San José State University
College of Science/Computer Science
CS100W, Technical Writing Workshop, 01, 02, 04, & 05, SPR Semester, 2021

Course and Contact Information
Instructor: Debra Caires
Office Location: TBD (no formal office available) ZOOM online
Telephone: I do not have a designated desktop phone number. Please send your message via Canvas (preferred), as I use the Canvas mobile application on my cell phone and my response is usually within the hour. During lecture, I will also give you alternate ways to contact me directly.
debra.caires@sjsu.edu (response within 24 hours, M-F)
Email: T, W, TR 12:30-1:30 p.m., AND M-F by appointment (Zoom Conference Online). Please email me to set-up Zoom online meetings; my online office hours can get fairly packed and I don’t want to miss meeting with you.
Office Hours: Section 01: 20285, MW 0900-1015
Section 02: 20286, MW 1030-1145
Section 04: 22024, TR 0900-1015
Section 05: 27775, TR 1030-1145
Class Days/Time: All sections meet on Zoom during your scheduled class time

Classroom:

Prerequisites: Upper Division Undergraduate Student Standing, Pass WST
GE/SJSU Studies Category: Area Z

Course Format
This course follows a flipped model using Zoom online participation. The first meeting of each week will include a guided lecture and a Q&A session. The second meeting of each week will include group work and hands-on activities with for-credit activities; we will use Breakout Rooms, so do not be late to class or you’ll miss your session. Although you will approach and tackle work as a group, individually you will be expected to submit your work to Canvas for individual course credit. The slots will be time and date sensitive (deadlines set), so you will need to attend Zoom lectures and the hands-on workshops on a regular basis in order to succeed in this course. We also contribute to quite a few online discussions. If you miss an online discussion or you submit the required writing late, you will neglect to earn the discussion points. We also have impromptu discussions online and class polls (for points and credit), please don’t miss class as you’ll miss the opportunity to gain these points.

Because you may be working with technologies that are unfamiliar to you, this course will require your patience and time to deal with technology. Here are the technologies you should have ready access to for the course:
1. An E-mail account that lets you attach and receive files - this means that you need to have enough of your storage
to handle files for class; please set up a Google Drive folder labeled [2021 SPRING CS100W] so that you can remain organized during the semester. Please bookmark your SJSU email account and check it frequently, as you can only access my Google forms (often uploaded to Canvas) using your @sjsu.edu email account (FERPA compliant).

2. Internet Access - you will need a reliable way to browse the Web and store Web-enabled files. You will need an understanding of working online in a cloud-based platform (examples are: Google Drive, Canvas, Dropbox, Zoom, and possibly Slack, which are industry-standards).

3. Google Chrome, Google Apps, and Google Drive: sign-up for and download plug-ins for all; please make sure your Google Chrome is the latest version. Here is the G Suite user guide to accessibility and the link is https://support.google.com/a/answer/1631886?hl=en.

4. You will need to develop your Canvas account with an updated profile paragraph and profile photo: I will need to see a photo of you in your Google mail (sjsu.edu email or Gmail) so that I know the identity of the sender and receiver (my goal is to get to know you personally). Additionally, you will need a clear headshot photo for Canvas or your assignments will NOT be graded. Please upload the Canvas App to your cell phone, as it is a fast and secure format for you and me to communicate and exchange needed information if you have concerns or questions. Warning: do not use the Canvas Mobile app for uploading assignments if you can help it, as students have had problems in the past and missed deadlines.

5. During the course of the semester, you will also develop a professional profile on LinkedIn and post your past and current work, projects, and education for employers to view; you'll need a professional looking photo for your profile.

6. Zoom: you will need to update your SJSU Zoom account (you may need to download a plug-in if you have not used Zoom in the past) please visit our Zoom enterprise application by visiting this page here or visiting this link: https://sjsu.zoom.us/. Create your account, download the Chrome plug-in, and also download either “Install Zoom Scheduler for Chrome or Firefox.”

7. You will need to download Adobe’s Creative Cloud software, including Adobe’s Spark, from SJSU's Adobe Software Program which can also be found at https://www.sjsu.edu/it/services/collaboration/software/instructions.php. If you DO NOT have access, please alert me immediately. When you fill out the form for access you will need to also attach a copy of THIS syllabus for proof that you're enrolled and Adobe’s Creative Cloud is a requirement.

8. You will need to learn professional time management skills; therefore, create a Google calendar that you can follow and check often; we will also build our Google Calendar during class.

