<table>
<thead>
<tr>
<th><strong>Instructor:</strong></th>
<th>Janet Silk</th>
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<tbody>
<tr>
<td><strong>Office Location:</strong></td>
<td>ART 115</td>
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<tr>
<td><strong>Telephone:</strong></td>
<td>(408)924-4361</td>
</tr>
<tr>
<td><strong>Email:</strong></td>
<td><a href="mailto:janet.silk@sjsu.edu">janet.silk@sjsu.edu</a></td>
</tr>
<tr>
<td><strong>Office Hours:</strong></td>
<td>T/Thrs 4:30-5:30</td>
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<tr>
<td><strong>Class Days/Time:</strong></td>
<td>Tuesday &amp; Thursday 12:00-1:15</td>
</tr>
<tr>
<td><strong>Classroom:</strong></td>
<td>ART 141</td>
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<tr>
<td><strong>Department Office:</strong></td>
<td>ART 116</td>
</tr>
<tr>
<td><strong>Department Contact:</strong></td>
<td>Website: <a href="mailto:art@sjsu.edu">art@sjsu.edu</a>/art Email: <a href="mailto:art@sjsu.edu">art@sjsu.edu</a></td>
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</tbody>
</table>
| **Prerequisites:** | Completion of GE core
Completion of English 1A and 1B with “C” or better
Satisfaction of Writing Skills Test
Upper division standing (60 units) |
| **GE/SJSU Studies Category:** | Area Z |
Course Description

Art 100W is an advanced writing course that focuses on types of writing relevant to visual arts professionals. Our goal is to develop proficiency in the research, reading, and writing strategies you will need throughout in your career. We will emphasize the writing process including revising, editing, and proofreading.

Students can expect to encounter a breadth and scope of activities including:
· Analyzing their own writing
· Evaluating peer and professional writing
· Understanding the importance of drafting, editing, and organizing
· Improving awareness and attaining mastery of different writing styles for both professional and general audiences
· Exploring the relationship between seeing and writing

Course Requirements

• Practice in the various phases of the writing process
• Writing for both professional and general audiences
• In-class and out-of-class writing assignments
• Discussion and reading aloud in class
• Assignments using library resources
• A minimum of 8,000 words (32 pages) of writing
• Readings in the art and design field
• **Students must receive a grade of C or better in order to pass this course.**

Course Goals and Student Learning Objectives

From the SJSU General Education Guidelines: “Students shall write complete essays that demonstrate college-level proficiency. Students shall be able to:

1. refine the competencies established in Written Communication 1A and 1B, and organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources;
2. express (explain, analyze, develop, and criticize) ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse; and
3. understand appropriate editorial standards for citing primary and secondary sources (e.g., issues regarding plagiarism and intellectual property).”
In other words, this course offers you the opportunity to work toward the following learning objectives:

1. **Learning Objective 1**: Write more correctly, clearly, and concisely; tailor your writing to specific audiences, including the general public and fellow visual arts professionals; distinguish between primary and secondary sources and make astute use of both.

2. **Learning Objective 2**: Locate and evaluate a wide range of art and design sources; summarize, analyze, and effectively respond to ideas that you find in such sources.

3. **Learning Objective 3**: Observe and be able to explain ethical standards for citation and the use of intellectual property.

**Books/Resources**

**Available online**

*Writing Commons*, writingcommons.org, is a “free, comprehensive, peer-reviewed, award-winning Open Text for students and faculty in college-level courses that require writing and research.”

*Writing About Art* by Majorie Musterberg: www.writingaboutart.org

*Grammar Bytes!* Grammar Instruction with Attitude: www.chompchomp.com

**Handouts and readings** will include essays, reviews, and theoretical writings in the field of art and design from both popular and scholarly sources.

**Other Resources**


*10 Steps to Writing the Research Paper*, by Roberta Markham and Peter Markham. Barron’s Educational Series, Inc.

