

San José State University
Department of Art and Art History
44011, ART 100W Fine Arts Writing Workshop,
Section 3, Fall 2020

Course and Contact Information

Instructor(s):	Janet Silk
Office Location:	Art 115
Telephone:	email preferred
Email:	janet.silk@sjsu.edu
Office Hours:	T/TH 1:30–2:30 p.m. (Online and by appointment) via Zoom (coordinates will be communicated via Canvas)
Class Days/Time:	T/TH 12:00–1:15 p.m.
Classroom:	Course is delivered online via Canvas https://sjsu.instructure.com/
Prerequisites:	Completion of core GE, satisfaction of Writing Skills Test and upper division standing. Art and Design Majors only. Note: Must be passed with C or better to satisfy the CSU Graduation Writing Assessment requirement (GWAR).
GE/SJSU Studies Category:	Z

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 Accessible Education Center (AEC), for a variety of services. Due to COVID-19 stay-at-home order, the AEC is closed until further notice but staff and counselors are available to assist remotely. Please email them with any questions at aec-info@sjsu.edu.

For writing support: SJSU Writing Center: <http://www.sjsu.edu/writingcenter/>

For mental health and wellness resources: SJSU Counseling Services: <http://www.sjsu.edu/counseling>

Course Description

Art 100W is an advanced writing course that focuses on genres of writing relevant to visual arts professionals. Our goal is to develop proficiency in the research, reading, critical thinking, and writing skills and strategies you will use in academic and professional contexts. We will emphasize the writing process including revising, editing, and proofreading.

Students can expect to encounter a breadth and scope of activities including:

- Analyzing their own writing
- Evaluating peer and professional writing
- Understanding the importance of drafting, editing, and organizing
- Improving awareness and attaining mastery of different writing styles for both professional and general audiences
- Exploring the relationship between seeing and writing
- Improving and enhancing critical reading skills and information literacy
- Developing a global perspective of visual culture

Course Format

Following SJSU's alignment with the Santa Clara County Public Health Department state public health guidelines, for Fall 2020, Art 100W will be a synchronous, online course. Class meetings listed in the course schedule have been categorized as "required," "optional," or "no meeting." "Required" means that for credit, your presence is required for the full duration of the scheduled class time; "optional" is for class sessions that encourage independent or group work in a workshop-style session with the instructor; and "no meeting" is that no online class meeting is scheduled and you are expected to work independently on course work. This model allows for instructor facilitated, and in-class workshop-style course sessions as well as some flexibility in terms of asynchronous, independent study. Please respect these designations as we move forward.

Course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found [Canvas Learning Management System](#) course login website at <http://sjsu.instructure.com>. You are responsible for regularly checking with the messaging system through MySJSU on Spartan App Portal <http://one.sjsu.edu> to learn of any updates. For help with using Canvas see Canvas Student Resources page http://www.sjsu.edu/ecampus/teaching-tools/canvas/student_resources. SJSU [Peer Connections](#) at <https://peerconnections.sjsu.edu/> continues to operate and are ready to provide support to help you navigate your remote learning tools. Additionally, the [eCampus office](#) can also help answer technical questions for students about navigating Canvas, Zoom, Google Chat, or other new technologies associated with their classes (408-924-2337): <https://www.sjsu.edu/ecampus/>

Course Goals and Learning Objectives

GE Learning Outcomes (GELO)

This course qualifies as an Area Z course in your General Education requirements. It is designed to enable you to achieve the following learning objectives:

Students shall write complete essays that demonstrate college-level proficiency. Students shall be able to:

- GELO 1. produce discipline-specific written work that demonstrates upper-division proficiency in language use, grammar, clarity of expression
- GELO 2. explain, analyze, develop, and criticize ideas effectively, including ideas encountered in multiple readings and expressed in different forms of discourse

GELO 3. organize and develop essays and documents for both professional and general audiences

GELO 4. organize and develop essays and documents according to appropriate editorial and citation standards

GELO 5. locate, organize, and synthesize information effectively to accomplish a specific purpose, and to communicate that purpose in writing.

Course Learning Outcomes (CLO) for ART 100W:

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

CLO 1: Write more correctly, clearly, and concisely; organize and develop standard professional documents; tailor your writing to specific audiences, including the general public and fellow visual arts professionals.

