San José State University
School of Art & Design
Course No. 40065, Writing Workshop (ART 100W), Section 1, Fall 2010

“Rewriting is the essence of writing well, where the game is won or lost.”
William Zinsser

Instructor: Patricia Albers
Lecturer

Office Location: ART 115

Telephone: (408)924-4361

Email: palbers2@earthlink.net

Office Hours: MW 10:30-11:30

Class Days/Time: MW 9:00-10:15

Classroom: ART 141

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 Fees: The course fee of $11 is used for image and website development. (Course fees are collected at registration and do not require an additional payment to the instructor or the school.)

Class Web Page
Course materials such as the syllabus, assignment sheets, and assigned readings may be found at [http://arth.sjsu.edu/courses](http://arth.sjsu.edu/courses) Give the name and the password. (Note that these are case sensitive.) Then choose ART 100W, Writing Workshop, Section 1.

Name: arth
Password: The password will be announced in class.

You are responsible for regularly checking the class web page.
**Course Description**

Art 100W is an advanced writing course that focuses on types of writing relevant to artists, designers, photographers, animators/illustrators, art historians, 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.

In Art 100W you will expand your vocabulary, improve your library skills, practice summarizing, work on critical thinking, and – above all – write. In addition, we will read and discuss texts that raise fundamental questions about art and design, address issues of diversity, and serve as models of excellence.

In order to satisfy the university’s requirement, you must write 32 pages (about 8,000 words) with an overall grade of “C” or better. If you earn a “C-minus” or below, you must repeat the class.

**Course Goals and Student Learning Objectives**

**Course Goals:** 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;
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:

LO1: Write more correctly, clearly, and concisely.

LO2: Effectively summarize, analyze, and respond to ideas within the fields of art and design.

LO3: Organize and develop standard professional documents.

LO4: Locate, evaluate, and make effective use of art and design resources.
**Required Texts/Readings**

**Textbook**

**Required:**  

Texts available on class web page.


**Strongly recommended:**  

**Bring texts to class as assigned and needed. Bring writing materials to each class.**

Note that reading assignments are an integral part of your work in this class. Please come to class having completed the reading as assigned. There may be quizzes, announced or unannounced, on the reading assignments.

**Library Liaison**

Rebecca Feind, Art & Design Librarian  
Email: Rebecca.Feind@sjsu.edu  
Telephone: (408)808-2007  
Martin Luther King, Jr., Library website: [http://sjlibrary.org/](http://sjlibrary.org/)  
Art and Design Resources: http://libguides.sjsu.edu/ArtDesignResources

**Classroom Protocol**

Please arrive at class on time. Be in your seat and ready to work at 9:00 a.m. Latecomers will miss assignments, announcements, and handouts. If you come late or don’t attend class, it is your responsibility to find out what you have missed.

**Regular attendance is vital to your success in this class.**

Moreover, you are expected to come to class prepared to exchange ideas and participate constructively. Please turn off and put away your cell phone. Do not check messages during class. Also refrain from texting, playing electronic games, surfing the internet,
doing homework for other classes, or indulging in other activities unrelated to this class. You are expected to devote your full attention to class work during the hour and fifteen minutes we are together.

I’m available immediately after class, during my office hours, and at other times by appointment to discuss any aspect of your work in this course. Please take advantage of these opportunities for one-on-one discussion. Also feel free to communicate with me via email at any time.

**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**

**Number and type of assignments:** You will carry out five major writing projects:

1. Proposal and annotated bibliography for the research essay (LOs 1, 3, 4)

2. Research essay and research narrative (LOs 1, 2, 4)

3. Professional document (artist’s statement, designer’s proposal, curator’s wall text, or interior designer’s statement for a competition) (LOs 1, 3)

4. Genealogy essay (LOs 1, 2)

5. Resume and cover letter (LOs 1, 3)

Required work for this class also includes:

6. Description and analysis assignment/ In-class essay (LOs 1, 4)

7. Short assignments (LOs 1, 2, 3, 4)

8. Quizzes (LO 1)
All writing must be original to this class. No “recycling.”

**Grading:** Your grade will be determined as follows:

**Major Writing Assignments:**
- 10%: proposal and annotated bibliography for the research essay
- 20%: research essay and research narrative
- 10%: professional document
- 10%: genealogy essay
- 10%: resume and cover letter

**Other:**
- 10%: description and analysis assignment/in-class essay
- 10%: short assignments
- 10%: quizzes
- 10%: final exam

In scoring major writing assignments, I will give equal weight to each of these seven elements:

- organization and logical development
- fulfillment of assignment
- content and originality
- syntax
- vocabulary and word choice
- grammar, spelling, and punctuation
- revision and editing

I will then tally your points and grade on a curve.