Strunk and White’s *The Elements of Style*; *Roget's Thesaurus*; a good dictionary such as *Webster's New World Dictionary*; Kate L. Turabian’s *A Manual for Writers of Research Papers, Theses, and Dissertations*

*San Jose State University Department of Art History and Visual Culture’s Student’s Guide to Art History*, available at the Visual Resource Library, ART110, contact Robert Rose, Curator, robert.rose@sjsu.edu

Various course resources are scanned and posted on the Art History website: arth.sjsu.edu. Password for the site will be given in class.
Useful websites about writing:
Guide to Grammar and Writing:  http://grammar.ccc.commnet.edu/grammar
Learn about English Grammar and How to Write Better:  www.lousywriter.com
The Purdue University Online Writing Lab:  http://owl.english.purdue.edu
The Chicago Manual of Style Online:  www.chicagomanualofstyle.org

Other equipment / material requirements
For submitting coursework, by the second week of class, you will need two folders (one
as back up) with **your name and section number clearly written on the outer top right corner.** You will need some kind of notebook or binder to organize handouts and
work done in class. To each class, bring all handouts, all assignments, writing paper, and
something to write with.

Library Liaison:
Elisabeth Thomas  Phone number (408)808-2193
Email elisabeth.thomas@sjsu.edu Website:  http://libguides.sjsu.edu/art

Classroom Protocol

Attendance and participation are critical in order to motivate other students and me;
this helps to create an atmosphere of shared learning. Consequently, in-class and
take-home writing exercises are a significant part of your grade. At the end of the course,
I give a separate letter grade for general participation based on observing those students
who take the initiative to actively contribute to class discussions, in-class work, and are
present, prepared, and engaged for peer reviews. Because I do my best to arrive
punctually with all required materials, and I stay for the entire class, I expect the same.
Please ask questions or provide constructive comments because I need to know if we
have clear communication. Most importantly, respect your peers and me because this
establishes trust in the classroom.

Please do not work on assignments from other classes, insist on drawing or sketching
during class, surf the Internet, or use your computer, iPad, or other electronic devices, etc.
You are expected to devote your full attention to class work during the hour and fifteen
minutes we are together. Please turn off and put away your cell phone. *For students who insist on using their device during class, I will give you one warning by email, and if it is not honored, then your participation grade will be lowered. If you use your phone or device during a quiz or exam, which is against San Jose State University policy on Academic Integrity (see http://www.sjsu.edu/studentconduct/facultyandstaff/Academic_Integrity/), your action will be noted, and your grade will be lowered at the end of the course. Excessively disruptive behavior will be reported to the Chair of the Department for appropriate disciplinary action.*
Be prepared to collaborate with your peers, to work with partners and groups, and to move your seating arrangement for group activity. I understand you all work hard towards earning your degree, but if you fall asleep in class, I am obligated to wake you up, and you must leave class immediately.

**Dropping and Adding**

Students are responsible for understanding the policies and procedures about add/drop, grade forgiveness, etc. Refer to the current semester’s Catalog Policies section at http://info.sjsu.edu/static/catalog/policies.html. Add/drop deadlines can be found on the current academic calendar web page located at http://www.sjsu.edu/academic_programs/calendars/academic_calendar/. The Late Drop Policy is available at http://www.sjsu.edu/aars/policies/latedrops/policy/. Students should be aware of the current deadlines and penalties for dropping classes. Information about the latest changes and news is available at the Advising Hub at http://www.sjsu.edu/advising/.

**Assignments and Grading Policy**

**Assignments:**

1. **Writing Exercises (L01, L02, L03)**
   Writing exercises vary from informal, in-class handwritten responses to one-two page typed assignments. Points are assigned accordingly. 20%

2. **Grammar Quizzes (L01)**
   10%

3. **Papers**
   Three formal written assignments (L01, L02, L03):
   a. Formal Analysis/Narrative
      (1 draft; 1 final)
   b. Research Paper
      (research proposal, 1 draft; 1 final)
   c. Professional Documents (Artist’s Statement; Letter of Introduction; Resume)
      (1 draft each, 1 final each) 30%

**REMINDER:** ALL outlines and drafts and my assessment sheets must be submitted with the final version of your paper. This allows me to see progress. Points will be deducted if you do not turn in your drafts.

4. **Participation (L01, L02)**
   20%
Actively taking initiative to participate in class discussions, presentations, and informal exercises; reading out loud; bringing outlines and drafts to class as required; reviewing and editing colleagues’ papers.

