

San José State University
Department of Art & Art History
Art 1-01 (21915) Professional Preparation in Art – Spring 2020

Course and Contact Information

Instructor:	Jonathan Fung, Ph.D.
Office Location:	Duncan Hall, Room 401D
Telephone:	408/924-4689
Email:	jonathan.fung@sjsu.edu
Office Hours:	Tuesday, 7:30-8:30PM and by Appointment
Class Days/Time:	Tuesday, 6:30-7:20PM
Classroom:	Art 133
Department Office:	Art 116
Department Contact:	Website: www.sjsu.edu/art Email: art@sjsu.edu http://photo.sjsu.edu/faculty/jonathan-fung/
Prerequisites:	None
Units:	1.0

“Art is not what you see, but what you make others see.” – Edgar Degas

Course Content

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

Faculty Web Page and MYSJSU Messaging

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the [Canvas Learning Management System course login website](#) at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through [MySJSU](#) at <http://my.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 pitches), resume, artist statement, formal discussion of work, BFA program application, project / grant proposal.

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 Text

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

Dr. Martin Luther King, Jr. Library

4th Floor Administration Offices

Phone: (408) 808-2094

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 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 in Clark Hall. Both forms must be reviewed and signed by Bill Alley (Art 116). 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. (CLO 1)

2. Artist Statement, Creative Work and Pitch: Develop a one-page artist statement, one creative work sample and a short pitch (an abbreviated, compelling oral version of your artist statement). This assignment will help you lay groundwork for your portfolio, practice professional writing and public speaking 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 for this assignment: 1) Research an internship or professional opportunity specifically related to your current work/field or future ambitions. 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 trips, 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

The final exam is on **Tuesday, May 19 at 7:45-10PM**. For the final exam you are required to submit a paper on “Why do you want to be an artist?”

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 Assignments will only be accepted under unusual, extenuating, or emergency circumstances.

Documented personal, family and health emergencies will be considered and evaluated. You must provide official documentation when you return to class after an absence. An excused absence or extension will be at the discretion of the instructor.

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

All students are expected to conduct themselves in a professional manner conducive to a university learning environment. You will be expected to be on time, engaged and present throughout class meetings, lectures, and assignments. 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.

Laptop Etiquette

Laptop usage beyond tether capturing and editing photographs for this class is prohibited.

Cell Phone Etiquette

Cell phone use is absolutely prohibited in class.

Failure to follow the laptop and cell phone etiquette will affect your class participation grade severely.

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

Academic integrity - Your commitment, as a student, to learning is evidenced by your enrollment at San Jose State University. The University Academic Integrity Policy F15-7 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. Visit the Student Conduct and Ethical Development website for more information.

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 Accessible Education Center (AEC) to establish a record of their disability.

Student Technology Resources

Computer labs and other resources for student use are available in:

- Academic Success Center at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall
- Academic Technology Computer Center at <http://www.sjsu.edu/at/hd/> on the 1st floor of Clark Hall
- Associated Students Computer Services Center at <http://as.sjsu.edu/asccsc/> on the 2nd floor of the Student Union
- Student Computing Services at <http://library.sjsu.edu/student-computing-services/student-computing-services-center>
- Computers at the Martin Luther King Library for public at large at <http://library.sjsu.edu/reserve-studymeeting-room/computers-king-library>
- Additional computer labs may be available in your department/college

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections

Peer Connections' free tutoring and mentoring is designed to assist students in the development of their full academic potential and to inspire them to become independent learners. Peer Connections tutors are trained to provide content-based tutoring in many lower division courses (some upper division) as well as writing and study skills assistance. Small group and individual tutoring are available. Peer Connections mentors are trained to provide support and resources in navigating the college experience. This support includes assistance in learning strategies and techniques on how to be a successful student. Peer Connections has a learning commons, desktop computers, and success workshops on a wide variety of topics. For more information on services, hours, locations, or a list of current workshops, please visit Peer Connections website at <http://peerconnections.sjsu.edu> for more information.