In addition to having access to these technologies, you will also need a positive attitude towards learning technologies that you don’t know as you will be working collaboratively in groups within Zoom’s Breakout Rooms. In most cases, you will not need to be extremely experienced in the specific program or procedure you will be asked to use. Rather, you have to be patient and curious enough to keep trying until you learn the best way to work.

CS100W is a flipped classroom format; this means that much of what you will need to complete for assignments will be tackled in class, hands-on, and in teams; however, you will ALWAYS be responsible for submitting your work (individually) on Canvas for your own course credit.

Attention: CS100W requires in-class writing and submissions during lectures on a weekly basis. As a class, we will discuss openly (small groups and the class as a whole) all writing topics for each writing prompt. If you have anything blocking you from being able to participate in this way, please, talk with me one-on-one—privately. We can and will create a work-around that best suits your needs.

Attendance and participation in this course are very important. In this course, much like a lab, you will complete most of the work in collaboration with your peers and in the time provided for class meetings; it can be difficult or impossible to make-up missed work. When working in collaboration with your classmates, a lack of participation will lead to animosity.
among your peers and, often, a poor end result for the activity and the entire team. Additionally, you will find that this course is mainly a “collaborative” class and not strictly lecture in format. Be prepared to jump in and work (discuss topics and conduct online research) as many tasks will be required for individual submission and uploaded softcopy directly to Canvas during our class meeting time. And, by all means, always feel free to ask questions. **PLEASE ASK QUESTIONS!** If you have any difficulties with a flipped classroom format, please see me PRIVATELY as soon as possible. You and I together can always find workarounds.

Since we will be incorporating AGILE Methodology (once the prototype begins) into the classroom format, **every flipped class meeting will contain a modified “scrum” or short “stand-up” team meeting.** Missing your SCRUM will mean that work could be assigned to you and you will not have a voice in whether or not you wish to complete that part of the group’s activity.

**Quizzes (pre and post)** will be part of most, if not every, workshop meeting and activity. Do not miss out on earning these points. **If you have completed the reading and taken part in the workshop activities, quizzes are very straightforward and not difficult. Pearson does NOT make it easy to adjust dates; if you miss a Pearson date, I will not readjust the due dates.** I have set-up in Pearson an opportunity to earn back half of the points missed IF you miss the deadline. However, make sure you don’t let these assignments pile up or wait until the course closes. Please refer to the Modules on Canvas for ALL due dates and assignments; additionally, Canvas sets up a Google calendar for every class you are enrolled in that has a Canvas shell.

**Course Description**

The purpose of Technical Writing, CS100W, is to develop advanced proficiency in college-level writing and contemporary research strategies and methodologies through the preparation of proposals, technical reports, and presentations based on peer-reviewed scholarly research. Participants broaden and deepen written, verbal, and non-verbal communication skills such that the mastery of discourse accepted in academia, industry, and the international business sector is achieved by practice and evaluation within the preparation of subject-related reports, project proposals, and personal discourse.

All course assignments will be related to issues concerning careers in computer science, biotechnology, business, and industry; all written, verbal, and non-verbal communication will be assessed for correctness, clarity, and conciseness.

We will cover the principles and practices of effective writing in the workplace. Technical, scientific, and electronic-mediated writing will be introduced. Each assignment includes audience and organizational needs, visual rhetoric, information design, electronic publication, ethics, technical style, usability testing, and team writing.

**GE Learning Outcomes (GELO)**

Upon completion of this course:

1. **GELO 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. **GELO 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. **GELO 3.** Learners will understand the basic components of definitions, descriptions, process explanations, and other common forms of technical writing.
4. **GELO 4.** Learners will be familiar with basic technical writing concepts and terms, such as audience analysis, jargon, format, visuals, and presentation.
5. **GELO 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.
GELO 6. Learners will be familiar with basic sources and methods of research and documentation on topics in technology, including online research. Learners will be able to synthesize and integrate material from primary and secondary sources with their own ideas in a technical essay. Learners will be able to dissect a use case study and understand its parts.
Course Learning Outcomes (CLOs)

As CS100W is a General Education course, the course learning outcomes are identified as GELOs. Upon successful completion of this course:

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. Learners will be familiar with basic sources and methods of research and documentation on topics in technology, including online research. Learners will be able to synthesize and integrate material from primary and secondary sources with their own ideas in a technical blog. Learners will be able to dissect a use case study and understand its parts.