CLO 2: Locate and evaluate a wide range of art and design sources; summarize, analyze, and effectively respond to ideas that you find in such sources; distinguish between primary and secondary sources and make astute use of both.

CLO 3: Observe and be able to explain ethical standards for citation and the use of intellectual property.

Required Texts/Readings

Textbook

You will need to have access to an English handbook for this course. If you have kept the book you used for other English courses that will suffice or be prepared to refer to the relevant readings from *Writing Commons*, writingcommons.org, which is a “free, comprehensive, peer-reviewed, award-winning Open Text for students and faculty in college-level courses that require writing and research.” The section I use most often is “Style” <https://writingcommons.org/section/style/>, and on Canvas I will have weekly topic-related links and resources. You should, of course, have easy access to a dictionary and should use it frequently. No other text is required.

Other Readings/resources

Available online

Writing About Art by Majorie Musterberg: www.writingaboutart.org

Grammar Bytes! Grammar Instruction with Attitude: www.chompchomp.com

Useful websites about writing:

Guide to Grammar and Writing: <http://grammar.ccc.commnet.edu/grammar>

Grammar Girl: Quick and Dirty Tips: <http://grammar.quickanddirtytips.com>

The Purdue University Online Writing Lab: <http://owl.english.purdue.edu>

Excelsior College Online Writing Lab: <https://owl.excelsior.edu/>

The Chicago Manual of Style Online: www.chicagomanualofstyle.org (This links to SJSU library link for free access to CMS online. You will need a library account.)

Other technology requirements / equipment / material

Students are expected to review SJSU technology requirements and be prepared for working in an online environment. Students are expected to participate in required class meetings, discussions, and activities via Zoom. Course delivery is via SJSU Canvas Learning Management System, so students

need to be prepared to interface with this platform and be familiar with its functionality such as knowing how to upload assignments and setting up notifications for communication, etc. Laptops and other equipment can be checked out for loan in person or online at [IMS](https://www.sjsu.edu/it/services/academic-tech/equipment-loaning/index.php) by students, faculty, and staff: <https://www.sjsu.edu/it/services/academic-tech/equipment-loaning/index.php>. Students can also visit the [Work Anywhere](https://www.sjsu.edu/workanywhere/) website <https://www.sjsu.edu/workanywhere/>

Library Liaison

Gareth Scott

email: gareth.scott@sjsu.edu

phone: (408) 808-2094

Dr. Martin Luther King, Jr. Library

4th Floor Administration Offices

Course Requirements and Assignments

- Practice in the various phases of the writing process
- Writing for both professional and general audiences
- In-class and out-of-class writing assignments
- Discussion and reading aloud in class
- Assignments using library resources
- A minimum of 8,000 words (32 pages) of writing
- Readings in the art, design, art history and visual culture field
- **This course must be passed with a C or better as an SJSU graduation requirement.**

[SJSU S12-3 Credit Hour Policy recommendation](https://www.sjsu.edu/senate/docs/S12-3.pdf) stipulates that “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 practica. Other course structures will have equivalent workload expectations as described in the syllabus.”

<https://www.sjsu.edu/senate/docs/S12-3.pdf>

Because it is a writing seminar, there is considerable reading, research, and writing, so students need to plan their time to meet the assignment requirements of the course. There is a strong emphasis on refining students’ writing skills that involves discussion about and exercises in English grammar and understanding the differences between spoken and written language. We seek to understand and make informed decisions about the art and craft of writing for general, professional, and art and design audiences.

Assignments with total grade weighted percentage:

1. Writing Exercises (GELO 1–4, CL0 1–3) 20%
Writing exercises vary from informal, in-class responses to one-two page homework assignments. Points are assigned accordingly.
2. Grammar Quizzes (GELO1, CL01) 10%
3. Papers 30%
Three formal written assignments (GELO 1–4, CL0 1–3):
 - a. Formal Analysis/Narrative (1 draft; 1 final)
 - b. Research Paper
(research proposal, 1 draft; 1 final)
 - c. Professional Documents (Artist Manifesto, Letter Writing)

(1 draft each, 1 final each)

