Online Resources
We will be using Turnitin for all written assignments (see below “Turnitin.com” for more details).

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: Z

Course Description
Design 100W is an upper division writing course that focuses on types of writing relevant designers and other visual arts professionals. Our goal is to develop proficiency in the research, reading, and writing strategies you will find useful 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 Goals and Students Learning Objectives

Course Goals: From the SJSU General Education Guidelines: Students shall write complete essays that demonstrate college-level (professional) proficiency. Students shall be able to:

1. refine the competencies established in Written Communication 1A and 1B;
2. express (explain, analyze, develop, and criticize) ideas effectively including ideas encountered in multiple readings and expressed in different forms of discourse; and
3. organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Student Learning Outcomes: Upon successful completion of this course, students will be able to:

1. write with an understanding of the connection of writing to creative process, critical thinking, and design thinking
2. write correctly, clearly, and concisely
3. develop a concept or thesis and advocate for it with a well structured, well reasoned argument
4. organize and develop different types of design writing such as descriptions, critiques, reviews, persuasive arguments, and professional documents
5. proof-read, comment, and critique the writing of others
6. understand and be comfortable with the dynamics of collaborative writing as a part of design thinking
7. find and develop one’s own unique voice

Required Textbooks and Resources
   The Longman Pocket Writer's Companion--ISBN 9780205741793 –Pearson
2. Course pack for Khuu DSGN100W from Maple Press, (on 10th Street, across from the university apartment). Maple Press accepts only cash and check.
3. Scantron 882-E (for all quizzes/exams)
4. A current and fast Internet connection like DSL, Cable, or FIOS in order to access websites
5. An activated SJSU library account.

**Student Responsibilities**

1. **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](http://info.sjsu.edu/static/catalog/policies.html). Add/drop deadlines can be found on the [current academic calendar](http://www.sjsu.edu/academic_programs/calendars/academic_calendar/). The [Late Drop Policy](http://www.sjsu.edu/aars/policies/latedrops/policy/) is available at [http://www.sjsu.edu/aars/policies/latedrops/policy/](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](http://www.sjsu.edu/advising/).

2. **Due Dates:**
   
   Failure to submit assignments and/or discussion comments by due dates could affect a student’s grade. Emergencies should be communicated and documented to the instructor as soon as possible, and before a due date if possible – the key is to communicate with me early.

3. **Format:**
   
   All work should be typed, using appropriate format – standard 1” margins and 11- or 12-point Times New Roman font. In general, letters and memos should be single-spaced with spacing in between paragraphs (block letter format). All major assignments will require hard copy submissions; online submissions to Turnitin.com should be uploaded as .doc or .docx files.

   **Back-up Copies:** Save backup copies of your work on your hard drive or elsewhere. Technological reasons, such as computer crashes, or problems with Internet access, are unacceptable reasons for late work.

   **Feedback for Assignments:** After completing your assignments, be sure to read my feedback. This will help you perform better on your future assignments.

4. **Citing Sources:**
   
   You are required to use [MLA citation style](http://www.mla.org) for citing sources in your research. Other guides to applying MLA style for reports will be provided. Although this class covers business writing, APA style is frequently used for academic assignments beyond English 1A and 1B. You may visit [http://www.apastyle.org/](http://www.apastyle.org/) for more details.

5. **Grammar/Mechanics:**
   
   Errors in grammar, spelling, and punctuation can affect the overall flow of written communications. My grading regarding grammar will reflect the formality of final documents presented in the workplace. Students should have an understanding of basic business English grammar rules. These will also be covered in the course.

   Students who need more practice and assistance with grammar should visit me during office hours, and also seek tutoring. See [Student Resources](http://www.sjsu.edu/advising/) information below.

**Classroom Etiquette, Participation, and Assignments**

Please read the following RULES AND POLICIES CAREFULLY so that you do not lose points unnecessarily. And if you have questions or concerns about anything, please see me in my office to discuss them with me. I am always open to receptive people who approach me in a non-threatening way with legitimate problems -- The key is to communicate with me early.