Required Texts/Readings

**WARNING:** Textbook (Required)—DO NOT use Pearson's free version or 30-day trial version of the textbook as your assignment submissions will NOT be transferred to Canvas; if you make this mistake, I cannot transfer your points over as your submissions will disappear. You will receive a zero for those quizzes AND assignments. Additionally, DO NOT wait until the last day of the semester to purchase the text and complete assignments. Pearson will NOT let you purchase the text and you will miss out on those points. I cannot and will not reopen Pearson, as the due dates will already be passed.

*Business Communication Today*, Edition 14, by Courtland L. Bovee and John V. Thill (find this text online as it is an older edition and cheaper)

*MyLab can be accessed via Canvas and we will walk through activating your account during lecture*

Other Readings (Suggested)—all texts

1. *Cracking the Coding Interview, 4th Edition*, by Gayle Laakmann
2. *Agile for Dummies*, by Mark C. Layton

Other technology requirements / equipment / material

Please make sure that ALL documents are kept in a cloud folder; do not rely on your laptop/desktop for storage. **Please download both the Zoom app and the Canvas app to your cell phone in case a blackout occurs in your area.** You will always need to plan for a back-up solution.

Course Requirements and Assignments (Required)

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](http://www.sjsu.edu/senate/docs/S12-3.pdf) or using the link [http://www.sjsu.edu/senate/docs/S12-3.pdf](http://www.sjsu.edu/senate/docs/S12-3.pdf).
Student Learning Objectives (University Policy S14-5) [SLOs] (all course rubrics based on these required SLOs) Learners shall write complete essays that demonstrate college-level proficiency. Learners shall be able to:

1. **SLO 1.** Produce discipline-specific written work that demonstrates upper-division proficiency in:
   - language use
   - grammar
   - clarity of expression
2. **SLO 2.** Explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse
3. **SLO 3.** Organize and develop essays and documents for both professional and general audiences
4. **SLO 4.** Organize and develop essays and documents according to appropriate editorial and citation standards
5. **SLO 5.** Locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing
<table>
<thead>
<tr>
<th>Assignment/Activity</th>
<th>Weighted Units</th>
<th>Date Due (See Canvas Calendar/Schedule)</th>
<th>SLOs Mastered</th>
<th>Word Count</th>
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</thead>
<tbody>
<tr>
<td>Weekly Technical Documents based on readings</td>
<td>20%</td>
<td>Weekly (see Canvas weekly modules)</td>
<td>SLOs 1, 2, 3, 4 and 4 GELO 1, 3, 4</td>
<td>400-600</td>
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<tr>
<td></td>
<td></td>
<td>Weekly (see Canvas weekly modules)</td>
<td>SLOs 1, 2, 3, 4 and 5</td>
<td>Submitted</td>
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<tr>
<td>Pre-quizzies and Worksheets (Weekly)</td>
<td>20%</td>
<td>Weekly (see Canvas weekly modules)</td>
<td>SLOs 1, 2, 3, 4 and 5</td>
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<td></td>
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<td>Submitted online weekly</td>
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<tr>
<td>Post-quizzies and Activities (Weekly)</td>
<td>20%</td>
<td>Weekly (see Canvas weekly modules)</td>
<td>SLOs 1, 2, 3, 4 and 5</td>
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<td>Submitted online weekly</td>
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<tr>
<td>Résumé for Job Fair STEM</td>
<td>CR/NC</td>
<td>First Submission: Canvas</td>
<td>SLOs 1 and 3 GELO 2</td>
<td>300-800</td>
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<tr>
<td>Undergraduate Job/Internship Fair, FEB 23, 12:00-5:00 p.m. Make sure you pre-register via your Handshake account!</td>
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<td>Last Submission: (for grade overview) during Final Portfolio submission, this document will be graded for course credit. Due Sunday, Feb 15 @ 11:59 p.m.</td>
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<td>Final Professional Portfolio:</td>
<td>20%</td>
<td>Monday, MAY 17 @ 11:59 p.m. via online Canvas.</td>
<td>SLOs 1, 2, 3, 4 and 5 GELO 1, 2, 5, 6</td>
<td>5000-6500</td>
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<tr>
<td>1. Professional Résumé: this will be based on a smaller portion of your fully developed LinkedIn profile</td>
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<td>Culmination of SLOs 1, 2, 3, 4 and 5</td>
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<td>2. Professional Cover Letter written to the company you select for employment (this letter cannot be written to a fictitious corporation or individual—job spec must be included);</td>
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<td>3. Two final re-written documents (thank you letter, plus one more); these will represent an example of your writing progression;</td>
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<td>4. Final Proof of Concept based on the following:</td>
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<td>a. Computer Science project from one of your (department) CS courses;</td>
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<td>b. or a Computer Science project successfully developed (personal or from employment).</td>
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<td>5. 60-second pitch video (Video Résumé) using Adobe’s Spark Video</td>
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<td>6. 2-minute Proof of Concept Pitch (employer ready) using Adobe’s Spark Video</td>
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<td>7. Website URL (Adobe Spark Page—employer ready) showcasing numbers 1, 4, 5, and 6 above, active link buttons to your GitHub, LinkedIn, and email must be included.</td>
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<td><strong>Comprehensive Grammar Exam</strong></td>
<td>20%</td>
<td>Grammar Exam Schedule</td>
<td>SLOs 1 and 3 GELO 2</td>
<td>300-800</td>
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<tr>
<td>Final exam schedule can be found <a href="#">here</a></td>
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<tr>
<td>Section 01: 20285, MW 0900-1015, MAY 19, 0715-0930</td>
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<td>Section 02: 20286, MW 1030-1145, MAY 25, 0945-1200</td>
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<tr>
<td>Section 04: 22024, TR 0900-1015, MAY 20, 0715-0930</td>
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<td>Section 05: 27775, TR 1030-1145, MAY 19, 0945-1200</td>
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<td>100%</td>
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</table>
All items found in the table on page eight will be posted to Canvas inside weekly dated modules. Unlike essay writing, technical writing is defined by a set of standards often rendered as document templates. Faithfully following prescriptions for documents is often portrayed as the exclusive or single goal of technical writing; it is not. However, document templates will help you organize your ideas by offering a working outline. These templates also provide for transitions among ideas. As you will see in the following grading criteria, the emphasis is placed on the writer clearly defining the audience, rhetoric development, clearly presenting the purpose, and a professional presentation of each document.