4. Participation (GELO 2, CL01–3) 20%
Actively taking initiative to contribute and participate in class discussions, activities, presentations, and informal exercises; course reading analysis and discussion; bringing outlines and drafts to class as required; reviewing and editing colleagues' papers, providing feedback. Participating in small group work, study groups, etc. PLEASE BE AWARE OF REQUIRED OR OPTIONAL COURSE MEETINGS INDICATED ON SYLLABUS COURSE SCHEDULE AND COMMUNICATED WEEKLY VIA CANVAS ANNOUNCEMENTS.
6. Grammar exercise worksheets/exercises (CL01) 5%
Topics such as Punctuation; Subject-Verb Agreement; Modifiers; Passive Voice
7. Final Exam(GELO 1–4, CL0 1–3) 15%
Essay exam. **NOTE: Students not passing or who miss or do not show up for the final exam receive a Fail for this course.** Plan carefully and communicate any issues at least two weeks in advance of the exam date. Final Exam Schedule for Fall 2020 <https://www.sjsu.edu/classes/final-exam-schedule/fall-2020.php>

Assignment Format:

Type all assignments. Unless instructed otherwise, the default formatting for papers is called “basic academic formatting”: one-inch margins and a 12-point font. Double-space, use 1” margins, with page numbers and your name, section number and assignment title on all pages. (See page two on this PDF for a visual example <http://writing.umn.edu/sws/assets/pdf/quicktips/academicessaystructures.pdf>)

Pay attention to **requirements for each assignment and take time to read the instruction sheet carefully and ask questions in class; some assignments have multiple components or details**, such as creating a title page, including illustrations with a caption, or other academic or professional formatting.

It is your responsibility to keep hardcopies of coursework in a file and or frequently back-up of all your work for this course.

Final Examination or Evaluation

University policy S17-1 <http://www.sjsu.edu/senate/docs/S17-1.pdf> states that

“Faculty members are required to have a culminating activity for their courses, which can include a final examination, a final research paper or project, a final creative work or performance, a final portfolio of work, or other appropriate assignment.”

There is a final exam for this course. It is delivered on the day scheduled for the final exam during the time allocated on the SJSU Final Exam Calendar. The content of the exam will be a series of timed essays and a grammar section that relates to the course content. Details and study guides will be given out in class the last week of the semester.

Grading Information

Students can access their grades through Canvas. “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.

Formal Written Assignments and take-home and in-class writing exercises will be assigned points and graded according to **SJSU academic writing standards guidelines** for assessment. When necessary, specific rubrics will be created and presented during online class meetings and or posted on Canvas. **Again, please be aware that assignment instructions delivered via Canvas will communicate specific submission requirements, details, and deadlines.**

Feedback for formal written assignments and drafts will be provided as written, audio, or video response from the instructor via Canvas. Students are encouraged to use office hours for specific questions, feedback, and discussion about their writing.

Determination of Grades:

SJSU academic writing standards guidelines:

A (excellent): The paper contains no grammatical, spelling, or typographical errors. It is outstanding in clarity, style, and organization. The depth and accuracy of the information covered are appropriate for the assignment. The style and format of the paper are appropriate for the assignment.

B (good): The paper may contain a few minor grammatical errors, but should contain few or no typographical or spelling errors. For the most part, the paper is clearly written and logically organized. The topic is covered in reasonable depth and the information presented is accurate. The style and format of the paper are appropriate for the assignment.

C (average): The paper may contain some minor grammatical, typographical, or spelling errors. For the most part, it is clearly written and logically organized. For the most part, the depth of coverage of the topic is appropriate and the information is accurate. For the most part, the style and format of the paper are appropriate for the assignment.

D (below average/unacceptable): The paper contains significant or serious grammatical, typographical, or spelling errors. It is not clearly written or logically organized. The train of thought is difficult to follow. The depth of coverage of the topic is not adequate. The information presented is inaccurate. The style and/or format of the paper are not appropriate to the assignment.

F (unacceptable): A paper will receive an F if two or more of the following conditions are satisfied: The paper contains significant or serious grammatical, typographical, or spelling errors; it is not clearly written or logically organized; the train of thought is difficult to follow or incomprehensible; the depth of coverage of the topic is not adequate; the information presented is inaccurate; the style and/or format of the paper is not appropriate to the assignment. The paper will also receive an F if some or all parts of the paper have been plagiarized, as defined below.