1. Conferences are held during office hours or by appointment to discuss assignments and writing problems. These conferences are not a substitute for class attendance.

2. The best method of contacting me is via email. If you send me an email with questions about your homework assignments, you will get a response in 24-48 hours, so please do not procrastinate or send me email on homework problems one or two days before the assignment is due. If you have questions or need help with your assignments, I would prefer that you see me during my office hours.

3. All quizzes/tests and presentations start on time. **If you are even 1 minute late to class or once the test has started, you will NOT be allowed to take the exams.** No make-up quizzes/tests will be given. No exception. So make sure to come to class prepared and on time. During the presentation weeks, you will not be allowed to enter the classroom while your classmate is presenting. So please, be considerate and do not disturb the class while in session.
4. Complete all written assignments with standards that reflect the workplace. This includes promptness (meeting due dates), presentation of documents (applying uniformity in formatting, margins, and font style), and grammatical accuracy (editing for grammar and mechanics). Maintaining academic integrity reflects business ethics in the work context. Throughout the course, most of your assignments will be automatically tracked through Turnitin.com to check for “originality.” (More detailed information is given below). The LLD department and the university trust you to do right. **Do not betray that trust.**

NOTE: NO late homework assignments will be accepted! **Please do not give me excuses.** Excuses give you permission to fail this class. My advice is not to procrastinate. Not stressing over papers the night before allows you to put more time and effort into your assignments, stay stress free and yield better grades. My main goal is to help you learn and succeed.

5. **Attending class does not simply require your presence, but your active participation and engagement with the material.** You are expected to attend all class meetings and actively participate in all class activities in small groups or with a partner. **Participation points will be given to students who attend a full-class session only.** If you are late or leave class early, you will not earn participation points for that day. **Three late arrivals to class will count as one absence.** Coming to class late or leaving the class early is both disruptive to the learning process and inconsiderate to your classmates and your professors. If your disruptive behavior continues after being warned, you will be reported to the University Student Discipline Committee for your conduct to be “persistent inappropriate behavior.” My desire is to establish an educational environment that is free from distractions and disturbances. If you CANNOT attend my class regularly or if you know that you will be late to class often for whatever reason, please be thoughtful and consider DROPPING my class to avoid any future problems that you may cause that may impact your classmates’ learning environment and your professors. If you have any questions or concerns about the policy on lateness, please talk to me.

If you miss a class, it is your responsibility to contact me or make arrangements with a classmate to collect handouts for you and to call you about what you missed in class and to give you the homework. I will expect you to be prepared when you return, including submitting assignments and actively participating in all classroom activities. Please read the syllabus carefully and attend class regularly so that you will be aware of expectations, assignments, and due dates. Absence is no excuse for not doing assigned work.

6. Rude behavior is unacceptable and interrupting your professors or distracting the class is unfair to your classmates. So please, be respectful and considerate of your classmates and your professors and turn off your cell phone before entering the classroom and put it away in your backpack on the floor—**not on your desk;** this includes your laptops, as they are not permitted for use in class. First, they are distracting to others. Second, they disrupt the free interchange of ideas and class discussion. In other words, text-messaging, emailing or web-surfing during class distracts you from the learning process, so please, do not text message or use your laptops during class. If you are expecting an emergency phone call, please let me know before I start the class. **If you use your laptops or cell phones during class, you will lose all the participation points for that day. Also, please DO NOT leave the classroom during class time to use your cell phone (unless nature calls and can’t wait).** Please be thoughtful and considerate of other students and be respectful to the learning process. Students whose behaviors are disruptive, repetitive, and thoughtless will be asked to stay after class to talk to me.

Additionally, talking to other students while a lecture is going on is also disruptive and distracting to your instructor and disturbing your classmates seated near you. If you wish to ask a question or make a comment, please raise your hand and ask me—do not talk to your classmate(s) during the lecture. If anyone is persistently disruptive, s/he will be asked to leave the class, and his/her name may be reported to the University disciplinary action committee.

