

**San José State University**  
**Department of Design**  
**DSGN 100W, Writing Workshop: Design**  
**Section 02, SPRING 2022**

<b>Instructor:</b>	Au-Co Tran
<b>Telephone:</b>	Message me through Canvas
<b>Email:</b>	<a href="mailto:au-co.tran@sjsu.edu">au-co.tran@sjsu.edu</a> , but message me through Canvas or Discord. Emails may get buried under other emails. Canvas just for students.
<b>Class Days, Time, &amp; Location</b>	T/Th 9AM - 10:15AM, Engineering Building 403 Zoom info can be found on Canvas
<b>Office Hours (on Zoom only):</b>	M/W 1pm - 2pm & by appointment (virtual meetings only, Zoom info on Canvas) <b>Note:</b> the responsibility to reach out when you need help or don't understand something is <b>on you</b> . Therefore, you are encouraged to come to office hours if you need clarification or extra help. Even in an in-person class setting, I wouldn't be able to read your mind to know when you need help.
<b>Prerequisite:</b>	Completion of GE Core, English 1A and 1B with a C or better, Writing Skills test, upper division standing (60 units)
<b>GE/SJSU Studies Category</b>	Z ( <b>Note: Students must receive a C or higher to pass the course</b> )

This syllabus is a live document, so if you download or print it out, make sure to check back with this link often in case there are any changes.

## Table of Contents:

- [Course Description & Goals](#)
- [Required Materials](#)
- [Canvas and Contacting me](#)
- [Course Format & Point Breakdown](#)
- [Assignments Summary](#)
- [Grading Policy](#)
- [General Course Protocol](#)
- [Course Schedule](#)

## Course Description

As of January 15, this course will be remote until February 14th. In-person or online, you will be expected to show up to every class meeting and participate. All Zoom information can be found clearly labeled on Canvas. If I make any changes, you will receive ample notice. These synchronous Zoom days should be treated as an in-person class; that means I will take attendance and assignment prompts given "in class" cannot be made up. It is your responsibility to ask your classmates for extra notes.

**WEEKLY SCHEDULE:** I will post all relevant information--deadline reminders, articles, Google docs, notes--for the week on Sunday evenings. It is your responsibility to check those Sunday announcements for that week before asking me any questions; most likely, the answer could be found there.

## DSGN 100W Course Description

Writing Workshop: Design is an upper division writing course that focuses on the types of writing relevant to designers and other visual arts professionals. Our goal is to develop proficiency in the research, reading, and writing strategies you will find useful in your career. We will emphasize the writing process including revising, editing, and proofreading. You can expect a wide range of activities including analyzing your own writing, evaluating peer and professional writing, understanding the importance of drafting, editing, and organizing, improving your awareness and attaining mastery of different writing styles for both professional and general audiences and exploring the relationship between seeing and writing.

### **The Golden Rule**

Writing can be an extraordinarily vulnerable exercise. Compassion is one of the most important aspects of a writing workshop. This class is a safe space to experiment with voice, style, and subject matter. We are here to support each other's writing journeys and help build each other's confidence as well as reach their writing goals. Be respectful of each other in your critiques and be respectful of yourself.

## Course Goals

From the SJSU General Education Guidelines. Students shall write complete essays that demonstrate college-level (professional) proficiency. Students shall be able to:

1. refine the competencies established in Written Communication 1A and 1B.
2. express (explain, analyze, develop, and criticize) ideas effectively including ideas encountered in multiple readings and expressed in different forms of discourse.
3. organize and develop essays and documents for both professional and general audiences, including appropriate editorial standards for citing primary and secondary sources.

### **Course Learning Outcomes (CLO)**

Every course is designed to fulfill specific learning outcomes. When you complete Writing Workshop: Design successfully you should have mastered the following student learning outcomes:

**CLO1** Write with an understanding of the connection of writing to your creative process, critical thinking and design thinking.