**Professional Portfolio: we will work on the portfolio the majority of the semester.** The following items constitute your final Professional Portfolio (the portfolio must be submitted to Canvas by the final date and include all of the following):

1. Professional Résumé: this will be based on a smaller portion of your fully developed LinkedIn profile (1X);
2. Professional Cover Letter is written to the company you select for employment (this letter cannot be written to a fictitious corporation or individual—you must provide the job specification) (1X);
3. Two final re-written documents (crafted into professional letters or memos--such as a thank you letter, letter of resignation, etc.); these will represent an example of your writing progression (due before the final portfolio) (1X);
4. Final Proof of Concept based on the following (6X):
   a. Computer Science project from one of your (department) CS courses;
   b. or a Computer Science project successfully developed (personal or from employment);
   c. or a new idea that you’ve always wanted to pitch.
5. 60-second pitch video (Video Résumé) using Adobe’s Spark Video (1X);
6. 2-minute Proof of Concept Pitch (employer ready) using Adobe’s Spark Video (1X);
7. A demonstration of your working prototype (the platform we use is Adobe Xd) (3X);
8. And a Website URL (Adobe Spark Page—employer ready) showcasing numbers 1, 5, 6, and 7 above along with active buttons to your LinkedIn profile, GitHub repository, and current e-mail (2X).

We will work on and develop the Proof of Concept (POC) and Professional Portfolio over the entire semester. (Note: #X denotes weighted units for grading.)

**Final Examination**

Comprehensive Grammar Exam Schedule:
Spring final exam schedules can be found [HERE](https://www.sjsu.edu/classes/final-exam-schedule/spring-2021.php) or by visiting the link [https://www.sjsu.edu/classes/final-exam-schedule/spring-2021.php](https://www.sjsu.edu/classes/final-exam-schedule/spring-2021.php).

Section 01: 20285, MW 0900-1015, MAY 19, 0715-0930
Section 02: 20286, MW 1030-1145, MAY 25, 0945-1200
Section 04: 22024, TR 0900-1015, MAY 20, 0715-0930
Section 05: 27775, TR 1030-1145, MAY 19, 0945-1200

“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

All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See University Policy F13-1 at
http://www.sjsu.edu/senate/docs/F13-1.pdf for more details.
Due to FERPA regulations, I do not discuss grades via email or online.

