

Professional Preparation in Art

ART 1

Spring 2026 Section 80 Fully Online 1 Unit(s) 01/22/2026 to 05/11/2026 Modified 01/18/2026

Course Description and Requisites

Introduction to skills and documents needed in preparation for professional careers in the arts; orientation to SJSU. Intended for BA/BFA ART majors and minors.

CR/NC/I Undergraduate

* Classroom Protocols

Students are required to turn-on their computer camera or webcam during class lectures & breakout groups, and unmute audio when asked to speak in order to pass Art 1. You can blur your background or use a screenshot to disguise your location.

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, breakout rooms, 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. If you miss class, it is your responsibility to contact me.*

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.

AI Policy Summary for Art 1

- 1. Prohibition of AI Usage:** Students are not allowed to use AI tools, including language generation models like ChatGPT, to create any substantial part of their assignments.
- 2. Individual Responsibility:** All work must be original, reflecting the student's own effort, research, and creativity. Collaboration is permitted within instructor guidelines, but AI-generated content is not

allowed.

3. **Clarification of Terms:** "Substantive portion" includes significant contributions such as written content, ideas, analysis, and research findings.
4. **Consequences of Violation:** Violators face disciplinary action per San Jose State University's academic integrity policy, including failing grades, course failure, or expulsion.
5. **Educational Support:** Students are encouraged to seek help from the instructor or support services, but submitted work must be their own.
6. **Declaration of Compliance:** By enrolling, students agree to adhere to this policy, with any queries directed to the instructor.

This policy aims to maintain academic integrity, promote originality and critical thinking, and ensure fairness among all students.

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.

Packback Assignment **(Can only be done during class time & cannot be made up!)**

Participation is a requirement for this course, and the Packback Questions platform will be used for online discussion about class topics. Packback Questions is an online community where you can be fearlessly curious and ask open-ended questions to build on top of what we are covering in class and relate topics to real-world applications.

Packback Requirements **(In-class Participation Only)**

You must participate in a minimum of 70% of all Packback in-class weekly assignments earning a maximum of 10 points per week to pass Art 1.

There will be a weekly Tuesday, 8:00PM PST deadline for submissions. To receive full credit, you should submit the following per each deadline period:

- 2 Responses every week, worth 6.67pts of each assignment grade (one response should be to the professor's question and the other response should be to a peers' question)
- 1 open-ended Question every week, worth 3.33pts of each assignment grade

Students must complete ALL Assignments and participate in at least 70% of all in-class activities, (including answering the weekly Packback participation assignment) to pass Art 1. Students are required to turn-on their computer camera or webcam during class lectures & breakout groups and unmute audio when asked to speak. Failure to comply will result in a No Credit for Art 1 unless a special accommodation is provided from the Accessible Education Center (AEC).

How to Register on Packback:

Note: Only access Packback through Canvas to ensure your grades sync properly.

1. Click the Packback tool link on the left side of your course Canvas page.
2. Follow the instructions on your screen to finish your registration.

How to Get Help from the Packback Team:

If you have any questions or concerns about Packback throughout the semester, please read their FAQ at help.packback.co. If you need more help, contact their customer support team directly at help@packback.co.

For a brief introduction to Packback Questions and why we are using it in class, watch this video:

<https://www.youtube.com/watch?v=OV7QmikrD68>

To enhance your learning experience and provide affordable access to the right course material, this course is part of an inclusive access model called First Day™. You can easily access the required materials for this course at a discounted price, and benefit from single sign-on access with no codes required in Canvas.

San Jose State University will bill you at the discounted price as a course charge for this course.

It is NOT recommended that you Opt-Out, as these materials are required to complete the course. You can choose to Opt-Out on the first day of class, but you will be responsible for purchasing your course materials at the full retail price and access to your materials may be suspended.

For more information and FAQs go to customercare.bncollege.com.

Student Tutorial Videos

Accessing Your eTextbook: <https://vimeo.com/304674236>

Other Features on the Course Materials page: <https://vimeo.com/304675344>

Customer Care Contact Information

Customer Care is available 24/7 to help students with questions about accessing their course material, using their eTextbook, or opting out or in to the First Day program.

Link to Customer Care website: customercare.bncollege.com

FAQs and Tutorial Videos for the First Day Program: <https://tinyurl.com/firstdayfaq>

Open a ticket Online for the Customer Care team: <https://tinyurl.com/customercarerequest>

Email the Customer Care team: bookstorecustomercare@bncollege.com

Call the Customer Care team: 1-844-9-EBOOKS (1-844-932-6657)

"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."

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/ascsc/> 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-studymeting-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: <https://www.sjsu.edu/art/resources/advising.php> or the Art & Art History department office in ART 116, 408-924-4320, 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>

The Accessible Education Center (AEC) is the primary resource for students who may need accommodation. The AEC redefines ability at SJSU by providing comprehensive services in support of students' educational development and success. Students with disabilities can register with the AEC to request accommodations that eliminate and/or reduce disability-related barriers in the environment and curriculum.

Web: <https://www.sjsu.edu/aec/>

Email: aec-info@sjsu.edu (preferred)

Phone: 408-924-6000

In person: ADM Room 110

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/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.

Building Access

As a reminder, all buildings on campus are locked and require your Tower ID card to access buildings on campus. If you do not have a Tower ID card, please contact the [Tower ID card office](#). If your Tower ID card is malfunctioning, please contact the [FD&O Customer Service Center](#).

