

San José State University
Department of Design
DSGN 100W, Writing Workshop: Design
Section 6, Spring 2019

Instructor:	Au-Co Tran
Office Location:	ART 225 or Steinbeck Center (5 th floor of the MLK Library) Message me before you come, but I will most likely be in the Steinbeck Center
Telephone:	Contact me through Canvas
Email:	au-co.tran@sjsu.edu , but message me on Canvas
Office Hours:	T/R 11:30AM – 1:00PM by appointment
Class Days/Time:	T/R 4:30PM – 5:45PM
Classroom:	BBC 222
Prerequisite:	Completion of GE Core, English 1A and 1B with a C or better, Satisfaction of Writing Skills Test, upper division standing (60 units)
GE/SJSU Studies Category	Z

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can often be found on the course Canvas page. You are responsible for regularly checking with the messaging system through MySJSU and Canvas to learn of any updates. I will update Canvas as soon as I can after our class sessions. I recommend checking Canvas at least every Tuesday, Thursday, and Sunday. Please familiarize yourself with the system so English 1A that you can turn in assignments on time. "I didn't see that assignment," "I don't know how it works," and, "It was only one minute late and it wouldn't let me submit the assignment!" are not acceptable excuses.

Contacting Me: Contact me through Canvas. Ask questions well ahead of when you would like a response (24-48 hours before), and keep in mind that 1) I will not see your desperate 2:00 am message, and 2) I am generally unavailable over the weekends except to post updates. Remember to sign your name at the end of the message and put the course name/number in the subject line. Also, remember that I am your instructor, not your Facebook friend, so your language should be appropriate and professional.

Design 100W Course Description

Design 100W is an upper division writing course that focuses on types of writing relevant to 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. You can expect a wide range of activities including analyzing your own writing, evaluating peer and professional writing, understanding the importance of drafting, editing, and organizing, improving your awareness and attaining mastery of different writing styles for both professional and general audiences and exploring the relationship between seeing and writing.

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;
3. and organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

Course Learning Outcomes (CLO)

Every course is designed to fulfill specific learning outcomes. When you complete Design 100W successfully you should have mastered the following student learning outcomes:

1. Write with an understanding of the connection of writing to your 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. Proofread, 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 your own unique voice.

Required Texts/Readings and Materials

All texts will also be on Canvas

A pack of 3x5 index cards (you can share with a classmate)

Access to Google Docs

Unless stated otherwise, you are required to have laptops/tablets with keyboards in class to do work

Design 100W Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (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 in [University Policy S12-3](http://www.sjsu.edu/senate/docs/S12-3.pdf) at <http://www.sjsu.edu/senate/docs/S12-3.pdf>.

Grading Criteria

Requirements for particular assignments will vary, but in all cases, essay grades will reflect the paper's rhetoric effectiveness, which are broken down into three major areas: content, organization, and language. See Peer Review Guidelines on Canvas for more details.

Note: This course must be passed with a C or better as an SJSU graduation requirement.

Assignment Breakdown with Learning Goals and Outcomes

Section	Assignment	GELO	CLO	Word Count	Points	Percentage
Major Essays	Resume/Cover Letter			500	100	10%
	Product/Place Review			1000	100	10%
	Opinion Editorial			1000	100	10%
	Personal Project Analysis			1000	100	10%
	Manifesto	Written			500	50
Presentation				/	100	10%
Participation	Peer Reviews			500	200	20%
	Index Cards			1000	100	10%
	Presentations			/	150	15%
Total		/	/	5500 words	1000	100%

Grade Breakdown: At a Glance

Section	Word Count	Points	Percentage
Major Essays	4000	550	55%
Participation	1500	450	45%
Total	8000 words	1000	100%

Assignment Format: All assignments should be typed and in 12-point font, one-inch margins, in Times New Roman font, and MLA format. All these things must meet MLA Format. Improperly formatted papers will lose points. Any handwritten assignments should be in blue or black ink. No pencil!

Formatting Resource: Owl Purdue Online Writing Lab (<https://owl.english.purdue.edu/owl/resource/747/01/>)

Index Cards: On some class days, you will be asked to write your response to a prompt I've provided on an index card (that you bring). The prompts to these cards will only be given during class. If you are not in class when the prompt is given, you will not get points.