NOTE that University policy F69-24 at [http://www.sjsu.edu/senate/docs/F69-24.pdf](http://www.sjsu.edu/senate/docs/F69-24.pdf) states that, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to ensure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

Grading Policy

SJSU 100W course grade distribution is as follows: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7) AND F (0.0)

NOTE: this course must be passed with a C or better as a CSU graduation requirement.

Assignments, Final Portfolio, and Comprehensive Grammar Exam Grade Distribution:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>100 A+</td>
<td>99-97 A</td>
</tr>
<tr>
<td>93-89 B+</td>
<td>88-84 B</td>
</tr>
<tr>
<td>79-76 C+</td>
<td>75-73 C</td>
</tr>
<tr>
<td>69-66 D+</td>
<td>65-63 D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
</tr>
</tbody>
</table>

All assignments are will need to be submitted to Criterion (access given in lecture) for grammar review and editing, and turnitin.com for plagiarism screening. Neglecting to do so will mean your submission will be left ungraded.

All assignments are graded using a standardized rubric (always given to you and it is your responsibility to review grading standards). You have complete control over your grade at all times and have access to your up-to-date grades on Canvas. Please do NOT wait until the end of the semester, when grades are due, to speak to me regarding where you’ve let your grades slip. Please communicate with me often and early IF you are having any difficulties in the course.

How grades are determined when using a rubric

4.0: The overall communication and presentation show a high level of understanding and perspective. This assignment should be well-conceived and descriptive. The author must have a clear understanding of the audience. The work's purpose and objectives are clearly and convincingly stated. Concise background material clearly sets the context, frames, and introduces the subject. Technical content themes are logically stated and organized and supports the overall objective. Data and descriptions are objectively stated and separated from interpretations. Content is detailed and suggestive. Conclusions are persuasive and well-supported by the data. The prose is easy to read. It exhibits a defined sense of unity and purpose. Includes topic, paragraph, and sentence transitions, and contains no major and few minor grammatical or technical errors. Graphics, when used, are highly informative, well-designed, and easy to interpret. The document template is used professionally, flawlessly.

3.7: Generally, means you meet all criteria for an 'A' except presentation and problems with one or two criteria. Audience and purpose may be clear, for instance, but you failed to develop an idea. For example, a proposal that addresses the criteria provided in an RFP (Request for Proposal) but fails to develop a section pertaining to the budget.

3.0: Paper presents content clearly and displays a firm grasp of the material but without as much focus and perspective as
an 'A' paper. A successful effort is evident throughout the paper. Slight inconsistencies in identifying audience. The work's purpose and technical objectives may be somewhat ill-defined. Background material sets the context, frames, and introduces the subject. While well-written and adequately detailed, some sections may lack complete development and coherence. Unevenness in presentation and content. No major grammatical errors; some minor
grammatical errors but none that disrupt an easy reading of the paper. Graphics are informative, intelligible and support the content of the paper. The document template used may be missing a minor element.

3.3: Exceeds the criteria for a 'B' in one or more areas. For example, the purpose of the paper may possess greater clarity. Audience is clearly identified and the contexts governing the explanation and interpretation of the information are well-detailed. Greater consistency in execution than a 'B'; better paragraph development and coherence among sentences for example.

2.7: A lack of connection among, for example, audience and purpose. A number of presentation errors affect the meaning of the sentences or structure of the text. A somewhat stronger relationship among the elements of the paper -- audience, purpose, content, style -- than a "C" paper. Still, the paper lacks full development of ideas and demonstrates some problems weaving together a complete understanding of the content with a clearly identified audience, purpose, and context.

2.3: Exceeds the criteria for a 'C' in one or more areas, perhaps more imagination in thought and explanation, greater consistency in determining audience, purpose and objective. There are fewer errors in technical content and somewhat greater coherence in the presentation and the conclusion; fewer grammatical and cosmetic errors are found. An easier read than the 'C' paper.

2.0: Displays a reasonable grasp of the technical content but little original thought. The purpose of the work is inconsistently presented. The audience cannot be clearly identified. While understandable, the purpose and objective are not presented in relationship to the context set in the opening. Treatment of the topic is general. Lapses exist incoherence organization and development. Contains errors in technical content. Technical content marginally supports the conclusion; some major grammatical errors and frequent minor grammatical errors. The paper is difficult to read and lack flow. Graphics do not support content objectives. The document template used may be missing a major element; a required section of a proposal for example.