General participation grade guidelines:

Participation grades (See item #4 above under “Assignments with total grade weighted percentage”) will be awarded according to University policy from A to F as outlined in the SJSU catalog.

A= Excellent engagement, focus, energetic participation, professional demeanor, sustained effort throughout the semester

B= Good engagement, focus, participation, effort

C= Average engagement, participation, effort

D= Below average engagement, participation, effort

F= Unsatisfactory engagement, participation, effort

Final grades given in all 100W courses are A, B, C, and NC. **A grade of C- is not a passing grade in this course.** Any final grade falling below a C will be recorded as a NC. (See <http://www.sjsu.edu/senate/docs/F88-6.pdf>)

This course will not be graded on a curve. You will not be competing against other students.

Because this course meets GE Requirements, it cannot be taken for a NC (No credit) option (See <https://www.sjsu.edu/registrar/registration/grading-option.php>)

Except in cases of documented emergencies, incomplete grades are not given in this course. It is the responsibility of the student to bring pertinent information to the attention of the instructor immediately (i.e., not at the end of the semester) regarding the unforeseen reason(s) for requesting an Incomplete. An Incomplete will not be considered if the student has completed under 80% of the coursework. An Incomplete will not be considered if the student has made no effort to communicate with the instructor regarding their emergency situation. Documentation includes doctor's notes and or signed letters from legally established institutions and or professional individuals involved in the student's situation. More information regarding Incompletes can be found in the course catalog at <http://info.sjsu.edu/static/catalog/grades-incomplete.html> and at the [SJSU School of Information Department website https://ischool.sjsu.edu/incompletes](https://ischool.sjsu.edu/incompletes)

There are no extra credit options for this course.

[As per SJSU Senate Policy S17-1 www.sjsu.edu/senate/docs/S17-1.pdf](http://www.sjsu.edu/senate/docs/S17-1.pdf), you need to be present for the final exam for this course. Make sure in advance that you will have no conflicts with the final exam. Do not book flight tickets, make appointments, or in any other way compromise your ability to be present at the final exam. The final exam may not be taken early and can only be made up in the case of an unforeseen emergency which needs to be communicated in a timely manner and supported with a signed doctor's note or a signed letter from a legally established institutions and or professional individuals involved in the student's situation.

Grade Scale:

<i>Grade</i>	<i>Percentage</i>
<i>A (no grades above "A")</i>	<i>94 to 100%</i>
<i>A minus</i>	<i>90 to 93%</i>
<i>B plus</i>	<i>87 to 89 %</i>
<i>B</i>	<i>84 to 86%</i>
<i>B minus</i>	<i>80 to 83%</i>
<i>C plus</i>	<i>77 to 79%</i>
<i>C</i>	<i>73 to 76%</i>

<i>Grade</i>	<i>Percentage</i>
<i>C minus</i>	<i>70 to 72%</i>
<i>D plus</i>	<i>67 to 69%</i>
<i>D</i>	<i>63 to 66%</i>
<i>D minus</i>	<i>60 to 62%</i>

Late work policy

SPECIFIC DUE DATES AND SUBMISSION REQUIREMENTS FOR ALL ASSIGNMENTS ARE GIVEN IN CLASS AND POSTED ON CANVAS.www.sjsu.edu/at/ec/canvas/ It is your responsibility to keep up with coursework, assignment instructions, and be aware of announcements and changes. If you miss class for any reason, you are responsible for acquiring coursework information from a fellow student or review the material on Canvas. **If you cannot make it to a class meeting, do not email me to find out what you missed before reviewing what has been communicated on Canvas.**

Late papers and coursework will not be accepted except under special circumstances and require a signed doctor's note or other legal documentation. Any issues with submission requirements and arrangements for alternative work delivery need to be discussed with and agreed to by me before the assignment deadline. For example, do not post it late on Canvas or send separately via email, after the due date. PLEASE MANAGE YOUR TIME.

A pattern of inconsistent or casual work ethic will have a negative impact on your grade. For example, do not submit an assignment incomplete and expect to bargain for a new deadline. Repeatedly bargaining for deadline extensions or asking the instructor to make exceptions to assignment requirements, and or making excuses regarding missed deadlines is not acceptable behavior and will affect your grade. Strive to do your best and keep communication open before problems occur.

