SJSU | DEPARTMENT OF
ART AND ART HISTORY

San José State University
Department of Art & Art History
197, BA Senior Project, Section 1, Fall 2020

Course and Contact Information

Instructor:	Mel Day
Office Location:	Online (Zoom link will be provided in class and on Canvas)
Telephone:	Email preferred
Email:	melissa.day@sjsu.edu
Office Hours:	Virtual office hours by appt, typically on Tuesdays afternoons (Zoom link will be provided in class and posted on Canvas)
Class Days/Time:	**Tuesdays, 9am-11:45am**
Classroom:	Online (Zoom link will be emailed prior to class and posted on Canvas)
Prerequisites:	15 units of upper division work in the major
Department Office:	ART 116
Department Contact:	Website: www.sjsu.edu/art Email: art@sjsu.edu

Additional Information: 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.

Online Class Protocol

All classes will meet via Zoom during the regular class hours. As we are a small seminar class, you are strongly encouraged to share your video to help facilitate engagement and foster class connection. Please let me know if this is an issue for you prior to class and/or use a zoom virtual background for additional privacy. The goal is to create a supportive, safe, and engaging atmosphere as much as possible. Since we are a small class, there is no need to use the raise hand function—just speak up if you would like to share and or raise your hand in the video if you prefer. Questions and comments may also be entered anytime during the session in the "chat" box. You are asked to arrive **punctually** for the Zoom classes. Late arrivals may have to wait a few minutes before entering the Zoom session as late admission requires intermittently checking the "waiting room." The majority of the sessions and/or lectures will be recorded and uploaded to Canvas (recording may not be necessary for some more planning/logistic & individual lab work.). You are expected to meet with the Instructor at least once during office hours to discuss your Capstone Projects.

Recording Zoom Classes

This course or portions of this course (i.e., lectures, discussions, student presentations) will be recorded for instructional or educational purposes. The recordings will only be shared with students enrolled in the class through Canvas. The recordings will be deleted at the end of the semester. If, however, you would prefer to remain anonymous during these recordings, then please speak with the instructor about possible accommodations (e.g., temporarily turning off identifying information from the Zoom session, including student name and picture, prior to recording).

Students are not allowed to record without instructor permission. Students are prohibited from recording class activities (including class lectures, office hours, advising sessions, etc.), distributing class recordings, or posting class recordings. Materials created by the instructor for the course (syllabi, lectures and lecture notes, presentations, etc.) are copyrighted by the instructor. This university policy (S12-7) is in place to protect the privacy of students in the course, as well as to maintain academic integrity through reducing the instances of cheating. Students who record, distribute, or post these materials will be referred to the Student Conduct and Ethical Development office. Unauthorized recording may violate university and state law. It is the responsibility of students that require special accommodations or assistive technology due to a disability to notify the instructor.

Technology Requirements

Students are required to have an electronic device (laptop, desktop or tablet) with a camera and built-in microphone. SJSU has a free equipment loan program available for students. Students are responsible for ensuring that they have access to reliable Wi-Fi during tests. If students are unable to have reliable Wi-Fi, they must inform the instructor, as soon as possible or at the latest one week before the test date to determine an alternative. See Learn Anywhere website for current Wi-Fi options on campus.

Zoom Classroom Etiquette

- Mute Your Microphone: To help keep background noise to a minimum, make sure you mute your microphone when you are not speaking.
- Be Mindful of Background Noise and Distractions: Find a quiet place to "attend" class, to the greatest extent possible.
- Avoid video setups where people may be walking behind you, people talking/making noise, etc.
- Avoid activities that could create additional noise, such as shuffling papers, listening to music in the background, etc.
- Position Your Camera Properly: Be sure your webcam is in a stable position and focused at eye level.
- Limit Your Distractions/Avoid Multitasking: You can make it easier to focus on the meeting by turning off notifications, closing or minimizing running apps, and putting your smartphone away (unless you are using it to access Zoom).
- Use Appropriate Virtual Backgrounds: If using a virtual background, it should be appropriate and professional and should NOT suggest or include content that is objectively offensive or demeaning.

Course Format

Faculty Web Page and MYSJSU Messaging (Optional)

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on [Canvas Leaning 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. All written work must be submitted via Canvas by the beginning of class in PDF format unless stated otherwise. Canvas will also be used for announcements about gallery openings, studio visits, cultural events, deadlines and changes to the course schedule. Ensure your Canvas contact works.