1.7: The elements of the paper -- audience, purpose, content, style -- are unclear and appear unrelated. For example, a final report about a weapons controversy may deal with a number of different systems in only a cursory way. No explanations are given about how the topics of the paper lead to one another. Presentation errors suggest no revision.

D (of any variety) or F paper will not be accepted.

Determining your course grade outcome:

I will ask you revise C- or BELOW papers until you receive, minimally, a C; you will be expected to visit the Writing Center in the Martin Luther King Library (second floor) for tutoring help. You have the choice of whether or not to revise. If you select not to revise your work, you will receive the failing grade that you have earned and agreed on keeping. All assignments are graded using detailed rubrics that I will share with you BEFORE the assignment is due.

Late Assignment Reminder:

Deadlines are to be met. Barring personal crisis, family emergencies, or severe illness (please let me know ahead of time), all late papers will be subject to 10% grade off per working day late; Canvas will have strict deadlines that need to be met. Except for abrupt emergencies, no requests for extensions will be heard within 24 hours before the due date (that includes for reasons of a computer malfunctioning, minor illnesses, or falling behind). Finally, please refer to the revision policy (below).
Given the nature of our formal assignments, I will NOT accept late submissions unless you have documentation from a physician, counselor, or employer.

Classroom Protocol

1. You are expected to treat faculty and other students with professional respect. Do not disrupt class by leaving and reentering during class or talking on your mobile phones over Zoom. Do not distract your peers or guests by chatting with others off camera. Be attentive to comments made by the instructor and by your peers. Always mute your microphone unless you are speaking.

2. If you have to use your mobile phone for a call, please discretely leave Zoom (mute your microphone and stop the video); I realize that some of you are working adults and need to tend to work matters.

3. You are expected to prepare for our course’s hands-on activities (the corresponding readings and videos) according to the weekly schedule. We have a limited amount of face-to-face time and we need to use our resources wisely.

4. You DO NOT have permission to record or video lectures unless you have asked beforehand. To do so violates the privacy of your peers and your instructor. I do record my lectures and share them promptly.

5. Dress code for CS100W is business casual (no pajamas, nudity, or shirts with inappropriate (non-professional sayings or images). Remember, you are being recorded via Zoom at all times.

6. You must have your webcam open (video engaged) for the duration of the Zoom meeting (please mute your microphone unless you are speaking). If your webcam is not open, I will remove you from our Zoom classroom for security purposes. There will be times that I may ask you to close your video (usually if the bandwidth is slow) when we’re watching a video or presentation. Otherwise, your video must be engaged.

7. Make sure you name appears in your Zoom profile, along with your pronouns (he/his, she/hers, they/them). Both your Zoom profile and Canvas profile must have a professional photograph (headshot).

University Policies

University Policies, such as academic integrity, accommodations, etc. are available at the web page of the Office of Graduate and Undergraduate Programs by visiting this link here. This link was last visited on January 14, 2021.
# CS100W / Technical Writing Workshop, FALL 2020, Course Schedule

The schedule is subject to change based on instructor’s discretion and student in-person unanimous vote.