Emergency phone numbers

Emergency: 911; Escort Service: 42222

Program Information

Department Name: Art and Art History
Department Office: ART 116
Department Website: www.sjsu.edu/art
Department Email: art@sjsu.edu
Department phone number: 408-924-4325

Course Goals

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 and unmute audio when asked to speak during all class lectures and breakout groups. Failure to comply will result in a no credit for Art 1.*

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](http://my.sjsu.edu) 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 (CLOs)

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 in person, online, and to a variety of audiences, by developing written documents about themselves, some of which can also be delivered orally, spontaneously (as introductions and pitches), artist statement, cover letter, formal discussion of work, and BFA program application.

CLO 3: Prepare for future careers in creative fields through a self-assessment, using essential documents and plans which demonstrate experience in communication, collaboration, networking, resilience, solicitation of funds/support, and an awareness of the workings of the contemporary art world.

Course Materials

Required Text

Packback is required. 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.

Liaison Librarian for the Department of Art, Art History: [Michael Aguilar](#), MLIS

User Engagement & Insights Librarian

Dr. Martin Luther King Jr. Library

San José State University

michael.aguilar@sjsu.edu

To Schedule class visits to view archival materials from Special Collections & Archives: [Kate Steffens](#), MLIS – (she/her/hers)

Special Collections Librarian

Dr. Martin Luther King Jr. Library

San José State University

kate.steffens@sjsu.edu

Websites of Local Museums and Galleries

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

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

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

Minnesota Street Project: 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

Fine Art Museums of San Francisco: www.famsf.org

Course Requirements and Assignments

1. **BA/BFA Semester Plan (CLO 1):** The purpose of this assignment is to guide you to plan out each semester leading to graduation. Also, to encourage you to regularly meet with your Major Advisor and consider the range of courses, resources, and facilities in the Art Department to help you graduate successfully.
2. **Personal Artist Presentation (CLO 2, 3):** Give a 1-2 minute presentation on your work of art. This assignment will help you lay groundwork for your portfolio, practice professional writing and public speaking skills. **You must turn on your camera and audio to give your presentation.**
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 cover 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 if applicable.
4. **Final Exam Writing Assignment (CLO 2):** Students will write a short personal paper expressing their passion and interest in art. **The Final Examination is schedule for Thursday, May 14 at 7:45-9:45PM.**
5. **Class Participation (CLO2):** Art 1 is a fast paced class of 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. **Students are required to turn-on their computer camera or webcam during class lectures & breakout groups and unmute audio when asked to speak.** Failure to comply will result in a no credit for Art 1 unless a special accommodation is provided from the Accessible Education Center (AEC).

Grading Information

Grading Information

This course is a credit/no credit class. You must complete all assignments on time and participate in at least 70% of all in-class activities, including answering the weekly participation assignment posted on Packback 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.

Letter Grade	Grade Point	Percentage
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 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.

University Policies

Per [University Policy S16-9 \(PDF\)](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), 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 the [Syllabus Information](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>) web page. Make sure to visit this page to review and be aware of these university policies and resources.

Course Schedule

Week	Date	Topics, Readings, Assignments, Deadlines
1	Thurs, 1/22	Welcome to Art 1 Review Syllabus Read about Packback in the syllabus Intro Assignment 1 - Semester Plan Assignment
2	Thurs, 1/29	Vision Creating Inspiration
3	Thurs, 2/5	Getting Down to Business Work on Assignment 1 - Semester Plan
4	Thurs, 2/12	Building Your Vision Through Goal Setting Start Packback In-Class Participation Assignment
5	Thurs, 2/19	Art Practice + Art Process Assignment 1 Part 1 DUE <i>Submit the following through the Google Form on the Assign 1 sheet:</i> 1. MyProgress PDF 2. MyPlanner PDF <i>Submit the following to Canvas:</i> 1. A screenshot of your plan for the next semester from the My Planner Report 2. The submission confirmation code you receive after you submit MyProgress & MyPlanner. Type the confirmation code in the comments section on Canvas.

Week	Date	Topics, Readings, Assignments, Deadlines
6	Thurs, 2/26	<p>Exhibition & Galleries</p> <p>Creating your own exhibition</p> <p><i>Guest Speaker: Ashley Elieff, Technical Gallery Coordinator</i></p>
7	Thurs, 3/5	<p>Promoting Your Work</p> <p>Assignment 1 Part 2 DUE: Peer Review</p>
8	Thurs, 3/12	<p>Meeting With Your Major Art Advisor (during class time)</p> <p>Assignment 1 Part 3 DUE</p> <p><i>No Packback Assignment</i></p>
9	Thurs, 3/19	<p>Artist Statement</p> <p>What is an Artist Statement?</p> <p>Introduce Assignment 2 - Personal Artist Presentation</p>
10	Thurs, 3/26	<p>Workshop Artist Statement</p> <p>DUE: Bring 1 page rough draft artist statement to class with art image(s)</p>
11	Thurs, 4/2	<p>No Class - Spring Break!</p> <p>March 30 - April 3</p>
12	Thurs, 4/9	<p>Personal Artist Presentation</p> <p>Assignment 2 DUE: Personal Artist Presentation</p>
13	Thurs, 4/16	<p>Internship Cover Letter</p> <p>Learn how to write a professional cover letter</p>
14	Thurs, 4/23	<p>Research Day</p> <p>Research art internships and develop a cover letter</p>

Week	Date	Topics, Readings, Assignments, Deadlines
15	Thurs, 4/30	Workshop Cover Letter DUE: Bring rough draft cover letter to class to share
16	Thurs, 5/7	Create a Framework for Assignment 4: Final Paper Assignment 3 DUE: Internship Cover Letter
17	Thurs, 5/14	Assignment 4 DUE: "What does it mean for [Me] to be an artist" - upload to Canvas before 9:45PM
Final Exam	7:45–9:45PM	<i>No in person class meeting!</i>