Students must be present for all quizzes and exams on the days and at the times for which they are scheduled. Exceptions and make-ups will be allowed only in cases of documented emergency (e.g. sudden hospitalization, death in the immediate family) and require a doctor's note or other legal documentation. Again, make sure in advance that you will have no conflicts with the final exam. Do not book flight tickets, make appointments, or in any other way compromise your ability to be present at the final exam. The final exam may not be taken early and can only be made up in the case of an unforeseen emergency and require a doctor's note or other legal documentation.

All papers must be original to this class (no "recycling"), meet all requirements of each assignment, and properly reference all outside sources (including Internet sources) for credit. Again, unless instructed otherwise, assignments are to be typed using [standard academic formatting](#). (See above under "Course Requirements and Assignments" for further explanation.)

All incidences of plagiarism will result in an assignment grade of "0" and will be reported to the Office of Judicial Affairs. Please do not use profanity in your work; exceptions might be made depending on the context and are discussed and agreed to.

Students must be present in class to receive credit for in-class assignments. As the University Policy states, "Attendance per se shall not be used as a criterion for grading. However, students are

expected to attend all meetings for the courses in which they are enrolled.... Participation may be used as a criterion for grading when the parameters and their evaluation are clearly defined in the course syllabus and the percentage of the overall grade is stated.” **Pay attention to course schedule regarding required online, in-class meetings.**

Classroom Protocol

Attendance and participation are critical in order to motivate other students and me; this helps to create an atmosphere of shared learning. Consequently, in-class participation, activities, and writing exercises are a significant part of your grade. For in-class meetings, we will have small group discussions as well as larger classroom discussion and activities, your participation is crucial and valuable. Plan ahead and make sure you are prepared.

From [Student Rights, Responsibilities and Conduct, https://catalog.sjsu.edu/content.php?catoid=2&navoid=94](https://catalog.sjsu.edu/content.php?catoid=2&navoid=94)

See University Policy F15-12, Attendance and Participation

“Students are expected to attend all meetings for the courses in which they are enrolled as they are responsible for material discussed therein, and active participation is frequently essential to ensure maximum benefit to all class members. In some cases, attendance is fundamental to course objectives; for example, students may be required to interact with others in the class. Attendance is the responsibility of the student.

Participation may be used as a criterion for grading when the parameters and their evaluation are clearly defined in the course syllabus and the percentage of the overall grade is stated.

View the policy in its entirety here: [F15-12.pdf](#)”

At the end of the course, I give a separate letter grade for general participation based on observing those students who take the initiative to actively contribute to class discussions, in-class work, and are present, prepared, and engaged for peer reviews.

Please be on time. People who are consistently late will be questioned and encouraged to improve in order that their participation grade will not be affected. Do not leave early without checking in and obtaining permission from me first.

We all need to improve our skills in respecting each other, connecting, and creating a shared space of civility in the classroom. For example, even though we are together online, please do not work on assignments from other classes, draw or sketch during class, surf the Internet, etc.: stay focused. For in-class meetings, you are expected to devote your full attention to class work during the time we are together.

Please ask questions or provide constructive comments because I need to know if we have clear communication. Most importantly, respect your peers and me because this establishes trust in the classroom.

Zoom class meeting coordinates will be communicated via Canvas at the beginning of the semester via “Announcements” and also listed on the Canvas “Syllabus” section. Students are responsible for understanding how to use the platform, preparing for online discussion and activities, and for arriving on time to class.

Zoom Etiquette

- This is a virtual classroom, therefore, appropriate classroom behavior is expected.
- Please prepare your work space to the best of your ability.

- Be prepared to be on camera for class discussions and group work. Make sure your video is on so your teacher and peers can see you.
- Log into your class or meeting from a distraction-free, quiet environment.
- Please keep your audio on mute until you want to speak. This will help to limit background noise. Consider using a headset with an external mic for best hearing and speaking capabilities.
- Close unneeded applications on your computer to optimize the video quality.
- If you would like to speak or answer a question, use the “Raise Hand” feature. Then unmute yourself after you are called on by your teacher.
- When you are speaking, let others know that you are finished by saying something like, “That’s all,” or “I’m done,” or “Thank you,” so that everyone knows you have finished your comments.
- If you would like to use the chatbox, remember that it is public, and a record of the chat is kept and archived.
- Keep paper and a pen or pencil handy to take notes.
- Be mindful of your background lighting. If you are sitting with your back to a window, you may be silhouetted by the light coming through. Your overhead light might also need to be adjusted for the best image quality.
- Please take care of your personal needs (appropriate dress, basic hygiene, eating, chewing gum, talking to others in your home, etc.) prior to entering a Zoom classroom. As an act of courtesy, please eat your food outside of class time, off camera.
- Please do not use profanity or inappropriate language.
- Remember to sign out or “leave the meeting” when the session is finished. If you need to leave early, ask permission first.