**My intention here is to establish a good learning environment that is free from distractions and disturbances—So, help me and let’s work together to make this semester a productive, meaningful win-win outcome for all of us.**

7. Although some assignments are worth only a few points, it is very important that you complete all of them because each develops a skill necessary for successful completion of major assignments. Missing a portion of these assignments can lower your course grade substantially.

8. You must submit assignments in person or through a friend in order to receive credit for your work. **I will NOT accept homework assignments or rough drafts via email.**

9. All written homework assignments are to be typed, double-spaced (unless it is stated otherwise), 12-point Times New Roman typeface with 1-inch margins. All out-of-class assignments are due at the beginning of the class period on the date assigned. **Assignments will be considered late and points will be deducted if they are turned in five minutes after the beginning of class, so do not be late to class and do not hold on to your assignments if you are on time. Assignments that are not done correctly/completely will not receive full credit.**

10. Submitted work that is sloppy and/or illegible/unreadable will receive no credit. **Please do your assignments at least 48 hours before the due date** so that if your computer/printer is broken or runs out of ink, you will have enough time to fix it.

11. Graded homework should be picked up in class. If you miss the class when the homework is returned, please pick it up during office hours.

12. For students taking writing courses, tutoring is available at Peer Connections, Room SSC 600 and Clark Hall Academic Success Center, Suite 126, phone number is 924-4308. Please make an appointment at least one month in advance so to be sure you can get in to see a tutor.
13. Staple written assignments in the upper-left corner. Do not use a binder or other cover. Make a copy of all assignments for yourself. Save all papers returned to you.

15. Respect your classmates, even if their opinions and/or preferences are not aligned to your own. In a class capped at 25, individual conduct and participation are particularly noticeable. Students who are disrespectful or disruptive will be asked to leave the class. For more information regarding expectations about classroom behavior, see academic senate policy s90-5 on student rights and responsibilities. (http://www2.sjsu.edu/senate/s90-5.htm).

Remember that once you have made a commitment to be in this class, you agree to abide by and be bound by the class Rules and Policies as set forth in this syllabus. If you cannot abide by these rules and policies, please drop the class before the drop deadline.

Your classroom behaviors (e.g., talking during lectures, using cell phones/laptops in class, unwilling to participate in class activities, etc.) can profoundly affect your classmates and instructor and change the social dynamics of the class and the peer group, so please, be considerate! Remember, we are all connected in some way in this class.

Read the syllabus! You are responsible for knowing the syllabus. I will be glad to answer any questions that you might have about the course, but I expect that you make some effort to find the answers in this green sheet and class materials and to pay attention to the answers.

**Evaluation System**

Students will be evaluated on class preparation and participation, assignments, tests and the final. The final grade is determined by the number of points earned from these areas. The total points earned will be divided by the total points possible for a final percentage. This class is not graded on a curve.

- **A**: Completes all parts of the assignment. Well-organized, well-developed, and displays a clear sense of audience and purpose. Uses business language appropriately, including APA citations when necessary. Adheres to the conventions of written business English. Meaningful participation and interaction with other students is present.
- **B**: Completes all parts of the assignment but may show some flaws in organization, development, sense of audience and purpose, or use of the conventions of written business English. Overall the assignment is well done with only minor corrections needed. Meaningful participation and interaction with other students is absent.
- **C**: Completes all parts of the assignment but shows weakness in basic organization, development, sense of audience and purpose, or use of the conventions of written business English. The assignment needs correcting in more than one area. Participation with other students is absent.
- **D**: Fails to complete all parts of the assignment or shows egregious deficiencies in the use of business English. The assignment needs correcting in many areas. Participation and interaction with other students is absent.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Points</th>
<th>Grade</th>
<th>Points</th>
<th>Grade</th>
<th>Points</th>
<th>Grade</th>
<th>Points</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>94-100 pts</td>
<td>A</td>
<td>87-89 pts</td>
<td>B+</td>
<td>77-79 pts</td>
<td>C+</td>
<td>67-69 pts</td>
<td>D+</td>
</tr>
<tr>
<td>90-93 pts</td>
<td>A-</td>
<td>84-86 pts</td>
<td>B</td>
<td>74-76 pts</td>
<td>C</td>
<td>64-66 pts</td>
<td>D</td>
</tr>
<tr>
<td></td>
<td></td>
<td>80-83 pts</td>
<td>B-</td>
<td>70-73 pts</td>
<td>C-</td>
<td>60-63 pts</td>
<td>D-</td>
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<tr>
<td></td>
<td></td>
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<td></td>
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<td></td>
<td></td>
<td>59 pts</td>
</tr>
</tbody>
</table>

