

**San José State University**  
**Department of Art & Art History**  
**Art 1-02 (29007) Professional Preparation in Art – Spring 2021**

**Course and Contact Information**

<b>Instructor:</b>	Jonathan Fung, Ph.D.
<b>Office Location:</b>	Zoom Office
<b>Telephone:</b>	<i>Email Preferred</i>
<b>Email:</b>	<a href="mailto:jonathan.fung@sjsu.edu">jonathan.fung@sjsu.edu</a>
<b>Office Hours:</b>	Thursday, 7:30-8:30PM and by Appointment
<b>Class Days/Time:</b>	Thursday, 6:30-7:20PM
<b>Classroom:</b>	Zoom Video Conference
<b>Department Office:</b>	Art 116
<b>Department Contact:</b>	Website: <a href="http://www.sjsu.edu/art">www.sjsu.edu/art</a> Email: <a href="mailto:art@sjsu.edu">art@sjsu.edu</a> <a href="http://photo.sjsu.edu/faculty/jonathan-fung/">http://photo.sjsu.edu/faculty/jonathan-fung/</a>
<b>Prerequisites:</b>	None
<b>Units:</b>	1.0

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

**Course Format – Online Synchronous**

This is a technology intensive course which requires your own laptop with a computer camera or webcam, audio, and internet connection for all class meetings. ***Students must turn-on their computer camera or webcam during the entire class and unmute audio when asked to speak.***

**Course Content**

This class will consist of online synchronous lecture, discussion, 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 1-unit 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 online, 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.

## Library Liaison

Gareth Scott

Email: [gareth.scott@sjsu.edu](mailto: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/BFA Major Form & G.E. Checklist:** 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 in the Art Department in order to help you graduate successfully. The BA/BFA major advising form is obtained on Canvas and 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 G.E. checklist is obtained on Canvas too, and must be fully completed, edited electronically, and uploaded to the H&A Success Center using the Google link provided on Canvas in the G.E. Checklist module, which will be reviewed and signed by an H&A advisor. *Both forms will be returned to you but only the Major Advising Form must be reviewed and signed by Bill Alley ([bill.alley@sjsu.edu](mailto:bill.alley@sjsu.edu)) to complete Assignment 1.* It can take up to 4-5 weeks to get all the necessary signatures. Start early! (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. (CLO 2, 3).

**3. Internship Cover Letter Assignment (CLO 2, 3):** There are three basic components for this assignment: 1) Research an internship or professional opportunity specifically related to your current work/field or future ambitions that you are interested in pursuing. 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. 3) Apply for the internship with your cover letter.

**4. Final Exam Writing Assignment:** (CLO 2)

**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 and exercises, small group and peer feedback work for the full length of the class.

**You must participate in at least 70% of all in class activities, including answering the weekly participation question each week during class time only to pass Art 1. Students must turn-on their computer camera or webcam during the entire class if able to and unmute audio when asked to speak.**

“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 **Thursday, May 20 at 7:45-10PM**. For the final exam you are required to submit a paper on **“What does it mean to be an artist?”**

### **Grading Information**

This course is a credit/no credit class. You must submit all assignments on time and participate in at least 70% of all in class activities, including answering the weekly participation question posted on Canvas (during class time only) in order to pass Art 1.

### **Grading Scale**

All assignments have clear criteria and objectives to meet. All students shall be treated equitably. The criteria for determining a student’s grade shall be as follows on a percentage for a Pass/No Pass grade.

<b>Letter Grade</b>	<b>Grade Point</b>	<b>Percentage</b>
A	4.0	93-100%
A-	3.7	90-92%
B+	3.3	87-89%

B	3.0	83-86%
B-	2.7	80-82%
C+	2.3	77-79%
C	2.0	73-76%
C-	1.7	70-72%
D+	1.3	67-69%
D	1.0	60-66%
F	0.0	0-59%

**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 digression 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 online 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 Zoom office hours for more feedback on your work and to discuss any questions or concerns. If you miss class, it is your responsibility to contact me.

**Laptop and Cell Phone Etiquette**

Cell 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.

*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 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](mailto:art@sjsu.edu)

### **SJSU Counseling and Psychological Services (CAPS)**

The SJSU Counseling and Psychological Services is located on the corner of 7th Street and San Carlos in the new Student Wellness Center, Room 300B. Professional psychologists, social workers, and counselors are available to provide confidential 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 and Psychological Services website at <http://www.sjsu.edu/counseling>

### **Student Food Shelves**

SJSU students in need of immediate food assistance have access to a number of small, self-serve "shelves" around the main campus. At these informal pantries there is no registration process. Students can stop in and take items as needed. For free food notifications you can follow @SJSUFreeFood on Twitter.