**CLO2** Write correctly, clearly and concisely.

**CLO3** Develop a concept or thesis and advocate for it with a well structured, well reasoned argument.

**CLO4** Organize and develop different types of design writing such as descriptions, critiques, reviews, persuasive arguments and professional documents.

**CLO5** Proofread, comment and critique the writing of others.

**CLO6** Understand and be comfortable with the dynamics of collaborative writing as a part of design thinking.

**CLO7** Find and develop your own unique voice.

## Required Materials

- No textbook required; all reading material can be found on Canvas.
- You are required to have an electronic device (laptop, desktop, tablet) with a camera and built-in microphone. SJSU has a free [equipment loan](#) program available for students.
- Internet access: you're responsible for ensuring that you have access to reliable wi-fi for this class. If you're unable to access reliable wi-fi, you must let me know as soon as possible. See [Learn Anywhere](#) website for wi-fi options on campus.
- The Canvas app on your phone: all announcements, grades, assignments will be posted on Canvas. For example, if I change a deadline for an assignment, you'd want to know and the only way you can be sure you'd find out will be through a Canvas notification on your phone.
- Zoom: most of our meetings will take place on Zoom.

### **Library Liaison**

Gareth Scott, Art Librarian for Design Department

Email: [gareth.scott@sjsu.edu](mailto:gareth.scott@sjsu.edu) APhone: 408.808-2094

# Canvas and Contacting Me

Canvas will be the most important tool for this course. All your course materials such as syllabus, handouts, notes, assignment instructions, etc. can be found on the course Canvas page. You are responsible for regularly checking with the messaging and announcement system through MySJSU and Canvas to learn of any updates. (I highly encourage you to download the Canvas Student app and turn on notifications so you don't miss updates.)

Please familiarize yourself with the system so that you can turn in assignments on time. "I didn't see that assignment," "I don't know how it works," and, "It was only one minute late and it wouldn't let me submit the assignment!" are not acceptable excuses.

**Contacting me:** Contact me through Canvas. Ask questions well ahead of when you would like a response (24-48 hours before), and keep in mind that 1) I will not see your desperate 2:00 am message, and 2) I am generally unavailable over the weekends except to post updates. Additionally, remember that I am your instructor, not your Facebook friend, so your language should be appropriate and professional.

Messages regarding missed class work and lectures with the question "Did I (will I) miss anything important?" will not be answered. It is your responsibility to ask classmates, show up to office hours, use Discord/Canvas to find out what you missed.

## Course Format, Requirements and Assignments

UNIT	PROJECT NAME	CLO	WORD COUNT	POINTS
1	SPP REVIEW	1, 2, 3, 6, 7	1000	100
	SELF-EVALUATION	1, 2, 6, 7	500	5
2	RESUME/COVER LETTER & INTERVIEW	1, 2, 4, 5, 6, 7	2000	150
	SELF-EVALUATION	1, 2, 6, 7	500	5
3	MANIFESTO	1, 2, 3, 4, 5, 6, 7	1000	125
	SELF-EVALUATION	1, 2, 6, 7	500	5
1-3	PEER REVIEWS & ROUGH DRAFTS	1, 5, 6	500	20
1-3	SYLLABUS CONTRACT & WEEKLY WARM-UPS	5, 6, 7	1000	25
1-3	ACTIVITIES	1, 2, 3, 4, 5, 6, 7	1000	35
1-3	CLASS PARTICIPATION	4, 5, 6	///	15
2-3	CONFERENCES	6, 7	///	10
Total	///	///	8000	495

## Assignments

Course instruction includes reflective writing, reading discussions, peer review, group work and presentations during class meeting times. You will be assigned weekly assignments to do outside of class (3-6 hours per week) that includes reading, writing, research and layout projects.

**Assignment Format:** All assignments should be typed in 12-point font, one-inch margins, in Times New Roman font, and MLA format. Improperly formatted papers will lose points.