**Note:** Final grades are final. Decimal point averages above a .5% will be rounded up (e.g., an 83.6% would = 84%). Extra credit opportunities will be announced during the semester by your instructor. In order to receive general education credit for LLD100WB, you must earn a C or higher.

**Turnitin.com**

All out-of-class writing assignments must be submitted electronically using Turnitin.com, excluding your references, annotated bibliography, and addresses for business letters. I will not read/grade papers that are not submitted to Turnitin.com, and it will be considered late if an assignment is uploaded to Turnitin.com after the due date (see below for more details). In addition, in order to receive credit for your work, you will also have to attach a copy of the digital receipt that clearly shows the percentage of similarity index match of 10% or less provided by Turnitin.com to your assignment before submitting a hardcopy to me.

Shortly after you upload your paper to Turnitin.com, you can access a color-coded report with details about your use of sources in your
paper. The similarity index number should **not exceed 10% match.**

*Turnitin.com* is a tool to help you avoid plagiarism (please read the policy on “Academic Integrity” below). To use *Turnitin.com*, you will need to create a “user profile.” After your profile is created, you can log onto and use the site. The “Class ID” **TBA** and the “Class Enrollment Password” is **DSGN100W**

**Note:**

- **There are TWO due dates for each assignment:** a *Turnitin* due date and an in-class due date. The *Turnitin* due date is 48 hours before an in-class due date. In other words, you are required to upload all your assignments to *Turnitin.com* 48 hours before you turn in a hard copy of your assignment to me by the in-class due date; e.g., if an assignment is due in class at 1:30PM on Friday, 2/17, you MUST upload your assignment to *Turnitin.com* before 1:30PM on Wednesday, 2/15. If you fail to upload your assignments to *Turnitin.com* 48 hours before an in-class due date or miss an in-class due date, your assignment is considered late and **one point will be deducted for each day that the assignment is uploaded to *Turnitin.com* late and/or turned in to me late.**

Remember, I do NOT accept a hard copy of your assignment if you do not upload your assignment to *Turnitin.com* and attach a *Turnitin* receipt showing 10% similarity index or less to your assignment. In other words, you are required to **upload your assignments to *Turnitin.com* at least 48 hours before the due date. Failure to upload your assignment to *turnitin.com* at least 48 hours before the due date will result in a deduction of 1 point from your final assignment grade.** This policy is to ensure that you receive the percentage of similarity index on time to turn in with your assignment.

**Important NOTE:**  **If you turn in a hard copy of your assignment to me on the due date without attaching a *Turnitin* receipt or with a *Turnitin* receipt that shows above 10% similarity index, your assignment will not be read and will receive zero (0) points.** What this means is that your assignment is incomplete, and I will return your assignment with a grade of zero “0” for not following directions. So, please check your assignments for any missing documents/receipts before you turn them in to me and **PLEASE DO NOT PROCRASTINATE!** You will not do well in my class if you procrastinate or wait until the last minute to do your assignments.

- **You must print the receipt directly from the *Turnitin.com* website**—not from your email—in order to have the percentage of similarity index number appears on the receipt. **Receipt that shows “pending” or “-.-” or without the percentage showing 10% or below will be considered late** and late assignments will not be accepted.