Peer Reviews: You are to bring a hardcopy of your rough draft for your OC essays to class on Peer Review days. The purpose of the Peer Reviews is for you to provide feedback on your peer's essay. If you are not present in class on the day of the Peer Reviews to read and provide feedback on a hardcopy of your peer's essay, you will not get points.

The following are the criteria by which essays are typically evaluated in writing courses:

An "A" essay is organized and well-developed, demonstrating a clear understanding and fulfillment of the assignment, written in a unique and compelling voice. It will show the student's ability to use language effectively with a solid command of grammar, mechanics, and usage.

A "B" essay demonstrates competence in the same categories as an "A" essay, but it may show slight weakness in one of these areas. It will respond to the topic suitably and may contain some grammatical, mechanical or usage errors.

A "C" essay will complete the requirements of the assignment, but it will show weaknesses in fundamentals, such as development. It may show weakness in mastery of grammar, mechanics, usage, or voice.

A "D" essay will neglect to meet all the requirements of the assignment or may be superficial in its treatment of the topic. It may lack development or fail to stay on topic. It may contain grammatical, mechanical, and/or usage errors that interfere with reader comprehension.

An "F" essay does not fulfill the requirements of the assignment.

Requirements for particular assignments will vary, but in all cases essay grades will reflect the paper's effectiveness, which are broken down into three major areas: content (this includes maturity and sophistication of thought), organization, and language. All assignments, quizzes, and exams are graded on a traditional A-F scale.

The "A" Paper

Thesis: Easily identifiable, clear, reasonable, insightful (teaches the reader something) with an obvious connection to the paper's title.

Structure: Evident, understandable, and appropriate for thesis. Excellent transitions from point to point. Topic sentence of each paragraph supports main thesis, and examples in each paragraph support the topic sentence and only the topic sentence

Use of evidence: Primary source information used to support topic sentence with at least one example. Summaries and quoted material is smoothly integrated into sentence syntax and cited according to MLA guidelines.

Analysis: Demonstrates an in-depth understanding of the ideas in the assigned reading and critically responds to those ideas in an analytical, persuasive manner. Analysis is fresh and exciting, posing new ways to think about the material. Work displays critical thinking and avoids simplistic description or summary of information.

Logic: All ideas in the paper flow logically from one point to the next. The paper makes reasonable and insightful connections to targeted readings, outside readings, class discussions, and/or life experiences that illuminate the thesis.

Mechanics: Correct sentence structure, grammar, and diction; correct use of punctuation and citation style; minimal to no spelling errors; absolutely no run-on sentences or comma splices. Conforms in every way to format requirements. Creates appropriate college level, academic tone.

Aim for an A. Limitations in any of the above criteria areas will result in a lower grade, depending on their number and degree. Poorly presented papers will be returned unread with a grade of NC. Serious limitations in the above criteria areas or failure to submit assignments may result in a D or F in the course.

A = 100-90% B = 89%-80% C = 79-70% D = 69-60% F = 59%-lower

Note: This course must be passed with a C or better as an SJSU graduation requirement.

Classroom Protocol (Read carefully.)

Late Policy: In-class work cannot be made up. If you are not in class on the day the assignment is given, I will not accept it. This includes IC essays and presentations. Canvas posts and OC essays must be turned in on Turnitin/Canvas by the appointed time. No late Canvas posts are accepted. OC essays lose one full letter grade each day (M,T,W,R,F,Sa,Su) they are late. If you neglect to turn in your essay through Turnitin/Canvas by the appointed time, the essay will be counted as late. No OC essays are accepted if they are more than two class meetings late. OC#3 is the final, so it cannot be turned in late. Requests for extensions will be treated case-by-case.

Participation: If you are not in class, you cannot participate. What qualifies as participation: asking good questions; listening carefully and courteously to both me, your instructor, and your fellow classmates; having something to contribute to the class discussions about assigned texts; sharing the floor; coming prepared with required materials and assignments. Participation points will be given based on whether or not you join discussions, and on short daily in-class free-writes/responses and quizzes. What does not qualify as participation: sleeping; staring; asking for repeated instructions; dominating discussions; making small talk; studying for another class; texting; going to the restroom. Time your bathroom breaks around class. Keep in mind that I will not necessarily tell you when you are gaining or losing participation points.

