

San José State University
Department of Art and Art History
Art 1, Section 01, Professional Preparation in Art
Fall Semester 2019

Course and Contact Information

Instructor:	Mel Day
Office Location:	Art Building 317
Telephone:	Email Preferred
Email:	Melissa.day@sjsu.edu
Office Hours:	Tuesdays, 3:20-4:50 PM
Class Days/Time:	Tuesdays, 6:30-7:20 PM
Classroom:	Art 133
Department Office:	Art 116
Department Contact:	Email: art@sjsu.edu / Website: www.sjsu.edu/art
Prerequisites:	None
Units:	1

Additional Contact Information

- * E-mail is generally the best method of contact during non-office hours.
- * Please allow 48-hours for an e-mail response.
- * Emergency: 911 Campus Escort: 42222
- * Individuals with disabilities may contact the Disability Resource Center (DRC), Administrative Building 110, 408/ 924-6000, for a variety of formats such as Braille, large print, sign interpreters, assistive listening devices, audio tape and accommodations for physical accessibility.

Course Format

This class will consist of in-class lecture/discussion, on-campus tours, and out-of-class activities.

Faculty Web Page and MYSJSU Messaging (Optional)

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on my faculty web page at <http://www.sjsu.edu/people/firstname.lastname> and/or on Canvas Learning Management System course login website at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system at *MySJSU on Spartan App Portal* <http://one.sjsu.edu> (or other communication system as indicated by the instructor) to learn of any updates.

Course Description

Introduction to skills and documents needed in preparation for professional careers in the arts; orientation to SJSU. The course is intended for BA / BFA ART majors and minors. This 1unit course has no prerequisites; is repeatable for credit; and is graded on **CR/NC basis**.

Course Learning Outcomes (CLO)

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

CLO 1 : Make timely progress towards graduation with a BA or BFA in Art, as demonstrated by an approved academic plan (appropriate major form and the best possible lineup of classes for following semesters) and a more complete understanding of courses, options, programs, and specialized training offered by the Department of Art & Art History.

CLO 2: Present themselves professionally, in written/electronic formats and also in person, to a variety of audiences, by developing written documents about themselves, some of which can also be delivered orally /spontaneously (as introductions and “elevator pitches”), resumes, artist statements, formal discussions of work, BFA program applications, project / grant proposals.

CLO 3: Prepare for future careers in creative fields through a self-assessment, using essential documents and plans which demonstrate experience in communication, collaboration, innovation, resilience, solicitation of funds / support, and an awareness of the workings of the contemporary art world.

Required Texts/Readings

There is no textbook required for this course. Reading assignments will be posted on Canvas.

Optional Materials

Optional materials and supplementary learning materials, such as web resources and writing guides will be available through the Canvas course website. A notebook or sketchbook for this course is required. I recommend purchasing a dedicated notebook or sketchbook but it’s fine to use an existing one as long as you keep your notes well organized in one section.

Course Web Materials

- ART(H)/(PHOT) [1] Course materials on-line on the SJSU Canvas site for the course at: <https://sjsu.instructure.com>. Your Username is your 9-digit SJSU ID number, and your password is your SJSU-One account password.
- ART(H)/(PHOT) [1] Course Website. Available at <http://arth.sjsu.edu/>, select **Course Web Pages**. Access through User: and Password: (login instructions to be announced in class).
- Optional Resources include: Electronic Resources links to writing guides and Internet sites will posted to the Course Website and/or to Canvas.

Library Liaison

Gareth Scott

Email: gareth.scott@sjsu.edu

Phone: (408) 808-2094

Dr. Martin Luther King, Jr. Library

4th Floor Administration Offices

Art and Art History Resources: <https://libguides.sjsu.edu/Art>

Course Requirements and Assignments

1. BA or BFA major & GE forms: The purpose of this assignment is to encourage you to regularly meet with your Major Advisor and consider the range of courses, resources, and facilities here in the Art Department and on the larger campus (CLO 1) in order to help you graduate successfully. The BA/BFA Form must be fully completed and edited electronically (so that you can easily re-visit in the future) and then reviewed and signed by your Major Advisor. The GE Form is obtained, filled out and signed during a meeting with a counselor at the H&A Success Center. Both forms must be reviewed and signed by Bill Alley (Art 116) on behalf of the Chair. It can take up to 4-5 weeks to get all the necessary signatures. Start early! If you have recently turned in a major form to the Art Office, you can request a copy of this form and upload a photo to Canvas.