- Any assignment that exceeds 10% similarity index will be carefully evaluated for plagiarism, so please check the similarity index match within one hour of uploading. If your assignment receives above 10% similarity index and you want me to look into it, you must **CONTACT ME** right away or at least 36 hours before an in-class due date; this is to ensure that I have enough time to help you and for you to revise your paper and re-upload it to *Turnitin.com* 24 hours before the in-class due date. Remember, it takes 24 hours for *Turnitin.com* to regenerate another receipt for each revision/assignment that is re-uploaded to *Turnitin.com*.

- If you need help with *Turnitin.com* (e.g., how to print out the receipt with the percentage of similarity index shown), please upload your assignments to *Turnitin.com* at least 48 hours before the due date so that you have enough time to see me with your questions. **Please DO NOT send me an email or ask me questions regarding *Turnitin.com* on the same day that the assignment is due.**

- I accept late assignments only in the case of an illness that requires hospitalization and in the case of a death in the immediate family. All late assignments MUST be uploaded to *Turnitin.com* under the folder labeled “Late Assignments.” **Please contact me in advance if this is the case.**

- **All papers turned in for this class must be your original work.** It is considered plagiarism if you take whole or parts of a paper that you submitted for another class in a previous or current semester and use it for a current assignment. The LLD department and the university trust you to do right. **Do not betray that trust.**

As students, you are expected to demonstrate the highest level of academic integrity/honesty. Cheating of any sort will not be tolerated. As a faculty member, I am required to report students who are caught cheating or plagiarizing material to the office of Student Conduct and Ethical Development. You will also be dismissed from my class and receive an “F” for the course.

See below for more information about the university’s Academic Integrity policy, which describes your responsibility for honesty.
**Student Resources**

**SJSU Writing Center:** The SJSU Writing Center is located in Suite 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The Writing Center staff can be found at http://www.sjsu.edu/writingcenter/about/staff/.

**SJSU Peer Connections:** The Learning Assistance Resource Center (LARC) and the Peer Mentor Program have merged to become Peer Connections. Peer Connections is the new campus-wide resource for mentoring and tutoring. Our staff is here to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. Students are encouraged to take advantage of our services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals.

In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the Writing Skills Test (WST), improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. A computer lab and study space are also available for student use in Room 600 of Student Services Center (SSC).

Peer Connections is located in three locations: SSC, Room 600 (10th Street Garage on the corner of 10th and San Fernando Street), at the 1st floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. Visit Peer Connections website at http://peerconnections.sjsu.edu for more information.

**Student Technology Resources:** Computer labs for student use are available in the Academic Success Center at http://www.at.sjsu.edu/asc/ located on the 1st floor of Clark Hall and on the 2nd floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

**University Policies**

**Academic Integrity**

Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy S07-2 at http://www.sjsu.edu/senate/docs/S07-2.pdf 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.sjsu.edu/studentconduct/.

Plagiarism: There is a ZERO tolerance for academic dishonesty. 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 SJSU.

For this class, individual students (unless assigned to pairs or groups) are to complete assignments. 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 instructors’ pre-approval.

1. The SJSU Catalog defines plagiarism as follows:
   1.2.1 Plagiarism. At SJSU, plagiarism is the act of representing the work of another as one’s own (without giving appropriate credit) regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes but is not limited to:

   1.2.2 The act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another’s work, without giving appropriate credit, and representing the product as one’s own work; and

   1.2.3 Representing another’s artistic/scholarly works such as musical compositions, computer programs, photographs, paintings, drawing, sculptures or similar works as one’s own.(available at http://info.sjsu.edu/2144/student Responsibilities - Discipline – Policy on Academic Dishonesty – 1.0 Definitions of Academic Dishonesty)

To become acquainted with what plagiarism is and how to avoid it, the following SJSU website offers definitions, policies, and links to useful websites offering guidelines in plagiarism prevention. Students are fully accountable for understanding these policies.

http://tutorials.sjlibrary.org/tutorial/plagiarism/index.htm
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 at http://www.sjsu.edu/president/docs/directives/PD_1997-03.pdf requires that students with disabilities requesting accommodations must register with the Accessible Education Center (AEC) at http://www.sjsu.edu/aec to establish a record of their disability.