Course Description

Creation of a studio art or design capstone project consisting of new work in media selected by student to be documented and presented to studio or design faculty. Students will explore capstone project ideas through an iterative approach involving mini assignments, written proposals, and rough prototypes for both a capstone 1 and final capstone project. Class will focus on deepening creative inquiry as part of a research-based art practice. The course will lay essential groundwork for rigorous professional practice through creative strategic planning, readings, critiques, videos, field trips, visiting artist lectures, presentations, writing and reflections. Students are additionally required to develop an artist packet as part of an online portfolio as well as research, prototype and mount a group BA exhibition. The semester will culminate in a student organized class exhibition of capstone studio projects in one of SJSU's student galleries. (CR/NC course)

GE Learning Outcomes (CLO)

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

- CLO 1: Articulate, through verbal and visual presentation, their processes and methods as creative professionals in the 21st century

- CLO 2: Critically engage ideas generated through readings, critique, and visual analysis

- CLO 3: Prototype their BA final project through a written proposal, including material and/or technical specifications and mock-ups for participation in group show

- CLO 4: Generate an online artist portfolio, or professional website

- CLO 5: Write an artist statement, CV/ résumé, bio and cover letter

- CLO 6: Give a formal, verbal presentation of their artwork and answer audience questions

- CLO 7: Work within deadlines, completing projects by agreed upon dates/ times

Required Texts/Readings
All reading material will be available on Canvas.

Recommended Texts

Morrill, Rebecca. *Akademie X: Lessons in Art + Life*. Phaidon, 2015.
Battenfield, Jackie. *The Artist's Career Guide: How to Make a Living Doing What You Love*. Da Capo Press, 2009.

Other technology requirements / equipment / material

Students will need to bring a sketchbook and a lined notebook/journal and/or laptop to every class. It's okay to share a sketchbook and/or journal with another class as long as you reserve a dedicated large section for this class. Be prepared to write, journal, and sketch in class as well as between meetings. A laptop with Adobe CC Suite (freely available to SJSU students) is required for in-class work use and projects.

Adobe CC: Free download for SJSU students available here:
http://www.sjsu.edu/ecampus/teaching-tools/adobe/index.html.
Lynda.com: Free access through the SJSU library portal here (with library card):
https://www.lynda.com/portal/patron?org=sjlibrary.org

Hazardous Materials (HAZMAT)

Basic training powerpoint: http://www.sjsu.edu/fdo/docs/hazmatandlabsafetyguidance.pdf. Material Data Safety Sheets (MSDS) must be on file for all potentially hazardous materials before they can be used in any of the Art & Design facilities. Students must submit one copy of the material's MSDS to the department in Room 104 and a second copy to the faculty member responsible for the class in which the material will be used. Note that food containers cannot be used for chemical storage and that common household items (bleach, vinegar, etc.) are deemed hazardous materials and must be stored appropriately.

Shop Safety

Please watch the video belowhttp://www.sjsu.edu/at/atn/webcasting/events/shopysafety/index.html

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**

Grading Information

This course is a credit/no credit class. You <u>must</u> receive a "Complete" or "Pass" for all the required assignments outlined below and participate in the majority of in-class activities such as class discussions and small groups. A 'Complete' essentially means that all directions have been thoughtfully followed and attempted in good faith, any questions have been answered, and the work has been submitted on time and meets any required length or other specified requirement. If you receive an "Incomplete" 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.

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 at http://www.sjsu.edu/senate/docs/S12-3.pdf.

> **Introductory Presentation**
> **Capstone Project 1:** rough prototype, written proposal, research
> **Capstone Project 2:** rough prototype, photo documentation, research, project statement
> **Artist Packet as Online Portfolio:** statement, bio, 4 images with credits and descriptions, CV
> **Final Capstone Group Exhibition:** planning role, critiques & opening & artist talk/tour
> **Padlet Class Reader:** collaborative capstone research
> **Adobe Spark Project Page:** mini capstone "warm-up" assignments (2), creative planning & journaling
> **Participation & Group Exhibition Engagement** (readings, workshops, class discussions & discussion posts, small group work, peer feedback, self-graded rubrics, group exhibition planning, etc.)

All projects are due at the beginning of class on the due date in hard copy or pdf format on Canvas (see schedule), unless otherwise stated. Images must be in jpeg or png format. No Pages files please! All the above assignments must be completed to pass the course. Capstone critiques and the final exhibition opening and artist tour are required aspects of this course.

