

ARE 6933, Special Topics: Writing In & For Art Education

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Course Description:

Writing for Art Education requires a balance of philosophical and practical content with aesthetic style. Authors must consider multiple audiences who may have very different goals and varying needs and uses for information on art, education, and art education. In this class you will not only learn how to generate, develop, organize, and present ideas and emerging theories, but also how to write effectively, on your own and in collaboration with your classmates.

This course is designed to help students who need some extra help with basic writing skills as well as those who want to attempt writing for publication. Regardless of your personal goals, it is often said that *to be a great writer you must be a great reader*. To that point, we will practice actively reading and analyzing content by published authors and talk as a group about what makes good writing good.

In our writing activities we will focus primarily on the composition and design of larger-scale objectives such as capstone papers, grant applications, and formal program assessments as well as shorter-form documents such as letters to parents and community stakeholders, conference proposals, website content, and posts for social media. Throughout the course, we will practice conducting peer- and self-assessment of work in progress to give students tools to use moving forward in their UF studies and beyond.

Course Objectives:

The primary objective of this class is to enhance your ability to write, revise, and edit professional writing in art education. Towards that end, you will:

- Demonstrate forms of effective writing – persuasive (presenting arguments) and expository (analyzing concepts and responding to proposals);
- Practice different writing styles, approaches, and formats aimed at different audiences, purposes, and contexts;
- Hone and demonstrate critical thinking skills;
- Effectively revise and edit your own writing and the writing of others;
- Organize complex arguments in writing, using thesis statements, claims, and evidence;
- Incorporate the ideas of published scholars in your own work
- Produce a scholarly writing style, including clear, coherent, efficient, and well-organized prose as well as logical argumentation

Required Texts & Materials:

American Psychological Association (2020). *Publication Manual of the American Psychological Association* (7th ed). <https://doi.org/10.1037/0000165-000>

Recommended Text:

Birkenstein, C. & Graff, G. (2014). *They Say/I Say: The Moves That Matter in Academic Writing*. W. W. Norton & Company.

Learning Activities:

Students will individually write and revise several short essays, participate in group-writing and peer review exercises, produce a researched a theoretical paper, and prepare a final portfolio of their work.

Participation in the Learning Community

This course consists of assigned activities and independent work. In both cases, you are required to critically respond to and reflect on your learning with your classmates during discussion forums and live meetings.

Professionalism will contribute to your grade in this area. You will be evaluated based on the quality of your engagement in class discussions - asking critically engaging questions, drawing connections between student comments and research you've read, etc. - and project work, as well as your demonstrated interest in learning, preparedness throughout the course, timely completion of all course assignments, dependability, consideration of others, communication with your instructor about any issues that might arise, and contributions to our learning community.

Grading Policy

Final grades will be calculated according to the following criteria:

Late Policy

Work turned in beyond a deadline will lose 10% of its full point value and **MUST** be submitted within one week of deadline for any credit. Students should inform the instructor beforehand, if circumstances prevent work from being turned in on time and reach an agreement in writing for any extensions.

In the compressed course schedule we work with in this program, it is vitally important that you keep up to date with your work. That being said, I understand that things happen that may prevent you from turning your work in on time. In the event that you or a dependent family member suffer an illness or some other extenuating circumstance prevents you from submitting an assignment on time, please let me know and submit the assignment as soon as possible. Please note that late assignments will be graded after I have completed other work for that lesson, and may incur a penalty upon grading.

Incomplete Policy

School policy dictates that an incomplete grade (or "I") should only be given in situations in which a student is in "good standing" in a course, but is unable to complete the course requirements because of mitigating circumstances. In cases where an "I" is given, the student and faculty member must write out a contract that clearly defines what the student must do to remove the "I" grade. If the work is not completed by the end of the next term, and the "I" grade is not changed via a grade-change form, the "I" grade is automatically converted to an "E" grade.

Students considering withdrawal from the course should first consult their instructor, advisor, and the university catalog. Refer to the official UF calendar for the last day to withdraw from a class.

Grading Scale

95-100 A; 92-94 A-; 88-91 B+; 85-87 B; 80-84 B-; 77-79 C+; 74-76 C; 70-73 C-; 67-69 D+; 63-66 D; 60-62 D; 0-59 E.

See <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx> (Links to an external site.) for additional information on UF grading policies. **Please Note:** A grade of C- or below will not count toward major requirements.

Course Policies

Class Participation: Participation is key to successful learning online. Consistent and meaningful participation in class discussions is expected, and that frequency and quality of participation will affect your grade.