Accommodation to Students' Religious Holidays
San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such holidays before the add deadline at the start of each semester.
NOTE: If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed. See University Policy S14-7 at http://www.sjsu.edu/senate/docs/S14-7.pdf.

Consent for Recording of Class and Public Sharing of Instructor Material
University Policy S12-7, http://www.sjsu.edu/senate/docs/S12-7.pdf, requires students to obtain instructor’s permission to record the course.
• “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor: you have not been given any rights to reproduce or distribute the material.”

• “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

Credit hours
Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of forty-five hours per the length of the course (normally 3 hours per unit per week with 1 of the hours used for lecture) for instruction or preparation/studying or course related activities including but not limited to internships, labs, and clinical practice. Other course structures will have equivalent workload expectations as described in the syllabus.

Course Requirements, Evaluation and Grading

<table>
<thead>
<tr>
<th>Assignment/Activities</th>
<th>Weight</th>
<th>Learning Objectives</th>
<th>Competencies</th>
<th>Min Words</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student-led weekly discussion of WVA &amp; PWC*</td>
<td>4 points</td>
<td>1,2,3,4,5,8,9,10</td>
<td>5,6</td>
<td>1500+</td>
</tr>
<tr>
<td>Create multiple-choice quizzes—WVA</td>
<td>3 points</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two in-class peer reviews (2 points each) Turnitin.com registration (1 point)</td>
<td>4 points</td>
<td>2,4,8,9,10</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Weekly quizzes (announced &amp; unannounced—8 quizzes from WVA and Writer’s Companion, 2 points each)</td>
<td>16 points</td>
<td>1,2,3,4,5,8,9,10</td>
<td>5,6</td>
<td>800+</td>
</tr>
<tr>
<td>Class participation (You will lose some or all of your participation points if you are absent more than 2 times, use cell phones in class, come to class late and/or do not bring your textbook to class.)</td>
<td>2 points</td>
<td>2,4,8,9,10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Resume and print of job posting Cover letter</td>
<td>3 points</td>
<td>1,2,3,4,5,7,8,10</td>
<td>5,6</td>
<td>1400+</td>
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<tr>
<td>3 points</td>
<td></td>
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<tr>
<td>Discipline Investigation Project</td>
<td>20 points</td>
<td>1,2,3,4,5,6,7,8,9</td>
<td>5,6</td>
<td>1500+</td>
</tr>
<tr>
<td>“First Things First” Manifesto Project Group evaluations Oral presentation</td>
<td>20 points</td>
<td>1,2,3,4,5,6,7,8,9</td>
<td>5,6</td>
<td>2600+</td>
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<tr>
<td>2 points</td>
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<td></td>
<td>1000+</td>
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<tr>
<td>2 points</td>
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<tr>
<td>Final Exam: grammar/writing process/WVA/Companion</td>
<td>20 points</td>
<td>1,2,3,4,5,6,7,8,9</td>
<td>5,6</td>
<td>1000+</td>
</tr>
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*Writing for the Visual Arts (WVA) textbook
*Pocket Writer’s Companion (PWC)
Evaluating Written Assignments

In general, assignments will be evaluated on their effectiveness. In addition to the checklists provided in the textbook, the following guidelines will also be used to evaluate your assignments.

- Are the purpose and main idea of the document clear?
- Has the document been organized to be compatible with the purpose and audience?
- Is the “you” attitude—courtesy and consideration for the audience—consistent present?
- Has all the necessary information—and only the necessary information—been included?
- Are grammar, punctuation, mechanics, and vocabulary correct?
- Is the format attractive and appropriate?
- Was the document submitted on time, as expected in the business world?