Introductory Presentation of Work (6-8 min.)
Introduce the class to the main ideas, themes and questions behind your work, key sources, influences, and share 2 ideas you would like to explore further for the first capstone project. These ideas must be visually illustrated in some way (rough prototype, sketch, or inspirational, related image with citation) with written short description for each (about 150 words each). Include 3-4 images of your work (in-progress work is fine), 1 inspirational/influential work by a well-recognized, contemporary artist, 1 "show and tell" image (anything you'd like to share that is inspiring or preoccupying you right now), and 1 question that you're exploring in your work. Be sure to include image credits and cite work appropriately. Upload your presentation to Canvas. (CLO 1, 2, 3, 7)

Capstone Project 1 with proposal with sketch, and critique notes
Research and develop your first capstone project with a written proposal through technical specification. One of the main objectives of this course is to explore a compelling direction of work through an iterative, research-based approach for your BA Final Capstone Project. Your proposal must include a detailed exhibition proposal summary (about 2-3 paragraphs), and a clear visual sketch of your idea, including any installation/site-specific considerations. Upload the proposal, sketch and critique notes/reflections to Canvas as an Adobe Spark project page link (see Canvas for further details).

Final Artist Packet as Online Portfolio
Develop an online portfolio/website including the following professional materials: artist statement (around 150-200 words), bio (around 150 words), CV, 4 high quality work samples with image credits (title, medium, dimensions, date, collaborators, installation venue) and brief image descriptions (about 100 words). Design formatting should be consistent across all materials and prioritize legibility and professional impact, as discussed in class via lectures and peer/instructor feedback. **(**CLO 1, 4, 5, 7).

Capstone Project 2 with proposal with sketch, statement, photo documentation & critique notes
Present one final, finished and clearly developed new project furthering ideas from your initial presentation and Capstone Project. In rare cases, a current work or work-in-progress may be substantially developed for this Final Capstone Project, but prior approval must be obtained with an additional, alternate proposal detailing the

ways in which this work will clearly build upon and further earlier ideas. Final Capstone Projects must clearly demonstrate a well-developed line of inquiry over the course of the class and careful consideration to the presentation/context as part of the "material" of the work (installation, curatorial considerations, framing, etc.). Upload proposal with sketch, high quality photo documentation of the final work as you see it ideally installed on the virtual platform, with a final 250-word project statement and critique notes/reflections. Please note: The final critiques and exhibition opening/tour and required aspects of this project. (CLO 1, 2, 3, 7)

Participation
Active engagement in class dialogue, field trip/s, critiques, in-class work, peer feedback, critiques, discussion and final group exhibition planning is essential. You are expected to be in class, on time, and actively engaged for the full length of the class. Important announcements all begin in the first five minutes of class time and summary of class material in the last five minutes. Coming late or leaving early affects your ability to participate and contribute as part of a thriving learning environment and negatively impacts your participation grade. Your considered and generous peer feedback is also required for occasional assignments, in-class work and critiques. Canvas cannot automatically assign peer feedback if your assignment is late and since alternate arrangements for peer feedback are often not feasible this may impact your ability to participate on a given assignment. Texting or using your phone or laptop for personal use will adversely affect your participation.

Strategic Planning, Readings, Writing Assignments, Workshops, Collaborative Class Reader
Throughout this course you will be required to journal studio research and observations, prepare written responses to the course readings and discussions as well as reflect and set future goals and action plans in selected worksheets adapted from Creative Capital Strategic Planning Workbook. Be prepared to write in class as well as between meetings. Visiting Artist and/or external exhibition reviews and other in-class assignment and peer feedback exercises will be due as part of your research for each Capstone Project. Requirements will be detailed on Canvas and are due at the beginning of class unless stated otherwise. (CLO: 1, 2, 7)

Final Examination or Evaluation
The final examination for this class be on **Wednesday, May 19th, 5:15-7:30**

Late & Incomplete Work
Everyone is required to find two partners and exchange contact information so that you can that can support each other and help answer questions. If you need to miss a class, please email me beforehand, and let me know how you will make up for the work by consulting Canvas and the syllabus and discussing any missed work with your partners. Class work is considered late if it's posted after the due date/time. All modules need to be completed by the due date to be marked complete. I may give a one-time, one-week extension for one module. You will not be able to move on to the next module if the previous one is incomplete. If you receive a comment on Canvas about missing or insufficient work, you must re-submit your work by the following class. If you anticipate missing class, being late, or leaving early, it is your responsibility to let me know before the class. Special circumstances will be taken into consideration (e.g. illness, court appearance, death of a relative.) with appropriate documentation. Some class exercises, critiques, lectures and in-class peer feedback cannot be repeated. In some cases, a research paper will be required for any missed work that cannot be easily handed in later (such as class critiques or final exhibition opening and tour).

Classroom Protocol

- Confidentiality
- Honest Self-reflection

- Relate / Connect
- Leave Nobody Behind
- Participate / Ask questions
- Take Space / Make Space / Ensure all have opportunities to speak/listen
- Model respect / Value diverse perspectives
- Speak from our own experiences and perspectives
- Listen generously to the experiences and perspectives of others
- Actively resist making assumptions about one another

Show up on time, prepared to contribute to an atmosphere of mutual respect. I encourage your active participation and welcome both respectful discourse and reasoned debate. However, if your language or conduct at any time demonstrates a lack of respect for anyone's race, gender identity or expression, sexuality, culture, beliefs, or abilities, you will not be permitted to participate further.

