San Jose State University
College of Science Department of Computer Science

CS 100 W, Technical Writing Workshop, Sections 04,05, & 06 Fall 2025
3 Units 8/20/2025 to 12/08/2025

<u>**Contact Information**</u>
Instructor: Dr. Deborah Choe
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Office Hours: Mondays 4:30-5:30 PM, Tuesdays 12:30:1:00 PM and Thursdays 1:00-1:30 PM and by appointment (in person or zoom)

An undergraduate technical writing workshop course designed to develop advanced communication skills that will meet the academic and professional needs of computer science students. Students must earn a final grade of "C" or higher to receive credit for this course.

Course Format: In-person instruction and discussions. This course meets in person on campus.

Class Days and Time
Section 04: 46835   TTh 10:30-11:45 AM   Sweeney Hall 334
Section 05: 46839   MW 06:00-07:15 PM   MacQuarrie Hall 223
Section 06: 46851   MW 0730-08:45 PM   MacQuarrie Hall 233

Canvas and MYSJSU Messaging:

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

<u>**Course Description and Requisites**</u>
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 (WID): Satisfies the CSU Graduation Writing Assessment Requirement (GWAR) if passed with "C" or better. Passage of the Writing Skills Test (WST)/100 A , Grade C or better in English 1B, A3 or equivalent second semester composition course (with a grade of "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

Attendance and participation: Your attendance is important for your participation in the classroom. Please come to class on time and stay until the end. Please email to notify me if you will be absent. You will be engaged in group projects, such as collaborative writing and other in-class learning activities. You are expected to contribute to the class discussions and responsively communicate your ideas with others in the classroom.

Respectful learning atmosphere: Being respectful and considerate in our interactions with each other will help create an effective educational environment that's conducive to an optimal level of learning to occur. My hope is that everyone feels encouraged and empowered during the learning process.

Assignments: Assignments must be submitted on time. Late assignments are acceptable if you provide documented reasons, such as doctor's notes. Your grade will be reduced if you don't have any good reason for the late assignment.

Academic Integrity: Reading, writing, critical thinking and analytical skills are essential in accomplishing the learning outcomes of the course. I hope that you feel inspired to have the intrinsic motivation to produce your own work, rather than using any artificial intelligence (AI) systems to complete your assignments. Submitting the AI-generated papers is not permitted and will be considered a violation of the University's Academic Integrity Policy. This will also be treated as plagiarism. (https://sjsu.edu/senate/docs/F15-7.pdf).

Academic achievement in the course: Please feel free to set up an appointment to discuss any concerns about your progress. I am happy to provide the instructor's support for your study and learning. It is best to meet in person for the individual conference.

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 Objectives (CLOs)

Course Learning Outcomes (CLOs)
Student Learning Objectives (University Policy S 14-5) [SLOIs] (all course rubrics based on these required CLOs).
Learners shall write complete essays that demonstrate college-level proficiency. Learners shall be able to:
1. CLO 1. Produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar and clarity of expression
2. CLO 2. Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
3. CLO 3. Organize and develop essays and documents for both professional and general audiences
 4. CLO 4. Organize and develop essays and documents according to appropriate editorial and citation standards
5. CLO 5. Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing

Course Materials
Textbook:
This course is a part of the Affordable Learning Solutions grant and is using Open Educational Resources and MLK Library resources. You are not required to purchase a textbook; reading materials and assignments are in the Canvas modules.

Technical Writing Essentials: Introduction to Professional Communications in Technical Fields, by Suzan Last, Candice Neveu, and Monika Smith. - open-source textbook, available free on Canvas.

Recommended Readings:
Business Communication Today, 15 the Ed., by Courtland L. Bovee and John V. Thill

Notebook and Folder: These are for your in-class assignments and for your written work.

Computer: You need a computer with a word processing software.
Visit IT Service Desk page for any technology help: SJS IT Service Desk.

Please make sure that ALL documents are kept in a cloud folder; do not rely on your laptop/desktop for storage.

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit [45-hours per 1-unit of credit] (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about student workload can be found by visiting University Policy S12-3 or using the link http://www.sjsu.edu/senate/docs/S12-3.pdf.

Table 1 shows how course assignments will help you meet SOs and GE learning objectives

Assignments	Learning Outcomes	Points
Professional Writing (Career documents: Resume and Cover Letter)	WIDLO 2, CLO 1&3	250
Technical Writing Documents, Language and Communication	WIDLO 1-4, CLO 1-6	200
Research Paper Writing Project	WIDLO 1-4, CLO 1-6	250
Participation, Homework and Presentations	WIDLO 1-4, CLO 1-6	200

Final Exam	WIDLO 1-4, CLO 1-6	100
Total		1000

All items above will be posted to Canvas inside weekly modules. Activities and assignments place emphasis on developing the writer's abilities to clearly define the audience and purpose, practice genre and language conventions, and design a professional presentation of each document.