<table>
<thead>
<tr>
<th>Week</th>
<th>Textbook Chapter (required reading)</th>
<th>Readings, Discussions, and Workshop Topics: each topic (below) will have a pre-quiz (warm-up), in class collaborative writing assignments, and post-quizzes.</th>
<th>Canvas MODULE Week</th>
<th>Canvas Modules</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Introduction, Game plan for our Zoom team, overview of syllabus, and ice breaker</td>
<td>JAN 25</td>
<td>ONE</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Professional Communication in a Digital, Social, Mobile World</td>
<td>FEB 01</td>
<td>TWO</td>
</tr>
<tr>
<td>3</td>
<td>2</td>
<td>Collaboration, Interpersonal Communication, and Business Etiquette</td>
<td>FEB 08</td>
<td>THREE</td>
</tr>
<tr>
<td>4</td>
<td>19</td>
<td>Applying and Interviewing for Employment</td>
<td>FEB 15</td>
<td>FOUR</td>
</tr>
<tr>
<td>5</td>
<td>18</td>
<td>Building Careers and Writing Résumés</td>
<td>FEB 22</td>
<td>FIVE</td>
</tr>
<tr>
<td>6</td>
<td>10</td>
<td>Writing Routine and Positive Messages</td>
<td>MAR 01</td>
<td>SIX</td>
</tr>
<tr>
<td>7</td>
<td>11</td>
<td>Writing Negative Messages</td>
<td>MAR 08</td>
<td>SEVEN</td>
</tr>
<tr>
<td>8</td>
<td>12</td>
<td>Writing Persuasive Messages</td>
<td>MAR 15</td>
<td>EIGHT</td>
</tr>
<tr>
<td>9</td>
<td>13</td>
<td>Finding, Evaluating, and Processing Information</td>
<td>MAR 22</td>
<td>NINE</td>
</tr>
<tr>
<td>10</td>
<td>4</td>
<td>Spring Break</td>
<td>MAR 29</td>
<td>TEN</td>
</tr>
<tr>
<td>11</td>
<td>4</td>
<td>Planning Business Messages</td>
<td>APR 05</td>
<td>ELEVEN</td>
</tr>
<tr>
<td>12</td>
<td>14 &amp; 15</td>
<td>Writing and Completing Reports and Proposals</td>
<td>APR 12</td>
<td>TWELVE</td>
</tr>
<tr>
<td>13</td>
<td>16</td>
<td>Developing Presentations in a Social Media Environment (Using Technology)</td>
<td>APR 19</td>
<td>THIRTEEN</td>
</tr>
<tr>
<td>14</td>
<td>17</td>
<td>Enhancing Presentations with Slides and Other Visuals</td>
<td>APR 26</td>
<td>FOURTEEN</td>
</tr>
<tr>
<td>15</td>
<td>5 &amp; 6</td>
<td>Writing Business Messages Combing Business Messages</td>
<td>MAY 03</td>
<td>FIFTEEN</td>
</tr>
<tr>
<td>16</td>
<td></td>
<td>Conferences (30-minutes on Zoom)</td>
<td>MAY 10</td>
<td>SIXTEEN</td>
</tr>
<tr>
<td>17</td>
<td></td>
<td><strong>Portfolio Due before 11:59 PM</strong></td>
<td>MAY 17</td>
<td>SEVENTEEN</td>
</tr>
</tbody>
</table>

**Finals**

Spring final exam schedules can be found [HERE](https://www.sjsu.edu/classes/final-exam-schedule/spring-2021.php)
or by visiting the link [HERE](https://www.sjsu.edu/classes/final-exam-schedule/spring-2021.php).

- Section 01: 20285, MW 0900-1015, MAY 19, 0715-0930
- Section 02: 20286, MW 1030-1145, MAY 25, 0945-1200
- Section 04: 22024, TR 0900-1015, MAY 20, 0715-0930
- Section 05: 27775, TR 1030-1145, MAY 19, 0945-1200

Note: FEB 5, is the last day to DROP a course without an entry on your permanent record; FEB 15, 2021 is the last day to add a class on mySJSU. SJSU’s SPRING schedule can be found [HERE](https://www.sjsu.edu/classes/final-exam-schedule/spring-2021.php).

**SPRING break** —no classes. The full AY2020/21 calendar can be found [HERE](https://www.sjsu.edu/classes/final-exam-schedule/spring-2021.php).
**Reminder:** During the course of the semester you will be expected to compose and create documents during every class meeting; requirement is mandatory. If you do not own a laptop, you can check one out on a weekly basis from the Martin Luther King Library.

<table>
<thead>
<tr>
<th>Instructor Assignment and Contact Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type of Assignment (Canvas)</strong></td>
</tr>
<tr>
<td>Pre-Quiz (weekly)</td>
</tr>
<tr>
<td>Post-Quiz (Weekly)</td>
</tr>
<tr>
<td>InClassActivitiesandWritingPrompts (pre-writing)</td>
</tr>
<tr>
<td>Homework (post-writing)</td>
</tr>
<tr>
<td>Final Portfolio</td>
</tr>
</tbody>
</table>
Syllabus Sign-off Sheet

I have read the course syllabus and understand the course content, requirements, expectations, and policies for CS100W. The syllabus, along with a schedule for course assignments is posted on Canvas in the syllabus section.

The instructor has discussed the syllabus in class and provided an opportunity for students to ask clarifying questions regarding specific requirements and expectations.

I understand that it is my responsibility to refer back to the written syllabus as needed for reminders of policies and procedures.

I agree to abide by the policies and procedures outlined.

__________________________________ ________________
Print Name Section #

__________________________________ ________________
Sign Name Date