SJSU SAN JOSÉ STATE UNIVERSITY

College of Science · Computer Science

Technical Writing Workshop Section 03 CS 100W

Spring 2024 3 Unit(s) 01/24/2024 to 05/13/2024 Modified 02/05/2024

Contact Information

Dr. Gregory Tomlinson

gregory.tomlinson@sjsu.edu

DMH 237B

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

Course Information

Undergraduate technical writing workshop to develop advanced communication skills that will meet the professional needs of computer scientists. *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.*

Course Format: In person instruction and discussions.

Canvas and MYSJSU Messaging:

This course meets in person. 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.

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

- 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

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)

GE Learning Outcomes (GELO)

Upon completion of this course:

1. 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
2. GELO 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.
3. GELO 3. Learners will understand the basic components of definitions, descriptions, process explanations, and other common forms of technical
4. GELO 4. Learners will be familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and
5. 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

As CS100W is a General Education course, the course learning outcomes are identified as GELOs. Upon successful completion of this course:

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
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
3. Learners will understand the basic components of definitions, descriptions, process explanations, and other common forms of technical
4. Learners will be familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and
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
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 blog. Learners will be able to dissect a use case study and understand its

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

1. SLO 1. Produce discipline-specific written work that demonstrates upper-division proficiency in:
    - language use
    - grammar

- clarity of expression

2. **SLO 2.** Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
3. **SLO 3.** Organize and develop essays and documents for both professional and general audiences
4. **SLO 4.** Organize and develop essays and documents according to appropriate editorial and citation standards
5. **SLO 5.** Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

Course Materials

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.

Course Requirements and Assignments

Technical Documents: You will create two documents describing an application (or app) you use 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, 2-3-page documents of each format will be submitted together.

Resume and Cover Letter: You will prepare a targeted résumé highlighting your education, accomplishments and relevant job experience. A cover letter is also required. Both documents will follow established conventions and protocols of professional communication.

White Paper: Students will write a white paper of 3-4-pages on AI-based technologies. This document will feature a description of relevant systems, an evaluation of positive and negatives, and the student's findings, or a conclusion. This assignment will test the students' ability to describe a technical system and evaluate its contents for a prospective customer. Students will acknowledge their own biases and attempt to present a balanced, nuanced assessment of a produce for a prospective customer.

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.

In Class Presentation: 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. During the second (worth 50 points) you will present a project in a 3-minute-long presentation that uses a maximum of three PowerPoint slides.

✔ 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 700 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:

679-700+ pts = A+	650 - 679 pts = A	630-639 pts = A-	610-629 pts = B+	585-609 pts = B	460-584 pts = B-
450-559 pts = C+	412-550 pts = C	490-511 pts = C-	476-489 pts = D+	445-475 pts = D	425-444 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

Breakdown

All written work in CS100W is expected to be an individual effort on the part of students.

Students will meet the CS 100W GE and Course

Learning Outcomes with the following assignments:

Title	Points
Diagnostic	25
Expert/Novice Documents	100
Resume	100
First Draft	25
Final Draft	75
Cover Letter	100
First Draft	25
Final Draft	75
White Paper	100
Research Project Proposal	150
Topic	25
First Draft	25
Final Draft	100
Presentation of Research Proposal	125
Script	25
Presentation	100

Total	700

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

Week	Date	Topics, Readings, Assignments, Deadlines
1	W 1/24	**Wednesday:** Course Introduction, Diagnostic **Assignment Due: Diagnostic**
2	MW 1/29- 1/31	**Monday:** Technical Writing and Communication, Part 1 **Wednesday:** Technical Writing and Communication, Part 2
3	MW 2/5- 2/7	**Monday:** Simplifying Technical Communication **Wednesday:** The Expert and Novice Test
4	MW 2/12- 2/14	**Monday:** Writing Workshop: Peer Review **Wednesday:** Self-Evaluation/Working in Groups and Professional Communications ***Novice and Expert Level Documents Due***

5	MW 2/19- 2/21	**Monday:** Writing Resumes/Keywords **Wednesday:** Writing Cover Letters
6	MW 2/26- 2/28	**Monday:** Peer Review of Resumes and Cover Letters **Wednesday:** Introduction to White Papers* **Resumes and Cover Letters Due***
7	MW 3/4- 3/6	**Monday:** Research and Writing Day **Wednesday:** Peer Review of White Papers
8	MW 3/11- 3/13	**Monday:** Introduction to Project Proposals **Wednesday:** Writing and Research Workshop ****White Paper Due****
9	MW 3/18- 3/20	**Monday:** Project Planning and Approaches for Audiences/Ethics in Tech ***Submit Research Topic by 11:59 PM*** **Wednesday:** Open Office Hour in SCI 311
10	MW 3/25- 3/27	**Monday:** Proposals: Sound Internal Communications ***Internal Communication Assignment Due at the End of Class*** **Wednesday:** Mock Presentation/Scripting Presentations/Building PowerPoint Slideshows
11	MW 4/1- 4/3	NO CLASS – SPRING BREAK

12	MW 4/8- 4/10	**Monday:** Peer Review of Project Proposals ***Draft of Project Proposal Due*** **Wednesday:** Proposals: The "Elevator Pitch" ***Elevator Pitch Script Due at End of Class***
13	MW 4/15- 4/12	**Monday:** Project Portfolio Contents, Presentation, and Professional Presence **Wednesday:** Peer Review/Sample Pitches
14	MW 4/22- 4/24	**Monday:** Writing Workshop **Wednesday:** Slide and Portfolio Peer Review ***Project Proposal Due***
15	MW 4/29- 5/1	**Monday:** Project Presentations **Thursday:** Project Presentations
16	MW 5/6- 5/8	**Tuesday:** Project Presentations **Thursday:** Project Presentations