6. Grammar exercise worksheets (L01) 5%
   Topics include Punctuation; Subject-Verb Agreement; Modifiers; Passive Voice

7. Final Exam (L01, L02) 15%
   Essay exam. Students not passing or who miss the final exam receive a No Credit (NC) for this course.

Assignment Format:
Unless I have allowed the assignment to be handwritten, type all assignments with one-inch margins and a 12-point font. Double-space, use 1” margins, with page numbers and your name, section number and assignment title on all pages.

For formal writing assignments (Formal Analysis and Research Paper), you are expected to create a title page for the final version of your essay. If required by the assignment, include illustrations with a caption. For your final version, staple pages together at the upper left-hand corner and also turn in your outline and draft, and my draft assessment sheet. Outline and draft text must be typed; brainstorming tools or notes can be submitted handwritten, and everything must be legible. Turn in all documents inside a folder with your name and section number on the top right corner. DUE DATES FOR ALL ASSIGNMENTS ARE GIVEN IN CLASS.

Keep a printed copy and a back-up disk of all your work for this course. I will not accept the excuse that you lost your work as justification for turning in work late. Keep all graded and reviewed work until the end of the course.

Grading:

NOTE: I do not post grades through an internet-accessible website or course management tool. If you want to monitor your progress, you need to communicate with me directly.

Formal Written Assignments and take-home writing exercises will be graded according to the following SJSU academic standards for assessment:

A (excellent): The paper contains no grammatical, spelling, or typographical errors. It is outstanding in clarity, style, and organization. The depth and accuracy of the information covered are appropriate for the assignment. The style and format of the paper are appropriate for the assignment.
B (good): The paper may contain a few minor grammatical errors, but should contain few or no typographical or spelling errors. For the most part, the paper is clearly written and logically organized. The topic is covered in reasonable depth and the information presented is accurate. The style and format of the paper are appropriate for the assignment.

C (average): The paper may contain some minor grammatical, typographical, or spelling errors. For the most part, it is clearly written and logically organized. For the most part, the depth of coverage of the topic is appropriate and the information is accurate. For the most part, the style and format of the paper are appropriate for the assignment.

D (below average/unacceptable): The paper contains significant or serious grammatical, typographical, or spelling errors. It is not clearly written or logically organized. The train of thought is difficult to follow. The depth of coverage of the topic is not adequate. The information presented is inaccurate. The style and/or format of the paper are not appropriate to the assignment.

F (unacceptable): A paper will receive an F if two or more of the following conditions are satisfied: The paper contains significant or serious grammatical, typographical, or spelling errors; it is not clearly written or logically organized; the train of thought is difficult to follow or incomprehensible; the depth of coverage of the topic is not adequate; the information presented is inaccurate; the style and/or format of the paper are not appropriate to the assignment. The paper will also receive an F if some or all parts of the paper have been plagiarized, as defined below.

Grade Scale:

- 94-100%  A (no grades above "A")
- 90-93   A-
- 87-89   B+
- 84-86   B
- 80-83   B-
- 77-79   C+
- 70-76   C
- 67-69   D+
- 63-66   D
- 60-62   D-
- 0-59    F

Final grades given in all 100W courses are A, B, C, and NC (No Credit). A NC will not affect your GPA, but you will have to repeat the course until you earn a letter grade. A grade of C- is not a passing grade in this course. Any final grade falling below a C will be recorded as a NC. (see http://www.sjsu.edu senate/f88-6.htm)

Note: This course will not be graded on a curve. You will not be competing against other students.

Late Work Policy:

No late work is accepted.

All papers must be original to this class (no "recycling"), meet all requirements of each assignment, and properly reference all outside sources (including Internet
sources) for credit. DO NOT slide your late work under the door in my office, put it in my mailbox, or hide it (so I can “discover” it) in the same folder for another assignment. Extreme emergencies that impact your ability to meet deadlines will be considered, but not necessarily agreed to. A pattern in poor work ethic will be rewarded with a lower grade. All incidences of plagiarism will result in an assignment grade of "0" and will be reported to the Office of Judicial Affairs. Please do not use profanity in your work.