In scoring quizzes, I will tally your points and grade using a percentage of correct answers.

In scoring short assignments, I will award 5 points for each complete short assignment you turn in. At the end of the semester, I will tally your points and assign a grade for this aspect of your course work.

For more detailed explanation, see How I Grade, available on the class web page. (We will also review this information in class.)

An “I” (incomplete) for the class will be possible only in cases in which you have attended the great majority of class meetings but cannot complete the assigned work due to important unforeseen circumstances, which may require documentation. An “I” must be made up within one year. Failure to do so will result in an “IC” (failing grade) for the course.
**Extra credit option:** I will award 10 points of extra credit (to be applied to “short assignments”) for each Writing Center group workshop (see below) you attend. (Go to the center’s main desk at the conclusion of your workshop and request a receipt, to be handed in to me as evidence of attendance.) The fall 2010 workshop schedule will be posted in late August.

**Assignment and late paper policy:** You are asked to do two drafts of each major writing assignment. Drafts are not graded as such, but it is to your advantage to submit drafts to me and/or your peers, as assigned, in order to receive helpful feedback. Note that “revision and editing” is one of the elements used in grading major writing assignments.

Deadlines are inevitable in job-related writing. Thus, except by previous arrangement or with a written medical excuse or other documentation of compelling emergency, I will not give credit for final versions of the major writing assignments (proposal and annotated bibliography, research essay, professional document, genealogy essay, and resume and cover letter) after the due dates. These deadlines are listed below, subject to change. If you are unable to attend class on the day a major writing assignment is due, you may submit it via email up to midnight that day. Please bring a hard copy to the following class session.

**Make-up policy:** Short assignments and quizzes can usually be made up, but you must take the initiative by asking about what you have missed.

**Assignment Format**

Except for worksheets and in-class work, all homework and writing assignments must follow these guidelines:

- Work must be computer-printed and double-spaced. Work that is not computer-printed and double-spaced will be returned for correction.
- Choose white paper, a 12-point font, and margins of approximately one inch.
- For final versions, use one side of the page only. Using the reverse of previously used paper is permissible for rough and revised drafts.
- Always number your pages.
- Title all writing assignments.
- Always turn in previous drafts along with current drafts. Staple or paperclip your drafts with the most recent version on top. Do not submit work as loose sheets or with corners turned down.
- Come to class with your work ready to turn in: gather all necessary papers, put them in the correct order, assemble, fasten them before class.
University Policies

Academic integrity

Your commitment 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 using 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 in your assignment 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

Located in Room 126 in Clark Hall, the SJSU Writing Center is staffed by instructors as well as upper-division and graduate-level writing specialists from each of the seven SJSU colleges. The center’s 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. See the center’s website at http://www.sjsu.edu/writingcenter/about/staff/.

The Writing Center offers individual tutoring appointments as well as group workshops. All services are free of charge to registered SJSU students. I encourage you to take advantage of them!
This is a tentative schedule, subject to change. Any changes will be announced in class.

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<tr>
<th>Week</th>
<th>Date</th>
<th>Topics, Readings, Assignments, Deadlines</th>
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<tr>
<td>1</td>
<td>Wed., 8/25</td>
<td>Introductions</td>
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<td>2</td>
<td>Mon., 8/30 &amp; Wed. 9/1</td>
<td>The writing process. Description and analysis.</td>
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<td>4</td>
<td>Mon. 9/13 &amp; Wed. 9/15</td>
<td>Thinking like a writer.</td>
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<td>8</td>
<td>Mon., 10/11 &amp; Wed., 10/13</td>
<td>RESEARCH ESSAY. Possessives. Read and discuss “In Cincinnati, Art Bows to the Privacy of Death” and “Is the Body More Beautiful When It’s Dead?”</td>
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<td>13</td>
<td>Mon., 11/15 &amp;</td>
<td>GENEALOGY ESSAY. Parallelism.</td>
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<td>14</td>
<td>Mon., 11/22 &amp;</td>
<td>Genealogy essay. Parallelism.</td>
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<td>Mon., 11/29 &amp;</td>
<td>RESUME AND COVER LETTER. Vocabulary-building.</td>
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<td>Wed., 12/8</td>
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<td>Final Exam</td>
<td>Fri., 12/17</td>
<td>7:15-9:30 in ART 141</td>
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**Summary of major deadlines (subject to change):**

- Last day to resubmit proposal and annotated bibliography: Mon., 10/11
- Research essay due: Wed., 10/27
- Professional document due: Mon., 11/15
- Genealogy essay due: Mon., 11/29
- Resume and cover letter due: Wed., 12/8