

**San José State University Department of Computer Science  
CS200W Graduate Technical Writing Section 02 - Spring 2021**

**Course and Contact Information**

**Instructor:** Debra Hunter

**Class Days/Time/Location:** Hybrid (see instructor for details)

**Office Location:** Clark Hall 408L

**Office Hours:** By appointment T/Th 10am-Noon and 2pm-5pm via Zoom

**Telephone:** 408/924-7090 (Not available Spring 2021)

**Email**



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

## Description of Major Course Assignments

**Orientation Activities (25 pts.):** You will practice skills needed throughout the semester and introduce yourself to me and your classmates by completing a short quiz and post a short video during the first week of the semester.

**Job-related correspondence (200 pts.):** You will prepare a current résumé highlighting your education, accomplishments and relevant job experience, and will practice a cover letter using the established conventions and protocol of professional communication.

**Project proposal (175 pts.):** At the beginning of the semester, you will select a topic and later will write a research 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 proposal. You will submit one draft of the topic worksheet and two drafts of the proposal.

**Literature review (350 pts.):** You will write a literature review of scholarly sources (books, peer reviewed journal articles, 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 up to three drafts of the project.

**Oral presentations (75 pts.):** At the end of the semester, you will prepare and record a short, 5-to 7 minute narrated PowerPoint presentation that discusses your research.

**Writing exercises (175 pts.):** You will complete brief exercises throughout the semester focusing on various aspects of academic writing, including grammar, editorial style, and formatting.

## 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; the points you earn are applied to your final course grade, which will be determined by the total points you earn out of 1000 possible.

**Grading turnaround:** You can expect that I will grade your assignments within two weeks after they are submitted, although in most cases they will be graded sooner.

**Final course grade:**



## **Plagiarism and Cheating**

This course is designed to improve your writing and it is important that all assignments you turn in are your original work. Submitting an assignment that was written by another person wastes your time and mine, and 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), require 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.

Instances of academic dishonesty will not be tolerated. Cheating or plagiarism (presenting the work of another as your own, or the use of another person's ideas without giving proper credit) will result in a score of zero on an assignment 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 submitted, or plan to submit for another class, please contact me before doing so.

As a member of the academic community, I place a high value on the honest pursuit of knowledge and have zero tolerance for plagiarism and cheating. Should you be tempted to cheat because you find an assignment challenging, the best course of action is to contact me for help.

## **The Writing Process**

The goal of this class is to improve your professional and academic communication skills. All of the writing you do in this class will be developed according to the process model of writing, a recursive process that has four steps: planning, drafting, revising, and editing. You will submit at least two drafts of each writing assignment and will receive feedback on the first drafts from me and from your peers. You will also be asked to participate in at least one conference with me during which we will discuss your final project of the semester, the literature review; you also have the option to participate in additional individual conferences with me and with a writing tutor.

## **The Writing Center**

I encourage you to use the tutoring services on campus if you feel that you need additional support with your writing assignments. On our campus, you can find writing help at the SJSU Writing Center, which offers one-on-one tutoring

Course Schedule - CS200W Section 02 Spring 202 1

Be sure to begin all modules by reading the START HERE page. Note that this schedule is subject to change with fair notice.

Week	Module Closes	Module Topic	Module Activities
1	2/7/21	Introduction to CS200W	<p>Learning activities:</p> <ul style="list-style-type: none"> <li>· Read all orientation pages</li> <li>· Read Choosing a Research Topic</li> </ul> <p>Graded assignments:</p> <ul style="list-style-type: none"> <li>· Complete quiz Welcome to CS200W</li> <li>· Contribute to Discussion- Introduce Yourself!</li> </ul>
2	2/14/21	Writing an Effective Resume	<p>Learning activities:</p> <ul style="list-style-type: none"> <li>· View Reading and Video Introduction to Writing Resumes</li> <li>· Read SJSU Career Center Resume Guide</li> <li>· Review Resume Samples</li> </ul> <p>Graded assignments (due Sunday at 11:59pm):</p> <ul style="list-style-type: none"> <li>· Submit to Canvas Resume–First Draft (submit twice for peer and instructor review)</li> </ul>
3	2/21/21	Writing An Effective Cover Letter	