University Policies

Academic integrity

Your commitment as a student to learning is evidenced by your enrollment at San Jose State University. The University’s Academic Integrity policy, located at http://www.sjsu.edu/senate/S07-2.htm, requires you to be honest in all your academic course work. Faculty members are required to report all infractions to the office of Student Conduct and Ethical Development. The Student Conduct and Ethical Development website is available at http://www.sa.sjsu.edu/judicial_affairs/index.html.

Instances of academic dishonesty will not be tolerated. Cheating on exams 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 failing grade and 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 your assignment or any material you have submitted, or plan to submit for another class, please note that SJSU’s Academic Policy S07-2 requires approval of instructors.

Campus Policy in Compliance with the American Disabilities Act

If you need course adaptations or accommodations because of a disability, or if you need to make special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities requesting accommodations must register with the Disability Resource Center (DRC) at http://www.drc.sjsu.edu/ to establish a record of their disability.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at http://www.sjsu.edu/writingcenter. For additional resources and updated information,
follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

**Plagiarism** will lead to grade penalties. It might also result in you failing the course and/or having the incident permanently noted in your SJSU student records. If you are unsure what constitutes plagiarism, it is your responsibility to educate yourself, or ask for clarification, before you hand in written work. If plagiarism is brought up for discussion with a student I expect us to work together in a spirit of mutual respect to resolve the problem.

Learning when to cite a source, and when not to, is an art, not a science. However, here are some examples of plagiarism that you should be careful to avoid:

* If you use a sentence (or even a part of a sentence) that someone else wrote and do not reference the source, you have committed plagiarism.
* If you paraphrase somebody else’s theory or idea and do not reference the source, you have committed plagiarism.
* If you use a picture or table from a web page or book and do not reference the source, you have committed plagiarism.
* If your paper incorporates data someone else has collected and you do not reference the source, you have committed plagiarism.

The SJSU library has a tutorial that explains how to identify and avoid plagiarism, available at: [http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm](http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm)

**The Learning Assistance Resource Center**

The Learning Assistance Resource Center (LARC) is located in Room 600 in the Student Services Center. It is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. The Center's tutors are trained and nationally certified by the College Reading and Learning Association (CRLA). They provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group, individual, and drop-in tutoring are available. Please visit the LARC website for more information [http://www.sjsu.edu/larc/](http://www.sjsu.edu/larc/)
## ART 100W-04/Writing Workshop: Fine Arts, Fall 2017, Course Schedule

The instructor reserves the right to change the course schedule if necessary.