**Formatting Resource:** Owl Purdue Online Writing Lab  
(<https://owl.english.purdue.edu/owl/resource/747/01/>)

## Major Assignments

1. **Review Assignment:** You will produce a review for something that is related to your discipline. (An animated film, a logo, a product, etc.)
  - a. *Project objective:* You must show why your opinion is valid through well-researched evidence, specific examples, and design knowledge
2. **Resume, Cover Letter, & Interview Assignment:** You will be turning in an updated resume and cover letter for an actual job posting. Additionally, you will be answering common interview questions.
  - a. *Project objective:* You must show an ability to talk about your skills and experiences in a way that exemplifies why you are the most qualified candidate for the position
3. **Manifesto:** This project will be a culmination of all your earlier projects, in this class or otherwise, arranged in the form of a website. Ideally, you could use this website as a jumping off point for your professional portfolio or use the assignment as an opportunity to further develop your existing portfolio.
  - a. *Project objective:* You must demonstrate an ability to explain your work by breaking down your creative thought process, and personal design priorities
  - b. **Final Exam:** There will be no final exam in this course. This project will serve as your final.

**Note on word count requirement:** Specified word count requirements are final. I give you a leeway of 100 words above or below. More than that and you will lose points.

## Minor Assignments

**Weekly Warm-Ups\*:** You will have daily warm-ups to help you prepare for the day's discussion. Your responses to these assignments are meant to help you brainstorm and build up for the unit's project. You are given time in class to complete the assignment and will have until 11:59pm of that day to complete it. Any later will not be accepted.

**Activities:** Activities will be done during our class sessions, most often in groups with classmates

**Peer Review:** For your first two projects, you will be given time to read your peers' work, as well as have them read yours. If you have not submitted your rough draft by the start of the Peer Review day, **that is a zero**. If you do not show up to the meeting on the day of the Peer Review, **that is also a zero**.

**Rough Drafts:** I *do not* read your rough drafts. That's what your peer reviews are for. If you want me to look at your rough draft. Make an appointment to discuss your draft with me at least two weeks before the final deadline. The draft you sent me should be complete. And you must include specific questions you want me to take a look at. Otherwise, if you do not need me to look at your rough draft or have general questions/confusion about the project, you can drop by my office hours at any time or make an appointment with me.

**Participation\*\*:** You will be expected to contribute to the class discussion at least twice during the week. This includes answering Qs or asking Qs of your own. This will count as your participation. I will be keeping a record of this.

**Conferences:** This is an opportunity for me to check in on your progress for that project and for you to ask me any questions you may have.

*No extra credit will be offered in this class.*

\* Late work for Weekly Warm-ups and Activities will not be accepted.

\*\* Participation only counts when you speak up during the class discussions. I cannot give you participation points for “paying attention,” “trying hard,” or speaking up during your group meetings because I cannot monitor those things for every individual in the class. Therefore, you can do all of the above listed and still get low participation points if you do not speak up during the class discussions.

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.

## Grading Policy

**For essays:** I generally read assignments by looking at three things: Content (thesis, specific evidence, support, etc), Organization (how your ideas are arranged, clear intro?, clear conclusion?), and Language. **For each assignment, you will get a rubric specific to that assignment.**

- An “A” essay is organized and well-developed, demonstrating a clear understanding and fulfillment of the assignment, written in a unique and compelling voice. It will show the student’s ability to use language effectively with a solid command of grammar, mechanics, and usage.
- A “B” essay demonstrates competence in the same categories as an “A” essay, but it may show slight weakness in one of these areas. It will respond to the topic suitably and may contain some grammatical, mechanical or usage errors.
- A “C” essay will complete the requirements of the assignment, but it will show weaknesses in fundamentals, such as development. It may show weakness in mastery of grammar, mechanics, usage, or voice.
- A “D” essay will neglect to meet all the requirements of the assignment or may be superficial in its treatment of the topic. It may lack development or fail to stay on topic. It may contain grammatical, mechanical, and/or usage errors that interfere with reader comprehension.
- An “F” essay does not fulfill the requirements of the assignment.