Tentative Course Schedule – any schedule changes will be announced in class.

WVA = Writing for the Visual Arts       PWC = Pocket Writer’s Companion

<table>
<thead>
<tr>
<th>Week</th>
<th>Tuesday and Thursday</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Course introduction</td>
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<tr>
<td></td>
<td>HW: Read Ch. 1 WVA “How to Write Academic Art papers: Welcome to the Community” &amp; “Preface: To The Student”</td>
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<td>Read Part 1 PWC “Writing and Reading”</td>
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<td>Turnitin.com registration DUE</td>
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<td>Start reading your assigned chapters of WVA and create a 15-question multiple-choice quiz. Please upload your entire quiz to Turnitin.com. You will not be allowed to upload your quiz after the due date. In which case, you will lose a total of 3 points for this assignment.</td>
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<td></td>
<td>As a reminder, you are required to upload all the assignments to Turnitin.com at least 48 hours before the due date, and all assignments MUST receive 10% similarity index or less and accompany a Turnitin receipt. Any assignment that is turned in to me that has over 10% similarity index or does not accompany a Turnitin receipt will receive zero (0) points, so it is important that you do not procrastinate so that you will have enough time to revise/edit your work and resubmit your assignment to Turnitin.com 48 hours before the in-class due date. If your assignment receives over 10% similarity index, please CONTACT me right away if you do not know how to fix or revise it.</td>
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<td>Note: In addition to the quizzes on WVA, you will be given a grammar quiz and a final exam, so make sure to start reading The Longman Pocket Writer’s Companion weekly.</td>
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<td>Week 2</td>
<td>Student-led discussion Ch.1 WVA &amp; Part 1 PWC: Ch. 1-5</td>
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<td>HW: Read Ch. 4 WVA “How to Write a Resume: A Lifetime in 30 seconds” &amp; Ch. 5 WVA “How to Write a Letter of Application”</td>
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<td>Read Part 2 PWC “Conducting Research” &amp; Part 3 PWC “Documenting Sources” Ch. 17 MLA Style</td>
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<td></td>
<td>Write resume and cover letter</td>
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<td>Analyze Job description matching to resume and cover letter</td>
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<td>Find a Job Posting to your liking; job posting must be current and within the art/design profession.</td>
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<tr>
<td></td>
<td>Note: Start looking for someone to interview for your Discipline Investigation Project.</td>
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</table>
### Week 3

**Student-led discussion Ch. 4 WVA & Part 1 PWC: Ch. 6-10**

**Student-led discussion Ch. 5 WVA & Part 2 PWC**

**Quiz – Ch. 1 & 4 WVA** *(Reminder: be sure to bring a #2 pencil and a Scantron to class for ALL your quizzes/exams, and please, be on time. You will not be allowed to take your quiz/exam if you come to class late. Be considerate and do not disturb the class.)*

**HW:** Read Ch. 2 WVA “How to Write About Your Art”

Ch. 6 WVA “Writing Art Manifestos: Expressing Your Philosophy”

Read Part 4 PWC “Writing Correctly” & Part 5 PWC “Writing Clearly”

**Write your resume and cover letter –Due on Turnitin.com.** Right after you upload your assignments, be sure to check for similarity index match. If your assignments receive 10% or less, you MUST print out the Turnitin receipt AND the hard copies of all your assignments and attach all the required documents and turn everything in to me at the beginning of class. Failure to upload your assignments to Turnitin.com or failure to turn in to me the hard copies of your assignments with the Turnitin receipt showing 10% similarity index or less by the due dates will result in zero points recorded for the assignments. **Remember, I DO NOT accept late homework assignments.**

### Week 4

**Student-led discussion Ch. 2 WVA & Part 3 PWC, Ch. 17 MLA Style**

**Student-led discussion Ch. 6 WVA & Part 4 PWC**

**Quiz – Ch. 5 & 2 WVA**

**Hard copies of Resume and Cover letter due at the beginning of class** – be sure to upload your resume/cover letter to Turnitin.com AND attach your “job posting” and Turnitin receipt showing 10% similarity index or less to your resume/cover letter before you turn them in to me at the beginning of class today. Any missing document is considered incomplete, and I will not read/grade any assignments that are incomplete. Incomplete assignments will receive zero (0) points.