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Assignments</th>
<th>Topic/References</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8/24</td>
<td>Intro to syllabus</td>
<td>Capturing reader’s attention; writing specifically; description; narrative; storytelling</td>
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<tr>
<td></td>
<td></td>
<td>Writing Exercise #1: Personal Ads</td>
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<td>2</td>
<td>8/29, 8/31</td>
<td>in-class work on sensory description</td>
<td>Writing Commons: Punctuation</td>
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<tr>
<td></td>
<td></td>
<td>Writing Exercise #2: Sensory Description</td>
<td>also Editing: Punctuation</td>
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<td></td>
<td></td>
<td>Grammar Unit: Punctuation</td>
<td>Grammar Bytes! Grammar Instruction with Attitude:</td>
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<td><a href="http://www.chompchomp.com">www.chompchomp.com</a></td>
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<tr>
<td>3</td>
<td>9/5, 9/7</td>
<td>punctuation cont’d</td>
<td>description/interpretation/judgment</td>
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<tr>
<td></td>
<td></td>
<td>Punctuation Quiz</td>
<td>Writing About Art by Majorie Musterberg:</td>
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<tr>
<td></td>
<td></td>
<td>Introduction to Formal Analysis Paper assignment</td>
<td><a href="http://www.writingaboutart.org">www.writingaboutart.org</a></td>
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<td></td>
<td></td>
<td>Readings from Sylvan Barnet’s A Short Guide to Writing About Art</td>
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<tr>
<td>4</td>
<td>9/12, 9/14</td>
<td>more on Formal Analysis</td>
<td>compare/contrast essay style; critique; formal vs. informal tone; poetic language</td>
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<tr>
<td></td>
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<td>Writing Exercise #3: Review the Review Artwork hunt</td>
<td>Writing Commons: Style:Voice/Point of View</td>
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<tr>
<td>5</td>
<td>9/19, 9/21</td>
<td>in-class work on paper</td>
<td>Writing Commons: Formal Analysis Vocabulary:</td>
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<td>Formal Analysis Draft due/Peer Review</td>
<td>List of Descriptive Words to Critique Art</td>
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<td>Bellevue College: Art and Design Vocabulary</td>
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<td>Richard Metzgar: Art Foundations Vocabulary</td>
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<td>Writing Commons: Collaboration: Peer Review-Providing and Receiving Feedback</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Topic</td>
<td>Exercise</td>
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<td>6</td>
<td>9/26, 9/28</td>
<td>Grammar Unit: Subject/Verb Agreement</td>
<td>Writing Exercise #4: Subject/Verb Agreement; Utopia/Dystopia</td>
</tr>
<tr>
<td>7</td>
<td>10/3, 10/5</td>
<td>Subject/Verb Agreement Quiz</td>
<td>Formal Analysis Paper assignment due</td>
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<td>Discuss and present work/art critique</td>
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<td>Introduction to Research Paper assignment; Overview of Research Paper components</td>
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<tr>
<td>8</td>
<td>10/10, 10/12</td>
<td>in-class topic and thesis development; essay structure</td>
<td>Writing Exercise #5: Mozartians, Beethovians, and the Teaching of Writing</td>
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<td>LIBRARY WORKSHOP 10/12 or 10/17 (TBA)</td>
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<td>9</td>
<td>10/17, 10/19</td>
<td>Paraphrasing, summarizing, quoting</td>
<td>Turabian/Chicago Manual of Style: Endnotes, Bibliography</td>
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<td>Writing Exercise #6: Summarizing, Paraphrasing, and Quoting</td>
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<tr>
<td>Week</td>
<td>Dates</td>
<td>Assignments</td>
<td>Additional Resources</td>
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<tr>
<td>10</td>
<td>10/24, 10/26</td>
<td>Research Paper Draft due/Peer Review Introduction to Dangling and Misplaced Modifiers</td>
<td><em>Grammar Bytes! Grammar Instruction with Attitude: <a href="http://www.chompchomp.com">www.chompchomp.com</a></em></td>
</tr>
<tr>
<td>11</td>
<td>10/31, 10/2</td>
<td>More Dangling and Misplaced Modifiers Exercises in organizing ideas in essay and within paragraphs</td>
<td><em>Guide to Grammar and Writing: <a href="http://grammar.ccc.commnet.edu/grammar/modifiers.htm">http://grammar.ccc.commnet.edu/grammar/modifiers.htm</a></em></td>
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</tbody>
</table>
| 12   | 11/7, 11/9 | Dangling and Misplaced Modifiers Quiz | - *Writing a mission statement, artist statement, resume, cover letter*  
- *Alain de Botton: The Pleasures and Sorrows of Work*  
- *TED Talk: Alain de Botton: A Kinder, Gentler Philosophy of Success* |
| 13   | 11/14, 11/16 | Focus on resumes & Letter of Introduction Writing Exercise #9: Stories of Success and Failure | - *Writing action verbs, highlights/achievements/accomplishments*  
- *Writing Commons: The Art of the Pick-up: Wooing Your Future Employer in the Cover Letter*  
- *How to Write a Cover Letter According to Great Artists* |
| 14   | 11/21, 11/23 | Focus on Letter of Introduction Prepare for writing artist statement | **NO CLASS 11/23** |
| 15   | 11/28, 11/30 | Analyze artists statements; discuss passive voice Professional Documents draft due/Peer Review | *Developing Artist Statements and Bios*  
*Artist’s Statement: Molly Gordon* |
| 16   | 12/5, 12/7 | Course review for exam 12/7 LAST DAY OF CLASS: SPEED NETWORKING | connecting; confidence |
| 17+ | **FINAL EXAM**  
Section 1: Monday, Dec. 18, 9:45-12:00  
Section 4: Wednesday, Dec. 13, 9:45-12:00  
Section 5: Thursday, Dec. 14, 2:45-5:00 | Bring greenbook, assigned materials, and brain. |