A (92-100);  
A- (90-91);  
B+ (88-89);  
B (82-87);

B- (80-81);  
C+ (78-79);  
C (70-77);  
C- (70-71);

D+ (68-69);  
D (62-67);  
D- (60-61);  
F (<60)

- **I use conventional rounding methods when determining percentages.** 0.1 to 0.4 means I round down. 0.5 to 0.9 means I round up.
- **I do not round up whole percentages.** For example, if your total percentage at the end of the semester is 89.2%, that rounds down to 89%, which is a B+. The grade you received should be the grade you earned (barring any calculation errors). Do not message me at the end of the semester to ask me to round up to an A-. The answer will be no. Do not do this especially when you open your request with, “I know you said on the syllabus that...” You already know the answer since you’ve read the syllabus.
- **Attendance grade.** Canvas will show your grade for attendance. Disregard that. It’s not included in your overall grade.
- **Your grade on Canvas is not accurate.** It will always show your grade being a bit higher than it actually is. The grade I will send out at the end of the semester is the most accurate grade.
- **You have two weeks from the date the grade is posted to make an appointment with me to ask about it.** (Canvas always notifies you when your grades are posted, along with any

comments. That's why you should have the Canvas app on your phone.) Any later, and it's too late. Do not ask me at the end of the semester about an assignment from the beginning of the semester. Exceptions for this will be for your final project and final scores because I have about two weeks after the final meeting to get your grades in. So for that, you have **one week** to ask me.

- **Keep in mind, you need a C or higher to pass this class.** Any lower and you have to retake it. If you are a senior, this will affect your graduation plans.

## Course Protocol

**Note:** If there's anything that 2020 has taught us so far, it's that life happens. You are in college, so your academics should take priority. However, I understand that sometimes putting your studies first can be nearly impossible. Therefore, for larger assignments, I will work with you as the problems arise to help you keep up, but I will not excuse you from those assignments.

All lectures and course materials distributed in this course (including slides, presentations, tests, outlines, handouts, and similar materials) are protected by copyright law (Title 17, U.S. Code). *I am the exclusive owner of copyright in all materials created for the purpose of this class.* For students enrolled in this course, I encourage you to take notes and make use of course materials for **your own educational purposes**, provided that you (1) do not modify it, (2) use it only for the duration of this course, and (3) do not, nor knowingly allow others, to copy, reproduce, re-publish, upload, post, share, or distribute lecture notes or course materials in any way **without my expressed written consent**. **This includes providing materials to commercial material suppliers such as CourseHero and other similar services.**

**Submissions:** **I will only accept submissions on Canvas.** No email. No sharing via Google. If I do not receive a submission from you on Canvas before the deadline, **that is a zero**. It is your responsibility to make sure your submission went through. (If you are unsure whether or not your submission went through, you can leave a comment with your submission and I will check.)

Keep in mind, it is not my responsibility to seek you out and remind you to submit on Canvas.

Excuses like "I wrote my response in my notebook but I forgot to type it up and submit it on Canvas" or sending me your Google doc history will not be acceptable excuses. **So, once again: if I do not have a submission from you ON CANVAS, that is a zero.**

**Late Policy:** All assignments are due at 11:59 p.m. on the day of the deadline, unless stated otherwise. Late weekly Warm-ups and Activities will not be accepted. Late work for Peer Review will be accessed case by case. If you are not present for a presentation, that is a zero. For major assignments, you will lose 10 points from your overall grade every day it is late for two days. After that, it is a zero. *Requests for extensions will be treated case-by-case.*

**Presentations:** You always know in advance when you are expected to have a presentation/interview. If you ask to switch within two days of your assigned presentation day, that is an automatic 50% off of your grade for that portion.