Students should plan to login to the course several times throughout the week. On average, you should expect to be on one of the course sites (CANVAS or Zoom) a minimum of six hours per week. Later in the term, once each project gets underway, additional online time is expected. As for time spent on outside study (e.g, reading, writing papers, doing online research and so on), you should expect to spend approximately six to nine hours per week at a minimum (or for some people more).

This course includes both asynchronous and synchronous learning activities. During much of the term, you will engage in the course asynchronously on your own schedule. Three synchronous sessions are planned during the semester on Zoom on CANVAS (refer to the course schedule for these meeting times). During these sessions, instructors will be able to talk with students about the course content in real time, and vice versa. The expectations for each assigned projects will be explained in detail during these sessions, and students will be able to ask questions. During the final synchronous session, students will share and discuss the independent projects they've completed in class. Students unable to attend a live session will be expected to submit a recorded PowerPoint presentation with voiceover describing their projects and will be able to watch a recorded (archived) video of the meeting on the Zoom site.

Academic Honesty: All students are expected to abide by the UF Academic Honesty Policy, which defines an academic honesty offense as "the act of lying, cheating, or stealing academic information so that one gains academic advantage."

While all students are expected to abide by the UF Academic Honesty Policy in its totality, here, your attention is particularly drawn to the issue of plagiarism. In this course, as with all courses in the Online MAAE program, you are expected to take on the rigorous work of conducting scholarly research. You may not submit papers or projects that were created by another person(s). This includes A.I. generated responses. Further, you must **properly cite sources for any material used in completing course assignments (this applies to scholarly and non-scholarly sources)**. A full description of plagiarism can be found on pages 13-14 of the Student Honor Code. Please refer to the UF Student Guide that includes students rights and responsibilities, UF's standard of ethical conduct, honor code and academic guidelines. The Student Honor Code and Student Code of Conduct can be found at: [https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/Links to an external site.](https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/Links%20to%20an%20external%20site)

Submitting work (discussion posts and/or course assignments) that has been plagiarized will result in a failing course grade. All violations to the UF Academic Honesty Policy will be reported to the Dean of Students.

Please note that, throughout this course, you will be offered student examples of properly cited work. This will give you a sense of what is expected regarding citations and APA formatting. Additionally, should you need one-on-one help with citations, your instructor is available.

Late Work Policy: Work turned in beyond a deadline will lose 10% of its full point value and **MUST** be submitted within one week of deadline for any credit. Students should inform the instructor beforehand, if circumstances prevent work from being turned in on time and reach an agreement in writing for any extensions.

Student Grievances: Should you face any problems related to grades, difference of opinion with the instructor, interpretation of university policies or any other administrative issue, you are first urged to contact the instructor to resolve the issue. You also have the right to contact the Director of the Online MAAE Program, the college dean, and, as a final option, the Office of Ombuds, <https://ombuds.ufl.edu/>, to resolve the issue.

Confidentiality in the Classroom: The Online MAAE program abides by FERPA student rights and confidentiality of student records. Information on these policies can be found at: [https://catalog.ufl.edu/UGRD/academic-regulations/ferpa-confidentiality-student-records/Links to an external site.](https://catalog.ufl.edu/UGRD/academic-regulations/ferpa-confidentiality-student-records/Links%20to%20an%20external%20site)

Netiquette: Netiquette, short for network etiquette, is the set of rules and expectations governing online behavior and social interaction. The 'Core Rules of Netiquette' (<http://www.albion.com/netiquette/corerules.html>) are excerpted from the book *Netiquette* by Virginia Shea (1994), and are a set of guidelines that all members of this course are expected to adhere to. Remember, first we are all human. Online learning environment participants that do not adhere to the netiquette expectations may result in both personal and legal consequences.

Some expectations to keep in mind:

- Whether communicating via phone or electronic means with your instructor or fellow classmates, you are expected to use civil language.
- When emailing, please use standard English as opposed to popular abbreviations and regional colloquialisms.
- In assignments, discussion posts, and emails, please be mindful of spelling and grammar.
- Please be mindful that our online MAAE program brings together a global community of learners. As such, awareness of and sensitivity to cultural differences is required.

Remember, first we are all human. Online learning environment participants that do not adhere to the netiquette expectations may result in both personal and legal consequences.

Note: The instructor reserves the right to remove any blog and/or discussion postings deemed inappropriate.

Class Demeanor: Students are expected to participate in class on time (during synchronous sessions) and behave in a manner that is respectful to the instructor and to fellow students. Please avoid the use of cell phones and restrict eating during synchronous class sessions. Opinions held by other students should be respected in discussion, and conversations that do not contribute to the discussion should be held at minimum, if at all. The instructor reserves the right to remove inappropriate content posted by students to our discussion forums.

