

- 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

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

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

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.

Final versions of all assignments must score lower than 30% AI-generated to be accepted.

Course Learning Outcomes (CLOs)

By the end of the course, students will be able to:

- Compose with a clear focus on purpose, scope, and audience.
- Critically observe and discuss the composing processes of self and peers.
- Write using a variety of technical writing formats.
- Organize and produce papers and documents according to discipline-based editorial and citation standards, using ACM style.
- Create appropriate graphics to accompany a report.
- Effectively use library resources and electronic databases pertaining to their discipline to carry out research.
- 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.
- Organize, analyze and synthesize information from various sources to develop a literature review.
- Determine the difference between plagiarized and non-plagiarized text.
- Organize and deliver an effective oral presentation for a professional audience.

Course Materials

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. You will be assigned a topic and will be responsible for presenting it to the class. You will be given 10 minutes to present and 5 minutes for questions.

Snap Writing Exercises (10 for 12 weeks)	120	1,3	1,2,3
Summary/Paraphrasing Assignment	50	1,3	1,2,3
Technical Communications Documents (Expert/Novice)	75	1,3	1,2,3
Research Project Proposal	145	1-5	1-4, 6
Topic	20		
First Draft	25		
Final Draft	100		
Literature Review	275	1-5	1-6, 8
First Draft	25		
Final Draft	225		
Final Revisions	25		
Class Presentation of Research (Script and Presentation, 25, 100)	125	2	5,10
Total	925		

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 925 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:

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* (

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1	MW 1/20-1/22	Monday: Wednesday:
2	MW 1/27-1/29	Monday: <i><u>*Assignments Due, 11:59 pm: Writing Diagnostic, AI Contract</u></i> Wednesday:
3	MW 2/3- 2/5	Monday: Wednesday:
4	MW 2/10- 2/12	Monday: Wednesday:
5	MW 2/17- 2/19	Monday: Wednesday: <i><u>*Assignment Due, 4:30 pm: Resume and Cover Letter</u></i> <i><u>*Assignment Due, 11:59 pm: Article Paraphrasing Exercise</u></i>
6	MW 2/24- 2/26	Monday: Wednesday:

7	MW 3/3- 3/5	Monday: <i>*Assignment Due, 4:30 pm: Novice/Expert Documents</i> Wednesday: <i>*Assignment Due, 11:59 pm: Project Proposal Topic Selection</i>
8	MW 3/10- 3/12	Monday: Wednesday:
9	MW 3/17- 3/19	Monday: <i>*Assignment Due, 4:30 pm: Project Proposal Draft</i> Wednesday: <i>*Assignment Due, 4:30 pm: Project Proposal Final</i>
10	MW 3/24- 3/26	Monday: Wednesday: fi
11	MW 3/31- 4/2	Monday: Wednesday:

13	MW 4/14- 4/16	Monday: <i><u>*Assignment Due, 4:30 pm: Literature Review Draft</u></i> Wednesday: Research and Writing Day <i><u>*Assignment Due, 11:59 pm: Literature Review Final</u></i>
14	MW 4/21- 4/23	Monday: Wednesday: <i><u>*Assignment Due, 5:45 pm: Presentation Script</u></i>
15	MW 4/28- 4/30	Monday: Wednesday:
16	MW 5/5- 5/7	Monday: Wednesday:
17	5/12	Monday: <i><u>*Assignment Due, 11:59 pm: Literature Review Revisions</u></i>