**Participation:** *What qualifies as participation:* showing up to our meetings; asking good questions; listening carefully and courteously to both me—your instructor—and your fellow classmates; having something to contribute to the class discussions about assigned texts; sharing the floor; coming prepared with required materials and assignments.

**Attendance:** You are expected to show up every day we have a meeting and participate. Any assignments/activities given during those meetings cannot be made up if you miss the meeting. If you know you will miss a class ahead of time) it is your responsibility to contact a classmate for notes,

assignments, etc. Do not contact me and ask what you missed—the full list of readings is available to you in this syllabus and on Canvas.

**Masks:** As per the [SJSU mask mandate](#), we are required to wear masks when we are meeting in person. I'll make sure to try and keep the doors/windows open in our room if possible for air circulation.

**Consideration:** We may discuss some topics and view some material which may be considered controversial. Remember that this classroom is a safe place to explore ideas, and make sure that you, personally, are doing your part to make sure that the classroom continues to be a safe place where we respect each other. When reviewing other students' work or responding to other students' comments, remember that your purpose here is to help fellow classmates become better writers (and to let them help you!). Do not take cheap shots at anyone in class.

**Accommodations/Assistive Tech:** If you need any special accommodations or assistance in technology due to a disability, you should contact the Accessible Education Center (AEC), and me.

### Zoom Policies:

University policy ([S12-7](#)) requires consent from all individuals who appear in a class recording. If you do not wish to be identified in a class recording, you are permitted to turn off identifying info, like name and picture, prior to recording. I most likely will not record Zoom meetings when we have them. Any recordings that I do have will be deleted at the end of the semester.

Some recordings may be uploaded onto Canvas for study purposes. Please do not download the recordings. You cannot share class recordings with someone who isn't enrolled in the class or without permission. These recordings are protected by the instructor's copyright.

**Accommodations/Assistive Tech:** If you need any special accommodations or assistance in technology due to a disability, you should contact the Accessible Education Center (AEC), and me.

**Zoom Classroom Etiquette:** Have your video turn on when possible. Mute when you're not talking. Dress appropriately. Be mindful of your background. You can use the graphic option on Zoom, but if you're not, make sure it's an appropriate setting. Do your tech support before we start. Don't do other private things while in a meeting. Stay focused. You shouldn't be doing other stuff while in a Zoom meeting for our class.

### University Policies

University Policies Per University [Policy S16-9](#), university-wide policy information relevant to all courses, such as academic integrity, accommodations, etc. will be available on Office of Graduate and Undergraduate Programs (<http://www.sjsu.edu/gup/syllabusinfo/>.)

**Please refer to the Syllabus Contract once you are done reading through this.**

## Course Schedule

**Note:** The schedule is subject to change with fair notice in class or via Canvas.

All assignments are due on Canvas by 11:59 on the due date. **NO SUBMISSION = ZERO**

WEEK	DATE	TUESDAY	DATE	THURSDAY	UNIT
0			1/27	<ul style="list-style-type: none"> <li><b>ZOOM MEETING</b></li> <li>Introduction: Getting to know you</li> <li>Syllabus</li> <li>Contract &amp; Writing Questionnaire</li> </ul>	
1	2/1	<ul style="list-style-type: none"> <li><b>ZOOM MEETING</b></li> </ul>	2/3	<ul style="list-style-type: none"> <li><b>ZOOM MEETING</b></li> </ul>	