"NOTE: It should be noted that the Academic Vice President in a memorandum dated October 25, 1977 cites a university policy that states that there shall be an appropriate final examination or evaluation at the officially scheduled time in every course, unless specifically exempted by the college dean who has curricular responsibility for the course."

Grading Information

This course must be passed with a C or better as a CSU graduation requirement.
Grade Distribution based on Canvas 100% grading scale is as follows:

100-98 A+	97-95 A	94-90 A-
89-87 B+	86-83 B	82-80 B-
79-76 C+	75-73 C	72-70 C-
69-66 D+	65-63 D	67 and below F

All assignments are submitted to turnitin.com for plagiarism screening. You must check your originality report for submitted assignments to make sure you are not plagiarizing.

Passing Grade for the course is C or better. No incompletes will be given for the course.

Though there is no specific extra credit in the course, these low-stakes activities and assignments work in a similar way to extra credit to boost consistent effort, work ethics, and participation, allowing students to catch up with partial credit.

Final Examination or Evaluation

"Faculty members are required to have a culminating activity for their courses, which can include a final examination, a final research paper or project, a final creative work or performance, a final portfolio of work, or other appropriate assignment." In our courses, we will create a portfolio at the end of the semester as our culminating activity.

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

Fall 2025 Course Schedule and Due Dates

Due dates for assignments are also listed in the Canvas modules:
(This is subject to change which will be announced in advance and noted in the Canvas Modules).

Week Date	Topics, Assignments & Due Dates
Week 1 W 8/20 Th 8/21	*Introduction and Course Overview* Class Introduction, Syllabus and Course Topics
Week 2 MW TTh 8/25 8/26 8/27 8/28	*Professional Writing* Career Portfolio: Writing a CV/Resumes
Week 3 MW TTh 9/1 9/2 9/3 9/4	Monday 9/1: Labor Day Holiday-No Class Writing Cover Letters Rough Draft Resume Due In-Class Peer Review of Resumes

Week 4 MW TTh 9/8 9/9 9/10 9/11	Career Center Resources: Guest Speaker Writing a LinkedIn profile Crafting an Elevator Pitch and Class Review Requesting Letters of Recommendation Rough Draft Cover Letter Due In-Class Peer Review of Cover Letters
Week 5 MW TTh 9/15 9/16 9/17 9/18	Informational Interview Project Interview Technique and Sample Questions Analysis of Follow Up Letter
Week 6 MW TTh 9/22 9/23 9/24 9/25	*Technical Writing* Technical Documents, Language and Communication: Types of documents Discipline-specific writing Group Writing Workshop Career Portfolio Due (Resume and Cover Letters)
Week 7 MW TTh 9/29 9/30 10/1 10/2	Analyses of technical documents Persuasive writing Document design APA AI Group Writing Workshop
Week 8 MW TTh 10/6 10/8 10/7 10/9	*Research Writing Project* Writing Research Project Proposals: Project planning and drafting Group Research Project and Writing Workshop

	MLK Library Resources Workshop CS Librarian MLK 219 Technical writing Midterm-Part A-In-Class Due
Week 9 MW TTh 10/13 10/15 10/14 10/16	Project Outline. Conducting Research and Evaluating Sources. Group Research Writing Workshop Peer Review of Research Proposals Technical writing Midterm-Part B-Take-Home Due
Week 10 MW TTh 10/20 10/22 10/21 10/23	Project Draft. Writing Memos. Quoting and Paraphrasing Using images. Infographics. Group Research Writing Workshop Research Project Proposal Due
Week 11 MW TTh 10/27 10/29 10/28 10/30	Summarizing and Synthesizing. Group Research Writing Workshop
Week 12 MW TTh 11/3 11/5 11/4 11/6	Revising. Group Research Writing Workshop. Peer-review of group drafts Research Project Rough Draft Due

Week 13 MW TTh 11/10 11/12 11/11 11/13	Preparing Presentations of Reports Planning and Designing Developing an Outline Peer Review of outlines and drafts
Week 14 MW TTh 11/17 11/19 11/18 11/20	Interview Transcript Conferences Final Research Paper Project Due
Week 15 MW TTh 11/24 11/26 11/25 11/27	Group Project Presentations Thursday 11/27: Thanksgiving Day Holiday- No Class
Week 16 12/1 12/3 12/2 12/4	Group Project Presentations.
Finals Week **Final Exam:** MW sections TTh section	See university exam schedule and instructions on Canvas In-Class Test and Executive Summary 12/15 Monday, 7:45-9:45 PM 12/16 Tuesday, 10:45-12:45 AM
	Happy Holiday Season