2. Artist Statement, Work Sample and Elevator Pitch: Develop a 150-word artist statement, 1 high quality work sample and a short elevator pitch (an abbreviated, compelling oral version of your artist statement). This assignment will help you lay groundwork for your artist packet, practice professional writing skills, and learn basic documentation skills. This assignment partially prepares you for the below final assignment (CLO 2, 3).

3. Internship/Professional Opportunity Cover Letter Assignment (CLO 2, 3): There are two basic components to this assignment 1) Research an internship or professional opportunity specifically related to your current work/field or future ambitions. Reflect upon on the short and long-term goals developed in your creative strategic work at the beginning of the course. Select an opportunity that relates to a short term, local and practical goal or to a long term, deep goal for your practice. 2) Write a one-page cover letter following professional letter format and professional communication guidelines discussed in class. Research and clearly state why you are a good candidate for the position and/or why your work is a good mutual fit for the mission/goals of the organization.

4. Mini Writing/Reading assignments: (CLO 2)

You may be asked to respond to a few assigned readings (about a half a page each) and share occasional peer feedback and comments on Canvas. Writing prompts and requirements will be discussed further in class.

5. Class Participation (CLO2)

Class is fast-paced at a short 50 minutes. You are expected to arrive on time, be prepared for reading discussion and lectures, and to actively engage in class discussions, tours, field trip/s, in class exercises, small group and peer feedback work for the full length of the class.

“Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practical. Other course structures will have equivalent workload expectations as described in the syllabus.”

NOTE that University policy F69-24, “Students should attend all meetings of their classes, not only because they are responsible for material discussed therein, but because active participation is frequently essential to insure maximum benefit for all members of the class. Attendance per se shall not be used as a criterion for grading.”

Final Examination or Evaluation

Our final exam is one **Dec. 17th from 7:45-10pm**. For the final exam you are required to submit your Cover Letter Assignment (CLO, 2, 3).

Grading Information

This course is a credit/no credit class. You must receive a “Complete” or “Pass” for the main assignments outlined above and participate in the majority of participation activities (80% or more of tours, strategic planning, peer feedback, etc.). A ‘Complete’ essentially means that all requirements and directions have been followed and attempted in good faith, any questions have been answered, and the work has been submitted on time and meets any required length. Work will not be accepted one week past the due date. If you receive a comment on Canvas about missing or insufficient work, you need to re-submit your work by the following class to receive to receive a Complete. Except in cases of documented emergencies, incomplete grades are not given in this course.

Late Work

All work must be submitted in a timely manner to complete the course. A one-time, one-week extension may be allowed under special circumstances with prior approval. Extensions need to be approved before or after class, or during office hours. Due to the large number of students in this class, extension requests can’t be handled over email. No extensions on or beyond exam day.

Please note: Except in cases of documented emergencies, incomplete grades are not given in this course. “All students have the right, within a reasonable time, to know their academic scores, to review their grade-dependent work, and to be provided with explanations for the determination of their course grades.” See University Policy F13-1 at <http://www.sjsu.edu/senate/docs/F13-1.pdf> for more details.

Classroom Protocol

Assignments, deadlines, and dates are listed clearly on Canvas and any changes on the schedule will be announced in class with fair notice. All assignments are due in PDF format unless otherwise indicated. It is your responsibility to monitor Canvas to make sure you are up-to-date with assignments/due dates. Please visit during office hours for more feedback on your work and to discuss any questions or concerns (other times may be possible if you have a schedule conflict). It is generally not possible or effective for me to give feedback over email. If you miss class, it is your responsibility to check Canvas, come to office hours and/or ask classmates what was missed *before* emailing me. Cell phones, smart phones, or other devices that detract from full attention should be turned off or silenced. Texting or using your phone or laptop for personal use is not allowed.