SJSU Writing Center

The SJSU Writing Center is located in Clark Hall, Suite 126. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website at <http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook. (Note: You need to have a QR Reader to scan this code.)

Accommodation to Students' Religious Holidays

University Policy S14-7 states that San José State University shall provide accommodation on any graded class work or activities for students wishing to observe religious holidays when such observances require students to be absent from class. It is the responsibility of the student to inform the instructor, in writing, about such

holidays before the add deadline at the start of each semester. If such holidays occur before the add deadline, the student must notify the instructor, in writing, at least three days before the date that he/she will be absent. It is the responsibility of the instructor to make every reasonable effort to honor the student request without penalty, and of the student to make up the work missed.

Consent for Recording of Class and Public Sharing of Instructor Material

University Policy S12-7, requires students to obtain instructor’s permission to record the course and the following items to be included in the syllabus:

- “Common courtesy and professional behavior dictate that you notify someone when you are recording him/her. You must obtain the instructor’s permission to make audio or video recordings in this class. Such permission allows the recordings to be used for your private, study purposes only. The recordings are the intellectual property of the instructor; you have not been given any rights to reproduce or distribute the material.”
 - It is suggested that the green sheet include the instructor’s process for granting permission, whether in writing or orally and whether for the whole semester or on a class by class basis.
 - In classes where active participation of students or guests may be on the recording, permission of those students or guests should be obtained as well.
- “Course material developed by the instructor is the intellectual property of the instructor and cannot be shared publicly without his/her approval. You may not publicly share or upload instructor generated material for this course such as exam questions, lecture notes, or homework solutions without instructor consent.”

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

SJSU Counseling Services

The SJSU Counseling Services is located on the corner of 7th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website at <http://www.sjsu.edu/counseling>.

Emergency phone numbers

Emergency: 911; Escort Service: 42222

Art 1 Professional Preparation in Art – Spring 2020 Course Schedule

Schedule is subject to change with fair notice. Notice will be given verbally in class and sent via email.

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Tuesday 1/28	Intros and Syllabus What does it mean to be an artist?

Week	Date	Topics, Readings, Assignments, Deadlines
2	Tuesday 2/4	Getting Down to Business Intro to BA/BFA Forms Assignment DUE: Dedicated lined notebook (bring to every class); Exchange contact info with one other person in the class <i>Artist Talk: Interdisciplinary & Social Justice Advocacy</i>
3	Tuesday 2/11	Tour Schedule Major Forms Assignment Review DUE: Meet with or have scheduled a meeting with H&A Success Center GE Advisor in Clark Hall by February 25 <i>Artist Talk</i>
4	Tuesday 2/18	Exhibition & Galleries DUE: Contact your Major Advisor to meet by March 10 <i>Artist Talk</i>
5	Tuesday 2/25	Building Your Vision DUE: Final 2 weeks to get forms completed, reviewed and signed by Art Office, Bill Alley <i>Artist Talk</i>
6	Tuesday 3/3	Accomplishing Goals <i>Artist Talk</i>
7	Tuesday 3/10	Promoting Your Work DUE: Forms for Bill Alley to review/sign (Art 116 Office)
8	Tuesday 3/17	Artist Statement/Work Sample/Pitch Assignment What is an Artist Statement? DUE: Assignment 1 BA/BFA Form due on Canvas
9	Tuesday 3/24	Writing an Artist Statement
10	Tuesday 3/31	Spring Break (March 30 to April 3) – No Class!
11	Tuesday 4/7	Workshop Artist Statement Final Artist Statement DUE on Canvas
12	Tuesday 4/14	DUE: Present creative work using developed pitch
13	Tuesday 4/21	The Cover Letter Research 3 professional opportunities
14	Tuesday 4/28	Research Select 1 opportunity and write a cover letter
15	Tuesday 5/5	DUE: Internship Cover Letter (Canvas)
Final Exam	Tuesday, 5/19 7:45–10pm	DUE: Why do you want to be an artist paper? (Canvas)