Zoom Meeting Transcripts Zoom allows participants to communicate with group messages to all of the meeting participants and/or to send private messages to individual participants. Although it seems reasonable that private messages stay between two people, please be aware that all of the group messages and all private messages will be included in the meeting transcript.

Zoom Meeting Attendance Report Zoom provides a roster of people who attended the meeting along with the times they joined and left the meeting.

University Policies

Per University Policy S16-9 <https://catalog.sjsu.edu/content.php?catoid=2&navoid=98>, relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on Syllabus Information web page <http://www.sjsu.edu/gup/syllabusinfo>, which is hosted by the Office of Undergraduate Education. Make sure to visit this page to review and be aware of these university policies and resources.

Department Advising

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

[Department syllabi/greensheets.](http://www.sjsu.edu/art/documents/greensheets/) <http://www.sjsu.edu/art/documents/greensheets/> Please note that after August 17, 5:00 p.m., all changes to the syllabus (such as the course schedule and assignment due dates) will be announced in class and through Canvas <http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html> Students are expected to check in with coursework through Canvas.

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. Tutors are available online. 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 www.sjsu.edu/writingcenter](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 or their official blog, "[The Write Attitude.](https://sjsuwritingcenter.wordpress.com/)" <https://sjsuwritingcenter.wordpress.com/> To access Writing Center resources while on the go, download the SJSU Writing Center app on your Android device in the Google Play Store. 44011 / Art100W Writing Workshop: Fine Arts, Fall 2020,

44011 / Art100W Fine Arts Writing Workshop, Section 3, Fall 2020, Course Schedule

This schedule serves as an overview of the workflow for the course. The instructor reserves the right to change the course schedule and assignments as needed. **Specifics about the assignments and their due dates are communicated in class meetings with support materials, coursework changes, and updates posted on [Canvas](https://www.sjsu.edu/provost/academic_affairs/resources/Academic_Calendars/).** For university deadlines, see [SJSU Academic Calendar](https://www.sjsu.edu/provost/academic_affairs/resources/Academic_Calendars/). https://www.sjsu.edu/provost/academic_affairs/resources/Academic_Calendars/

PLEASE NOTE on the schedule “required class meeting,” “no class meeting,” or “optional class meeting.”

Course Schedule				
Week/Lesson/Module	Date	Topics, Readings, Assignments, Deadlines (Details posted weekly on Canvas)	Class meeting expectations	Learning Outcomes/
1	8/18	NO CLASS MEETING		
1	8/20	Introductions/Roll Writing Exercise #1: 5 Point Agenda/60 Second Sell: Due 8/25	required class meeting	GELO 1–3, CLO1
2	8/25	Small group work/Roll/Class discussion Writing Exercise #2: Sensory Description: Due 9/1	required class meeting	GELO 1–3, CLO1
2	8/27	Independent work	no class meeting	
3	9/1	Small group work/Roll/Class discussion Introduction to Formal Analysis Paper: Draft Due 9/10 Final version Due 9/24 Writing Exercise #3: Reading/Text analysis (Review the Review): Due 9/8	required class meeting	GELO 1–5, CLO 1–2 GELO 2, 5 CLO2
3	9/3	Independent work	no class meeting	
4	9/8	In-class meeting/discussion & activity Discuss Draft Expectations/questions	required class meeting	GELO 3,5 CLO1