**HW:** Read Ch. 3 WVA “How to Revise and Peer Review”

Ch. 7 WVA “How to Write Press Releases”

Read Part 6 PWC “Writing with Conventions”

### Week 5

**Student-led discussion Ch. 3 WVA & Part 5 PWC**

**Student-led discussion Ch. 7 WVA & Part 6 PWC: Ch. 34-39**

**Quiz – Ch. 6 & 3 WVA**

**HW:** Read Ch. 8 WVA “How to Write Grants and Proposals”

Read Discipline Investigation directions and sample paper in you course reader

**Reminder:** be sure to look for someone to interview for your Discipline Investigation project (You should have found someone by now).

### Week 6

**Student-led discussion Ch. 8 WVA & Part 6 PWC: Ch. 40-44**

**Quiz – Ch. 7 & 8 WVA**

Introduce Discipline Investigation Project

**HW:** Plan and outline your Discipline Investigation Project

### Week 7

**HW:** Write a 1st draft of your Discipline Investigation paper

**HW:** Re-read Ch. 6 “Write Art Manifestos”

**Discipline Investigation DUE on Turnitin.com.** NOTE: You will not be able to upload your paper to Turnitin.com after this date and it will be considered late and points will be deducted. In which case, you MUST contact me the day before for further instructions.
| Week 8 | **Mandatory in-class peer review – Discipline Investigation DUE.** In order to receive full credit for this in-class assignment, you must bring two hard copies of your DI papers to class and peer review two other students’ papers. You will lose all the points for this assignment if you are absent. No excuses, please.  
Introduce “First Things First” Manifesto paper  
HW: Revise your Discipline Investigation paper  
Read First Things First in your course reader  
Plan and outline a 1st draft of your “First Things First” Manifesto (consult your course reader for detailed instructions) |
|---|---|
| Week 9 | **Discipline Investigation paper DUE at the beginning of class.**  
NOTE: I will not read or grade your assignment if you do not upload your assignment to Turnitin.com and attach a copy of the Turnitin receipt showing 10% similarity index or less to your assignment. In which case, your assignment will receive zero (0) points.  
HW: write your “First Things First” manifesto |
| Week 10 | Spring Recess  
HW: Upload your “First Things First” manifesto to Turnit.in.com. NOTE: You will not be able to upload your paper to Turnitin.com after this date and it will be considered late and points will be deducted. In which case, you MUST contact me on the Thursday morning of 4/6 for further instructions. |
| Week 11 | **Mandatory in-class Peer Review – “First Things First”**. In order to receive full credit for this in-class assignment, you must bring two hard copies of your “First Things First” manifesto to class and peer review two other students’ papers. You will lose all the points for this assignment if you are absent. No excuses, please. |
| Week 12 | **Presentations (6 students)**  
Individual conference on Manifesto paper |
| Week 13 | **Presentations (6 students)**  
Individual conference on Manifesto paper |
| Week 14 | **Presentations (6 students)**  
Individual conference on Manifesto paper  
**DUE: Upload your “First Things First” Manifesto paper to Turnitin.com.** |
| Week 15 | **Presentations (6 students)**  
Individual conference on Manifesto paper  
**“First Things First” Manifesto paper DUE**  
**NOTE:** I will not read or grade your assignment if you do not upload your assignment to Turnitin.com and attach a copy of the Turnitin receipt showing 10% similarity index or less to your assignment. In which case, your assignment will receive zero (0) points. |
| Week 16 | **Final Exam**  
(Be sure to bring a Scantron and a #2 pencil to class for the final exam) |