		<ul style="list-style-type: none"> <li>Introduce <b>SPP Review Project Prompt</b></li> <li>Read Week 1 Bulletin</li> </ul>			1
2	2/8	<ul style="list-style-type: none"> <li><b>2/7 LAST DAY TO DROP WITHOUT A W</b></li> <li>Read Week 2 Bulletin</li> </ul>	2/10	<ul style="list-style-type: none"> <li><b>ZOOM MEETING</b></li> <li><b>DUE 2/9 (the night before): SPP REVIEW ROUGH DRAFT</b></li> <li>Peer Review</li> </ul>	
3	2/15	<ul style="list-style-type: none"> <li>Read Week 3 Bulletin</li> </ul>	2/17	<ul style="list-style-type: none"> <li><b>DUE: FINAL SPP REVIEW</b> <ul style="list-style-type: none"> <li><b>SELF-EVALUATION</b></li> </ul> </li> </ul>	
4	2/22	<ul style="list-style-type: none"> <li>Introduce <b>Cover Letter/Resume &amp; Interview Prompt</b></li> <li>Read Week 4 Bulletin</li> </ul>	2/24	<ul style="list-style-type: none"> <li>In Class Discussion</li> </ul>	2
5	3/1	<ul style="list-style-type: none"> <li>Read Week 5 Bulletin</li> </ul>	3/3	<ul style="list-style-type: none"> <li>In Class Discussion</li> </ul>	
6	3/8	<ul style="list-style-type: none"> <li>Read Week 6 Bulletin</li> </ul>	3/10	<ul style="list-style-type: none"> <li>In Class Discussion</li> </ul>	
7	3/15	<ul style="list-style-type: none"> <li>Read Week 7 Bulletin</li> <li><b>CONFERENCES DAY 1</b></li> </ul>	3/17	<ul style="list-style-type: none"> <li>In Class Discussion</li> <li><b>CONFERENCES DAY 2</b></li> </ul>	
8	3/22	<ul style="list-style-type: none"> <li>Read Week 8 Bulletin</li> <li><b>DUE 3/21 (the night before): INTERVIEW WRITE UPS</b></li> </ul>	3/24	<ul style="list-style-type: none"> <li><b>DUE 3/23 (the night before): CL/R ROUGH DRAFT</b></li> <li>Peer Review</li> </ul>	
9	3/28 - 4/1	<b>SPRING BREAK</b>			
10	4/5	<ul style="list-style-type: none"> <li><b>MOCK INTERVIEW GROUP #1</b></li> <li>Read Week 10 Bulletin</li> </ul>	4/7	<ul style="list-style-type: none"> <li><b>MOCK INTERVIEW GROUP #2</b></li> <li><b>DUE: CL/R FINAL</b> <ul style="list-style-type: none"> <li><b>CL/R/INTERVIEW SELF-EVALUATION</b></li> </ul> </li> </ul>	
11	4/12	<ul style="list-style-type: none"> <li>Introduce <b>Manifesto Prompt</b></li> <li>Read Week 11 Bulletin</li> </ul>	4/14	<ul style="list-style-type: none"> <li>In Class Discussion</li> </ul>	3
12	4/19	<ul style="list-style-type: none"> <li>Read Week 12 Bulletin</li> </ul>	4/20	<ul style="list-style-type: none"> <li>In Class Discussion</li> </ul>	
13	4/26	<ul style="list-style-type: none"> <li>Read Week 13 Bulletin</li> <li><b>CONFERENCES DAY 1</b></li> </ul>	4/28	<ul style="list-style-type: none"> <li><b>CONFERENCES DAY 2</b></li> </ul>	
14	5/3	<ul style="list-style-type: none"> <li>Read Week 14 Bulletin</li> </ul>	5/5	<ul style="list-style-type: none"> <li>In Class Discussion</li> </ul>	
15	5/10	<ul style="list-style-type: none"> <li><b>MANIFESTO PRESENTATIONS GROUP #1</b></li> </ul>	5/12	<ul style="list-style-type: none"> <li><b>MANIFESTO PRESENTATIONS GROUP #2</b></li> <li><b>WEBSITE LINK DUE ON CANVAS</b></li> </ul>	
16	5/18	<ul style="list-style-type: none"> <li><b>DUE: MANIFESTO SELF-EVALUATION</b></li> <li>(We don't meet this day)</li> </ul>			