this course will vary according to individual. use of the
workshop is included in this fee.

the shop safety test
the safety test will be scheduled by the instructor at
the beginning of semester. students who use the shop
facilities will be required to pay a $20 fee to take the
shop safety test before they can use the facility. the fee
must be paid prior to the student taking the shop safety
test. students may pay at the bursar’s office, located
in the student services center, directly into fund 62089
with cash, check, or atm debit card. the test and fee are
required only once a calendar year, so if your
students took the test in the fall 2010, they will not be
required to pay this fee again until fall 2011. if students
paid the fee in spring 2010, they must pay the fee again
for spring 2011. in order for students to take the shop
safety test and use the school of art & design shop
facilities, they must:

• bring a receipt for fee paid at bursar’s office.
• must provide proof of enrollment in a 3-unit art/
design course (show a copy of class schedules to the
shop facility to update enrollment status).

grading policy
each class exercise will be graded upon com-pletion
and assigned a letter grade according to the university
policy, a through f. late projects are subject to an f
unless prior arrangements have been made (health,
family emergency, etc.). semester projects cannot be re-
designed for grade.

grading scale
20% exercises & workshops participation
20% project 1
20% project 2
20% project 3
20% project 4

grading criteria
process: extensive exploration and idea generation
throughout the project
communication: the message is clear and the meaning
is conveyed effectively
aesthetics: visual beauty and appropriateness of the
design solution
innovation: solutions are not only creative
(unpredictable), but also used appropriately in relation
to the message/meaning
tradecraft: pay attention to detail, cleanliness and
professional presentation

in class policy
be on time, late arrivals disrupt the class, and
will be noted
private conversations during lectures and class
discussions are not permitted
no spray-mount adhesives spraying in the class
do not use table tops as a cutting surface
phones off
do not leave the classroom without cleaning
your area

required in-class materials
research and reference materials
pencil, kneaded eraser, ruler
sketching paper and tracing pad
clear pushpins for presentation days
laptop computers with indesign, photoshop,
adobe illustrator, powerpoint
wireless network access: www.sjsu.edu/sisuone

other recommended materials
digital camera or other photographic device, general
art supplies such as: pencil, eraser, black, grey and
color markers, 9x12 marker and tracing pads, metal
ruler, x-acto knife, digital color printer capable of 13x19
output
schaedler precision rules, metal non-slip cutting rule,
portable cutting surface (required)

campus emergency numbers
police 911 escort service 4.2222

if you need course adaptations or accommo-dations
because of a disability, or if you need 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 drc to
establish a record of their disability. individuals with
disabilities may contact the disability resource center
on campus, 408 924 6000, administration building 110,
for a variety of formats such as braille, large print, sign
interpreters, assistive listening devices, audio tape, and
accommodations for physical accessibility.

student affairs
the division of student affairs provides a wide variety
of services—career development, health and wellness,
campus life, leadership development, cross cultural
experiences, disability resources, psychological
counseling, student housing, recreation, and co-
curricular events. if you are interested in learning
more about the departments and opportunities and
services, please visit http://www.studentaffairs.sjsu.edu/
departments/index.html

sjsu plagiarism policy
as stipulated in the california code of regulations,
section 41301, cheating or plagiarism in connection
with an academic program at a campus may warrant
expulsion, suspension, probation or a lesser sanction.
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:

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
representing another’s artistic/scholarly works such as
musical compositions, computer programs, photographs,
paintings, drawings, sculptures or similar works as one’s
own...

your own commitment to learning, as evidenced by
your enrollment at san josé state university, and the
university’s academic integrity policy requires you to be
honest in all your academic course work.

faculty members are required to report all infractions
to the office of judicial affairs. the policy on academic
integrity can be found at:
http://www2.sjsu.edu/senate/s04-12.pdf