Course Schedule				
Week/Lesson/Module	Date	Topics, Readings, Assignments, Deadlines (Details posted weekly on Canvas)	Class meeting expectations	Learning Outcomes/
4	9/10	Independent work or small group work; instructor feedback and guidance in class FORMAL ANALYSIS PAPER DRAFT DUE POSTED TO CANVAS BY END OF CLASS	optional class meeting	
5	9/15	Discuss Drafts Grammar Unit: Punctuation Workshop	required class meeting	
5	9/17	Independent work; Punctuation worksheets and exercises due by end of class; instructor available for questions and discussion	optional class meeting	GLO 1, CLO 1
6	9/22	Discuss questions on punctuation Formal Analysis Paper: informal Peer Review and work/discuss in class	required class meeting	GLO 1–3, CLO 1
6	9/24	FORMAL ANALYSIS PAPER DUE Introduction to Research Paper Library Workshop: TBA Proposal due: 10/13 Draft due: 10/22 Final version due: 11/5	required class meeting	GLO 1–5, CLO 1–3
7	9/29	Punctuation quiz available beginning of class Topic development/brainstorming/thesis development SJSU Library & Research Resources Workshop Understanding primary and secondary resources	required class meeting	GLO 1–5, CLO 1–3
7	10/1	Independent work/small group work/instructor available for thesis development Writing Exercise #4: Research Paper Assignment: “Check your understanding” Due by end of class Writing Exercise #5: Summarizing, Quoting, Paraphrasing Due 10/6	optional class meeting	GELO 3, 4 GELO 1–5, CLO 1–3

Course Schedule				
Week/Lesson/Module	Date	Topics, Readings, Assignments, Deadlines (Details posted weekly on Canvas)	Class meeting expectations	Learning Outcomes/
8	10/6	Discuss Writing Exercise #5 Check-in with Research Proposals Grammar Unit: Subject-verb/pronoun antecedent agreement	required class meeting	GLO 1–2, CLO 1–2
8	10/8	Independent work; Subject-verb pronoun antecedent agreement worksheets and exercises due by end of class; instructor available for questions and discussion	optional class meeting	GLO 1, CLO 1
9	10/13	Discuss questions on Subject-verb pronoun antecedent agreement Discuss Research Paper Draft expectations Chicago Manual of Style Workshop 1	required class meeting	GELO 1–5, CLO 1–3
9	10/15	Subject-verb pronoun antecedent agreement quiz available beginning of class Chicago Manual of Style Workshop 2	required class meeting	GELO 4, 5, CLO 2, 3
10	10/20	Research Paper informal Peer Review and work/discuss in class	required class meeting	
10	10/22	Research Paper Draft Due Writing Exercise #6: Text Analysis: Inferred Outline Due 10/27 Instructor available at beginning of class to introduce and discuss Writ. Ex. #6	optional class meeting	GELO 3–4, CLO 1
11	10/27	Discuss inferred outline Discuss any final questions about Research Paper Grammar Unit: Dangling and Misplaced Modifiers	required class meeting	
11	10/29	Independent work; Dangling and Misplaced Modifiers worksheets and exercises due by end of class; instructor available for questions and discussion	optional class meeting	GELO 1, CLO 1

Course Schedule				
Week/Lesson/Module	Date	Topics, Readings, Assignments, Deadlines (Details posted weekly on Canvas)	Class meeting expectations	Learning Outcomes/
12	11/3	Dangling and Misplaced Modifiers quiz available at beginning of class Discuss final questions about Research Paper Introduction to Professional Documents Drafts due: 11/19 Final versions due: 12/3	required class meeting	GELO 1–3, CLO 1,2
12	11/5	Research Paper Due Independent work	no class meeting	
13	11/10	Letter Writing Workshop	required class meeting	GELO 1–3, CLO 1, 2
13	11/12	Art Manifesto Writing Workshop	required class meeting	GELO 1–3, CLO 1, 2
14	11/17	Grammar Unit: Passive & voice/tone/persona Worksheets and exercises due by end of class	required class meeting	GELO 1–3, CLO 1
14	11/19	In-class work on professional documents: small group and Peer Review Professional Documents Drafts due	optional class meeting	
15	11/24	Independent work: instructor available for draft feedback	optional class meeting	
15	11/25	Holiday	no class meeting	
16	12/1	Final Exam Review	required class meeting	
16	12/3	Last Day of Class Specifics for Professional Documents assignment will be communicated in class and via Canvas	required class meeting	

Course Schedule				
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Final Exam		Online: Thursday Dec. 10 9:45 a.m.–12:00 p.m.	required class meeting	