If you miss class, it is **your** responsibility to contact a classmate or consult your groups Google Docs to ask about assignments. Coming to me with questions should be your last option.

Attendance: If you miss a class (or know you will miss a class ahead of time) it is your responsibility to contact a classmate for notes, assignments, etc. Do not contact me and ask what you missed—the full list of readings is available to you in this syllabus and on Canvas. If you miss a quiz or in-class writing, you cannot make it up. This is a college course, so if you miss a class it doesn't matter much why. If you miss class, you're missing valuable information. Arrive on time to each class and stay until the end of class. Arriving late or leaving early will result in a loss of participation points. You should attend all meetings of this class, not only because you are responsible for material discussed in class, but because active participation is essential to ensure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading

Electronics: Laptops or tablets are required for all class sessions as all of your readings and assignments will be online. Obviously, you shouldn't be on Facebook, Tumblr, Instagram, etc. Cell phones are not allowed in class and must be turned off and put away in your bag. If I see you on your phone or if I see that you're looking at something not related to class, you will lose all participation points for the day. (If we did index cards or presentations or Canvas posts, whatever it is for the day, you will get a zero.) I will assume that if you are staring at your hands in your lap, you are texting

Food: Yes, water, coffee, tea, and soda are permitted. "Quiet" snacks that do not interfere or disrupt class are also permitted. No, you may not bring whole meals or anything with a crunch or a smell, such as cheeseburgers, burritos, or bowls. No, you may not eat chips. Clean up if you spill something.

Consideration: We will discuss some topics and view some material which may be considered controversial. Remember that this classroom is a safe place to explore ideas, and make sure that you, personally, are doing your part to make sure that the classroom continues to be a safe place where we respect each other. When reviewing other students' work or responding to other students' comments, remember that your purpose here is to help fellow classmates become better writers (and to let them help you!). Do not take cheap shots at anyone in class.

If you are a repeated offender for any of the issues listed above, I will ask you to leave.

Library Liaison

Aliza Elkin, Art Librarian for Design Department

Email: aliza.elkin@sjsu.edu Phone: 408.808-2043

University Policies: Per University Policy S16-9, university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs' Syllabus Information web page at <http://www.sjsu.edu/gup/syllabusinfo/>

Design 100W, Spring '19: Course Schedule

Note: The schedule is subject to change with fair notice. Changes will be announced via Canvas or in class. All assignments, with the exception of the index cards and the hardcopy Peer Reviews, are to be turned in on Canvas unless stated otherwise.

Course Schedule: Important Dates (Note: Only the dates in which you have something due are listed below.
You must still come to class on dates not listed.)

Dates	Topic
Jan 24	Syllabus, other course housework Introduce Cover Letter/Resume Upload Profile Picture on Canvas, find viable job posting
Jan 31	Bring Hardcopy of Resume/Cover Letter next class for Peer Review
Feb 5	Peer review for Resume/Cover Letter Rough Draft due on Canvas
Feb 12	Introduce Product/Place Review Final Cover Letter/Resume due Bring Hardcopy of Cover Letter/Resume with Peer's Comments
Feb 19	Bring Hardcopy of Product/Place Review next class for Peer Review
Feb 21	Peer Review for Product/Place Review
Feb 28	Introduce Opinion Editorial
Mar 5	Final Product/Place Review due Bring Hardcopy of Product/Place Review with Peer's Comments to class
Mar 12	Bring Hardcopy of Op-Ed next class for Peer Review
Mar 14	Peer Review for Op-Ed
Mar 19	Introduce Personal Project Analysis
Mar 21	Final Op-Ed due Bring Hardcopy of Op-Ed with Peer's Comments to class
Mar 26	Bring Hardcopy of Personal Project Analysis next class for Peer Review
Mar 28	Peer Review for Personal Project Analysis
Apr 2 – Apr 4	SPRING BREAK
Apr 9	Introduce Manifesto Project
Apr 11	Final Personal Project Analysis due Bring Hardcopy Personal Project Analysis with Peer's Comments to class
Apr 23 – Apr 25	Conferences
May 2	Turn in Presentation Materials
May 7 – May 9	Final Presentations