### **SJSU Cares**

For campus resources to help you deal with situations outside of the classroom that may take away from your academic success, go to SJSU Cares: [http://www.sjsu.edu/studentaffairs/current\\_students/](http://www.sjsu.edu/studentaffairs/current_students/)

sjsucares/

\*Kindness, patience and flexibility continue to be the attributes we need the most during this time. Our Spartan family remains strong, and we will continue to look out for one another.

### Emergency phone numbers

Emergency: 911; Escort Service: 42222

### Local and Online Resources

Websites of Local Museums and Galleries:

San Jose Museum of Art: <http://www.simusart.org>

San Jose Institute for Contemporary Art: <http://www.sjica.org>

MACLA: Movimiento de Arte y Cultura Latino Americana: <https://maclaarte.org/>

De Saisset Museum (Santa Clara University Campus): <http://www.scu.edu/desaisset>

Triton Museum: <http://www.tritonmuseum.org>

Cantor Arts Center - Stanford University Art Events: <http://museum.stanford.edu/>

SF Camerawork: <http://www.sfcamerawork.org/>

Minnesota Street Project: [www.minnesotastreetproject.com](http://www.minnesotastreetproject.com)

Carmel's Center for Photographic Art: <http://www.photography.org>

San Francisco Museum of Modern Art: <http://www.sfmoma.org>

Yerba Buena Center for the Arts: <https://ybca.org/>

Pier 24: [www.pier24.org](http://www.pier24.org)

Fine Art Museums of San Francisco: [www.famsf.org](http://www.famsf.org)

## Art 1-02 (29007) Professional Preparation in Art – Spring 2021 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	Thurs 1/28	Welcome to Art 1 Intros and Syllabus What does it mean to be an artist?
2	Thurs 2/4	<b>Getting Down to Business</b> Intro to Assignment 1 - BA/BFA Forms Assignment (G.E. & Major Forms) <i>Guest Speakers: Daphne Purisima, Depart Admin Analyst and Bill Alley, Admin Support Coordinator, Art &amp; Art History</i>
3	Thurs 2/11	<b>General Education Checklist</b> <i>Guest speaker: Stephanie Garcia, Academic Advisor, H&amp;A Success Center</i>
4	Thurs 2/18	<b>Arts Advocacy and Social Practice</b> <b>DUE: G.E. Checklist due to H&amp;A Success Center</b> <b>DUE: Meet with your Major Advisor before March 18</b> <i>Artist Talk: Jonathan Fung, Interdisciplinary artist &amp; social activist</i>

Week	Date	Topics, Readings, Assignments, Deadlines
5	Thurs 2/25	<b>Exhibition &amp; Galleries</b> Creating your own exhibition Juried Shows <b>DUE: Final 3 weeks to get Major Form completed, reviewed and signed by Bill Alley through email</b> <i>Artist Talk: Cynthia Cao, Gallery Coordinator</i>
6	Thurs 3/4	<b>Building Your Vision &amp; Accomplishing Goals</b> Preparing your portfolio <i>Artist Talk</i>
7	Thurs 3/11	<b>Promoting Your Work</b> <i>Artist Talk</i>
8	Thurs 3/18	<b>Artist Statement</b> <b>Assignment 1 DUE: Email Major Advising Form to Bill Alley to signoff form</b> What is an Artist Statement?
9	Thurs 3/25	<b>Developing Your Artist Statement</b>
		<b>Spring Break (March 29 to April 2) – No Classes!</b>
10	Thurs 4/8	<b>Workshop Artist Statement</b>
11	Thurs 4/15	<b>Pitch</b> <b>Assignment 2 DUE: Final Artist Statement – upload to Canvas</b> <b>DUE: Present art piece using a pitch (condensed artist statement)</b>
12	Thurs 4/22	<b>The Cover Letter</b> Learn how to write a professional cover letter & research 3 internships
13	Thurs 4/29	<b>Workshop Cover Letter</b> <b>DUE: Rough draft cover letter to present to class</b>
14	Thurs 5/6	<b>Assignment 3 DUE: Internship Cover Letter – upload to Canvas</b> <i>Artist Talk</i>
15	Thurs 5/13	<b>What Does It Take to Make It?</b> Commitment, professionalism, resilience, perseverance, networking, talent
<b>Final Exam</b>	<b>Thurs, 5/20 7:45–10pm</b>	<b>Assignment 4 DUE: “What does it mean to be an artist?”</b> <i>Please note that the time is different from our regular meeting time - plan ahead to attend.</i> <b>Celebrate Class Accomplishments!</b>