

Technical Writing Workshop Section

12 CS 100W

Spring 2025 3 Unit(s) 01/23/2025 to 05/12/2025 Modified 01/13/2025

Contact Information

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Office Hours: Tuesdays, 10-11:30 am, 1-2:30 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 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)

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.

Course Materials

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, and reliable internet access.

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.

Course Requirements and Assignments

Writing Diagnostic: Students will complete a basic writing evaluation.

AI Writing Contract: Students must acknowledge that they will do their own work without the assistance of AI generate content or writing assistants.

Snap Writing Exercises: Writing exercises will mirror the day's lesson. Students will complete these exercises and offer polite and constructive comments for their peers.

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.

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, 1-2-page documents of each format will be

submitted together.

AI Technologies 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.

Writing Skills Examination: A writing assessment that will evaluate students' ability to write cogently, simplify content, and paraphrase cited material.

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. Students must also complete a faculty advising report. 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 two drafts (one final) of the proposal.

Project Proposal Presentation: Students will write an elevator pitch script, then present an project pitch in a 3-5-minute presentation. 2-3-slides (no more) will serve as visual aids.

Grading Information

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

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 875 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:

860 - 875+ pts = A+ 815 - 859 pts = A 785 - 814 pts = A-

770 - 813 pts = B+ 730 - 765 pts = B 700 - 729 pts = B-

685 - 699 pts = C+ 640 - 698 pts = C 610 - 639 pts = C-

595 - 609 pts = D+ 555 - 594 pts = D 525 - 554 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>)

University Policies

Per [University Policy S16-9 \(PDF\) \(http://www.sjsu.edu/senate/docs/S16-9.pdf\)](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 \(https://www.sjsu.edu/curriculum/courses/syllabus-info.php\)](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	1/22	No Class
2	1/27-1/29	<p>Monday: Course Introduction</p> <p><i>*Assignment Due, 5 PM: Diagnostic, AI Writing Contract*</i></p> <p>Wednesday: Technical Writing and Communication, Part 1</p>
3	2/3-2/5	<p>Monday: Technical Writing and Communication, Part 2</p> <p>Wednesday: Writing and Peer Review Day</p>
4	2/10-2/12	

Monday: Writing Resumes/Keywords

Wednesday: Writing Cover Letters

5 2/17-2/19

Monday: Guest Speaker: Professor Ronald Mak, applying for CS jobs

Wednesday: Writing Day

6 2/24-2/26

Monday Peer Review of Resume and Cover Letters

Assignment Due, Beginning of Class: Resume/Cover Letter Drafts

Wednesday Writing Day

7 3/3-3/5

Monday: Tone and Audience in Tech: The Novice Test

Assignment Due, Beginning of Class: Resume/Cover Letter

Wednesday: Writing Day

8 3/10-3/12

Monday: Peer Review of Expert/Novice Documents

Wednesday: White Papers and Researching and Citing Paraphrased Content

Assignment Due, Beginning of Class: Expert/Novice Documents

9 3/17-3/19

Monday: Research and Writing Day

Wednesday: Peer Review of AI Technologies White Paper

10 3/24-3/26

Monday: Writing and Editing Skills Review/Peer Review

**Assignment Due, 5 PM: AI Technologies White Paper*

Wednesday: In-Class Writing Skills Examination

11 3/31-4/2

Monday: Spring Break: No Class

Wednesday: Spring Break: No Class

12 4/7-4/9

Monday: Introduction to Project Proposals

Wednesday: Project Planning, Approaches for Audiences, Ethics in Tech

Assignment Due, 11:59 PM: Research Topic

13 4/14-4/16

Monday: Research and Writing Day

Assignment Due, 11:59 PM: Faculty Advising Report

Wednesday: Peer Review of Project Proposals

Assignment Due, Beginning of Class: Project Proposal Half Draft

14 4/21-4/23

Monday: Designing and Scripting a Presentation

**Assignment Due, 5 PM: Elevator Pitch Presentation Script*

Wednesday: Giving a Presentation

15 4/28-4/30

Monday: Presentation Day 1

Wednesday: Presentation Day 2

16 5/5-5/7

Monday: Presentation Day 3

Thursday: Presentation Day 4

17 5/12-5/14

Monday: Writing and Editing Day

**Assignment Due, 11:59 PM: Project Proposal Final Draft*

Wednesday: No Class: Semester End: No Final Examination