Writing Project* Writing Research Project Proposals: Persuasive Writing Planning Drafting a proposal: Outline Writing Workshop MLK Library Resources Workshop CS Librarian MLK 219 Technical writing Midterm-Part A-In-Class Due
Week 9 10/13 10/15	Research Paper Project Conducting Research and Evaluating Sources. Research Writing Workshop Peer Review of Research Proposals Technical writing Midterm-Part B-Take-home Due

Week 10 10/20 10/22	Research Project Draft. Quoting and Paraphrasing Using images. Infographics. Research Writing Workshop	Research Project Proposal Due
Week 11 10/27 10/29	Research Drafting Workshop	
Week 12 11/3 11/5	Summarizing and Synthesizing. Research Writing Workshop. Sketch of Rough Draft Peer Review of Outlines and Drafts	Research Project Rough Draft Due
Week 13 11/10 11/12	Preparing Presentations of Reports Planning and Designing Outline with Illustrations Revising	

Week 14 11/17 11/19	Informative Interview Project Conferences
Week 15 11/24 11/26	 Research Project Presentations Thanksgiving Holiday — **No Class Thursday, November 26**
Week 16 12/1 12/3 --- Finals Week	Research Project Presentations. Final Research Paper Project Due

Finals See university exam schedule

Week and instructions on Canvas

Final Exam: In-Class

Section 02: Final Exam — Tuesday, December 15, 2026, 1:00 PM–3:00 PM

Section 03: Final Exam — Thursday, December 10, 2026, 1:00 PM–3:00 PM