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San José State University

College of Science/Computer Science

CS100W, Technical Writing Workshop, Section 03 (21216), Spring 2021

Instructor(s): Cristin Boyd
Office Location: NA
Telephone: No phone, please msg via Canvas or email
Email: Cristin.boyd@sjsu.edu

Office Hours:
1:15 to 2:15 Wed. or by appt.

Class
Days/Time: MW 12:00pm-1:15pm PST

Classroom: Online

Prerequisites: A3 or equivalent second-semester composition course (with a grade of C- or better); completion of core GE; satisfaction of Writing Skills Test or completion of [ENGL 100A](#) / [LLD 100A](#) with C or better (C- Spring 2020); and upper-division standing. Or Graduate or Postbaccalaureate level.

GE/SJSU
Studies
Category:

Required Technology

Because we are fully online this semester, it is very important to have the right gadgets and applications. Please do not hesitate to contact me if you have a compelling issue with any of the items listed below.

You should have regular access to

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

Course Learning Outcomes (CLO)

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.
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.
3. Learners will understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.
4. Learners will be familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and presentation.
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.
- 6.

Turn on your video every class & for the whole class time and conferences.

Be fully present. Having your video on while playing a game, responding to texts, etc. = poor work ethic. If you think your boss (me) and co-workers (classmates) won't notice, you're wrong. It's obvious, rude, and could get you fired.

Engage! Engage! Engage! Have fun! Learn actively! Help others!

In small groups or pairs, **help each other succeed!**

- o If you get stuck, ask me for help.
- o If your classmates are not prepared, don't feel shy about asking to be moved to another group. There is no shame in taking care of your academic needs.

In breakout groups, please keep working when I enter your group unless you have a question/concern. Pretend that I am a plant (a sometimes bossy plant, but a green leafy plant).

If you are not well prepared, you should state that upfront so that I can plan pair and group interactions accordingly.

Learning Differences and Disabilities

You are legally entitled to accommodations and support if you have a documented learning disability/difference. I am more than happy to support your learning, so please inform me of the necessary accommodations with documentation from [the Accessible Education Center](#) as soon as possible (see Campus Policy in Compliance with the American Disabilities Act below).

Quality of Submissions/Writing/Resubmissions

Please note, a significant number (high quantity) and seriousness of grammar errors can be grounds for a non-passing grade on any assignment in this course.

Final course grade: Borderline final grades are often rounded up... a little, but never more than 0.5% (e.g. 89.5% would be rounded up to 90%). I do not normally offer extra credit because the real world does not offer it. There will be no changes to grades after the course has ended and all work has been completed.

Grading Scale

A+	97-100%
A	93-96%
A-	90-92%
B+	86-89%
B	83-85%
B-	80-82%
C+	76-79%
C	73-75%
C-	70-72%
D+	66-69%
D	63-65%
D-	60-62%
F	59-Bellow

“This course must be passed with a C or better as an SJSU graduation requirement.”

Please note that [grade inflation](#) is a very real issue in U.S. universities, and, in the real world, your work will be seen and assessed based on real-world standards. If you do average work, you won't likely get a raise. If you write an average cover letter, you won't get an interview. Please use these grade descriptors to help you understand expectations for grades in this course

Grade Descriptors

The “A”

making the assignment less effective for the audience. The assignment may contain a distracting and/or higher frequency of mechanical and grammatical flaws.

The “**D**” assignment is poorly organized, developed, and executed. It is generally unclear and has inappropriate or inadequate examples, is noticeably superficial and simplistic, and/or it contains serious mechanical and grammatical problems in terms of number and type.

The “**F**” assignment is generally unclear and shows little real effort, or the assignment does not follow required guidelines. The assignment appears to have little or no proofreading and/or editing.

Late Policy

Grading late assignments is a total pain, and I generally will not accept a request for an

Annotated Bibliography
Detailed outline

Draft one Recommendation Report
Required Peer Review

Final draft Recommendation Report
Presentation (during final exam meeting or last week of class meetings)

Assignments, Word Counts, and Grades

Assignment Group	GELO/ CLO	Word Count	Percentage
Contribution/Participation			
Various	various	50-150	15%
MyLab and Mastering			
Document Makeovers	2,4,5/3,4,5	Multiple choice	
Mini Sim	2,4,5	Multiple choice	
Dynamic Study Modules (highest points)	2,4,5	Multiple choice	15%
Grammar*	2,4,5	Multiple choice	
Portfolio 1- Career Documents			
Job Listing	2	200 words	
Resume	1,2,3,4,5/1,2,3,4,5	300 words	
LinkedIn Analysis	1,2,3,4,5,/2,3,4,5	500 words	
LinkedIn Profile	1,2,3,4,5/2,3,4,5	200 words	
Cover Letter First Draft	1,2,3,4,5/1,2,3,4,5	300 words	20%
Cover Letter Final Draft	1,2,3,4,5/1,2,3,4,5	300 words	
Letter Analysis #1	1,2,3,4,5/1,2,3,4,5	200 words	
Letter Analysis #2	1,2,3,4,5/1,2,3,4,5	200 words	
Portfolio 2: Technical Writing			
Blog Post	1,2,3,4,5/1,2,3,4,5,6	250 words	
Definition Writing	1,2,3,4,5/1,2,3,4,5,6	500 words	
Bug Report -Complete assignment	1,2,3,4,5/1,2,3,4,5,6		25%

Student Resources

Your instructor: Yes! I am indeed a student resource. I am required to hold office hours for you! I am happy to meet with you to discuss any assignment, idea, task, confusion, etc. Please do not hesitate to contact me for additional assistance.

Your classmates. You should work together to share knowledge, resources, and understanding. All submitted assignments must be your own original work, but working together is expected and helpful!

SJSU Writing Center: The SJSU Writing Center is located in Clark Hall, Suite 126. [Writing Center website](#). The writing center offers lots of great resources including free workshops on writing, citing sources, editing, etc. There are both appointment times and drop-in advising times available.

SJSU Peer Connections: Peer Connections, a campus-wide resource for mentoring and tutoring, strives to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. Visit [Peer Connections website](#) for more information.

Your Library Liaison. Anamika Megwalu, Ph.D., MLIS, Assessment & Engineering Librarian, Dr. Martin Luther King Jr. Library, 408-808-2089, anamika.megwalu@sjsu.edu

College of Business Computer Labs: [CoB Computer lab](#). Computers are also available in the Martin Luther King Library.

SJSU Counseling Services: At the SJSU Counseling Services psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate, or psychological and academic issues. To schedule an appointment or learn more information, visit [the Counseling Services website](#).

SJSU Food Pantry. The Spartan Food Pantry is a walk-in, full-

Week/Lesson /Module	Date	Topics, Readings, Assignments, Deadlines <i>(If appropriate, add extra column(s) to meet your needs.)</i>	
14	5/3	Rec Report DUE to Cristin	
14		No chap	
15	5/10	Presentations	
15		Chap 16	
16	5/17	Presentations Final Rec Report DUE	
Final Exam		Presentations	