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, 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.

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 at http://www.sjsu.edu/gup/syllabusinfo/

197 / BFA Senior Project, Fall 2020, Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Aug. 25	Intros & syllabus review / **Intro remarks** / Intro to Capstone 1 Project & Presentation sign-ups / Creative Strategic Planning Worksheets & 1st & 2nd Readings assigned *Purchase journal/sketchbook and bring to next class; download Adobe CC (Photoshop and/or Lightroom, Illustrator especially recommended)*
2	Sept. 1	Reading discussion / Creative Strategic Planning Group Activity / **Interdisciplinary Art & Social Practice Lecture** / Small group research & mini presentations / Setting up Adobe Spark page & intro to LTLYM mini-assign.
		Due: 1st Readings & Discussion Post: Getting to know you; Creative Strategic Planning Worksheets

Week	Date	Topics, Readings, Assignments, Deadlines
3	Sept. 8	**Interdisciplinary Art & Creative Agency lecture and Panel with visiting guests;** Reading discussion / LTLYM mini critiques / Intro to Padlet Class Reader Research Introductory Presentations
		Due: 2nd Readings & Discussion Post - Getting Started on Capstone Projects? LTLYM Adobe Spark mini assignment link due on Canvas
4	Sept. 15	Introductory Presentations & LTLYM mini-crits (select work shared via Spark)
		Due: Padlet Class Reader Research and Peer Comment
5	Sept. 22	Introductory Presentations / Art as Research: Art 21 video clips
		Due: Final Proposal & Rough Prototype due as Adobe Spark link on Canvas
6	Sept. 29	**Instructor Meetings & Studio Work Day:** Individual and small group meetings Work-time & meetings /
		Due: Work on Capstone 1 projects (share on Adobe Spark page and upload link to Canvas)
7	Oct. 6	Capstone 1 critiques *required participation / Intro to Capstone 2 & Artist Packet Module / 3rd Readings & Capstone Proposal ideas assigned (2 ideas on Spark)
		Due: Capstone 1
8	Oct. 13	Instructor Artist Talk / **Context, Installation & Meaning Lecture** / Journaling / Artist Statement Bootcamp & Peer Interview Statements / Discussion Post Readings assigned
		Due: 3rd Reading; Capstone Proposal ideas (2) with rough Artist Statement & bio due on Canvas as Spark link
9	Oct. 20	Discussion Post Readings-What the Eyes don't see & Final Capstone ideas discussion; Artist Packet: Statement Review with student examples / CVs & Bios / Intro to website portfolio
		Due: Discussion Post Reflection-What the eyes don't see; Before and after work documentation on Spark (midnight, Canvas); Peer feedback on final capstone proposal ideas, statement & bio
10	Oct. 27	Visiting Artist Workshop & Virtual Field Trip / Image documentation workshop / Discussion Forum Online exhibition planning & Exhibition Roles / Website Check-in

Week	Date	Topics, Readings, Assignments, Deadlines
		Due: Website platform direction discussion post; Two b&w risograph images uploaded to google drive folder (see Canvas)
11	Nov. 3	Risograph Photoshop workshop (must have Photoshop downloaded!) / Virtual platform installation experiments with prototypes / Final Capstone Proposal small group breakout meetings
		Due: *Download Free Adobe CS* (allow 1-2 days) *required for this class* Capstone prototype uploaded to Spark page with expanded final proposal
12	Nov. 10	Visiting Artist / Rough website discussion with student examples / Individual meetings and capstone work-time (must have completed at least one individual meeting by this time)
		Due: Online Exhibition Discussion Forum Post / Capstone progress self-graded rubric due / Rough website URL on Canvas
13	Nov. 17	Visiting MFA Guest Panel: Grad School - Professional Opportunities & Dealing with Rejection! Exhibition Best Practices & Virtual Platforms / Small group breakout meetings with virtual platform
		Due: Capstone 2 (documented as you wish installed on virtual platform) with Final Project Statement on Canvas as Spark project link
14	Nov. 24	Individual meetings and capstone work-time
		Rough website & Capstone Peer Feedback due
15	Dec. 1	**Final Capstone Critiques* required** / Exhibition Opening Planning / Strategic Planning journaling / *(Last regularly scheduled class)*
		Due: Rough Website; Final Capstone Presentations
Final Exam	**Dec. 9 7:15-9:30am**	**Final Capstone Exhibition Opening & Tour* required** **Online Portfolio** due (statement, bio, CV, at least 4 work samples with image credits (title, date, medium, size) and short image descriptions

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