Student Support Services

As a UF student in a distance learning course or program, you have access to the same student support services that on-campus students have. For course content questions, contact your instructor. For any technical issues you encounter with your course, please contact the UF Computing Help Desk at 352-392-HELP (4357), or visit <http://helpdesk.ufl.edu>. For a list of additional student support services links and information, please visit <https://distance.ufl.edu/getting-help/>

This is a research and writing-intensive course. If you would like additional support in honing your academic writing skills, as a UF student, you have access to the UF Writing Studio. The Writing Studio supports independent learning and encourages scholarship by providing one-on-one consultations and workshops tailored to graduate writing. To learn more about the Writing Studio, visit <https://writing.ufl.edu/writing-studio/>.

For a list of additional student support services links and information, please visit <https://distance.ufl.edu/getting-help/>

Student Skill Requirements

As with all of the courses in this program, this course will require the following minimum skill requirements:

- Familiarity with Canvas, including accessing weekly modules, submitting assignments, and posting to discussion boards
- Familiarity with Canvas Mail, including the use of attachments
- Ability to create documents in Microsoft Word and Adobe PDF
- Ability to edit documents and communicate with the instructor via Microsoft Word Track Changes (you will be required to complete a MS Word Track Changes quiz in Module 1)
- Familiarity with Microsoft PowerPoint, Keynote, or similar presentation programs
- Ability to use Zoom for synchronous class meetings

Writing Requirements and Assistance

All submitted writing assignments must reflect University of Florida Graduate College level writing expectations, and most of the scholarly papers submitted for evaluation in our courses must conform to APA style guidelines.

Students are required to purchase and use the *Publication Manual of the American Psychological Association, 7th Edition*.

For writing assistance please contact the UF Writing Center:

<https://writing.ufl.edu/writing-studio/for-students/writing-assistance/>

Students with Disabilities

The University of Florida is committed to providing welcoming and accessible learning opportunities for all students. For more information on accessibility at UF, visit <https://accessibility.ufl.edu> Links to an external site.. As a student at the University of Florida, you have access to the Disability Resource center. If you would like information on how to register with the Disability Resource, visit <https://disability.ufl.edu> Links to an external site.. If you have already registered with the Disability Resource center, you may also use the provided link to receive an accommodation letter, make an appointment for additional support, and/or access student success resources.

Individuals with disabilities are encouraged to register with the Dean of Students Office and submit to this instructor the memorandum from that office concerning necessary accommodations. The ADA office may be found on the web at [Disability Resource Center](#) ; reached by phone at (352) 392-1591 TDD: (352) 392-8565. All course materials may be made available in alternative format on request.

Complaints

Should you have any complaints with your experience in this course, please visit <http://www.distance.ufl.edu/student-complaints> to submit a complaint.

Changes to the Syllabus

The faculty reserves the right to make changes to the course syllabus and course schedule. In the event that changes become necessary, students will be notified through CANVAS email.

Students Requiring Accommodations

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Technical Support

Other Technical Requirements. You should have no problem connecting to and using e-Learning in CANVAS if you have a compatible browser and Internet connection (preferably a broadband connection such as DSL or cable). The officially recommended technical requirements for e-Learning in CANVAS are described on this webpage:

<https://guides.instructure.com/m/4214/1/41056-which-browsers-does-canvas-support>

It's strongly recommended that you visit this page and ensure that your computer system meets the specifications outline there.

Technical issues can be addressed by going to <http://helpdesk.ufl.edu>

Campus Resources:

- **Health and Wellness U Matter, We Care:** If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.
- **Counseling and Wellness Center:** <https://counseling.ufl.edu/>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
- **Sexual Assault Recovery Services (SARS):** Student Health Care Center, 392-1161. University
- **Police Department:** 392-1111 (or 9-1-1 for emergencies).
<http://www.police.ufl.edu/>

Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens. They can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals.

Academic Resources (on campus or by email)

- **E-learning technical support**, 352-392-4357 (select option 2) or e-mail to Learningsupport@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.
- **Career Connections Center**, Reitz Union, 392-1601. Career assistance and counseling. <https://career.ufl.edu/>
- **Library Support**, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- **Teaching Center**, Broward Hall, 392-2010 or 392-6420. General study skills and
- **Tutoring**. <http://teachingcenter.ufl.edu/>
- **Writing Studio**, 2215 Turlington Hall, 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- **Student Complaints On-Campus**: <https://sccr.dso.ufl.edu/policies/student-honorcode-student-conduct-code/>
- **On-Line Students Complaints**: <http://distance.ufl.edu/student-complaint-process/>