Department Advising

For information about majors and minors in Art & Art History, for a change of major/minor forms and a list of advisors: <http://www.sjsu.edu/art/> or the Art & Art History department office in ART 116, [408-924-4320](tel:408-924-4320), art@sjsu.edu

Art Building After Hours Access Policy

Please see the attached document for further information. Contact Bill Alley (Bill.Alley@sjsu.edu) or Lydia Black (Lydia.Black@sjsu.edu) if you have questions.

Additional Note

This syllabus is subject to change, in the event of unforeseen circumstances, or in the case that changes will significantly enhance the quality of the course. Any changes will be given with fair notice.

University Policies

Per University Policy S16-9 (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant information to all courses, such as academic integrity, accommodations, dropping and adding, consent for recording of class, etc. is available on Office of Graduate and Undergraduate Programs' [Syllabus Information web page](http://www.sjsu.edu/gup/syllabusinfo/) at <http://www.sjsu.edu/gup/syllabusinfo/>

Course Schedule

Art 1, Section 01/ Professional Preparation in Art, Fall Semester 2019

<u>Week</u>	<u>Date</u>	<u>Topics, Readings, Assignments, Deadlines</u>
1	Aug. 27	Intros / Syllabus / Intro to Reading Assign. / PASEO & Visiting Artist Info
2	Sept. 3	Creative Strategic Planning / Intro to BA/BFA Forms Assign. DUE: Dedicated lined notebook (bring to every class); Swap contact info with one other person in the class
3	Sept. 10	Tour Schedule & Major Forms Assign. Review / Alumni Student Panel DUE: Art & Fear Reading Write-up due on Canvas DUE: Meet with or have scheduled a meeting with H&A by 2/19
4	Sept. 17	Faculty Talk: Interdisciplinary Art and Installation / Professor Fung DUE: Contact your Major Advisor to arrange to meet within next few weeks
5	Sept. 24	Faculty Advisor Panel: Pictorial, Teaching, Photo, DMA (TBC) / DUE: Final 2 weeks to get forms completed, reviewed and signed by Art Office
6	Oct. 1	Faculty Advisor Tour: Glass/Spatial/Small metals (TBS) DUE: Creative Strategic Planning Worksheets (Canvas)
7	Oct. 8	Foundry Visit TBD / Major Forms Review DUE: Last week to get forms to Bill Alley (Art 116, Office) to review/sign
8	Oct. 15	Introduce Artist Statement/Work Sample/Elevator Pitch Assignment / Artist Statement Workshop 1

Syllabus: Professional Preparation in Art

		DUE: Worksheet 1 (hand in at the end of class) DUE: Assignment 1 BFA Forms due on Canvas by midnight
9	Oct. 22	Artist Statement Workshop 2 & Video Screening Due: Artist Statement Worksheet 2 (in-class ex.)
10	Oct. 29	Intro to basic work documentation & 2nd Assignment Review
11	Nov. 5	Video Screening & Pop Quiz / DUE: Final Artist Statement, Work Sample & 2-3 sentence Elevator Script due on Canvas by midnight
12	Nov. 12	Intro to Cover Letter / Intro to SJSU Gallery Process: Cynthia Cao, Assistant Gallery Coordinator DUE: Peer Feedback on 2 nd main Assignment (Canvas)
13	Nov. 19	Visiting Artist: Lordy Rodriguez - Art & Entrepreneurship, Sustaining A Creative Practice / Reading Assigned (Art Inc: The Essential Guide for Building your Career as an Artist by Lisa Congdon) DUE: Research on 3 Professional opportunities
14	Nov. 26	Research Day: Research/select 1 opportunity, write cover letter, reading notes
15	Dec. 3	Mel Day Art Talk / Review Final Assignment / Susan O'Malley Letter to a Young-ish Artist Refreshments (optional) DUE: Reading Frock Notes (Canvas, midnight)
Final Exam	Dec. 17th	7:45–10pm DUE: Cover Letter (Canvas)

**This schedule is subject to change with fair notice given in class and on Canvas.*