I. Instructor Information
Name: Allison Reavis
Telephone: 479-790-8580
Office hours: Before and after class, by appointment
Email: rreavis@uaptec.edu

II. Catalog Description
3 Credit Hours (3 hours lecture per week)

This course helps students gain practical experience in the techniques of writing poetry and fiction.

PREREQUISITE: ENGL 1311 with a grade of “C” or better or consent of instructor.

III. Course Resources
Required textbooks:
None.
You must bring something to write with an on every day of class. A journal is recommended.

IV. Institutional Learning Outcomes
UA-PTC supports a college-wide institutional learning assessment program which concerns effective instructional methods and promotes student learning achievement by assessing:

1. Communication
2. Critical Thinking
3. Cultural Awareness
4. Information Literacy
5. Professionalism
6. Quantitative Literacy
7. Technology Literacy

For more information, please consult the following website:
http://www.pulaskitech.edu/sla/mission.asp
V. Department/Program Learning Outcomes
The English department, consistent with the College’s mission and the Division’s objectives, encourages the success of its students in all technical fields and academic disciplines by promoting:

1. Critical and creative thought
2. Effective argumentation with a focus on tone, purpose and audience
3. Academic Integrity
4. Independent thinking and learning
5. Written communication on a collegiate level
6. Exposure to various cultures and subcultures
7. The influence of culture on individuals and their work
8. Collaborative study and writing

VI. Course Outcomes
The student will:

1. Generate creative writing projects in both prose and verse.
2. Learn techniques, styles, and forms for imaginative writing.
3. Participate constructively in a workshop environment.
4. Explore structures and techniques used in published fiction and poetry.

Students will read and analyze, with particular attention to structures and techniques, published literary works in a critical manner in order to investigate and study the craft, techniques, styles and forms of creative writing; write in various genres and forms, specifically prose and verse; critique other students’ work, and have their own work critiqued in a constructive workshop environment. As a writer’s workshop community is only as good as the individuals who compose it, each student will be expected to exhibit enthusiasm, ambition, effort, and accomplishment, the necessary qualities for a writer.

VII. Attendance Policy
Agencies granting financial assistance may be notified of the violation of the attendance policy by students receiving financial aid.

Attendance is taken starting the first day of the semester, with the exception of students who enroll after classes have started. Teachers have the right to count students as absent if they arrive late to class, leave class early, or go in and out of the classroom during class time. Teachers have the right to lower a student’s grade based on excessive absences.

Any student who misses two consecutive weeks of class may be administratively withdrawn from the class.

Any student who does not class within the first two weeks of class will be considered a “no show” according to the campus attendance policy and will be reported as such and dropped from the class.

Teachers have the right to enforce UA-PTC’s administrative drop policy for days of consecutive nonattendance.
All absences are counted, even if you have a valid reason. If you have to miss multiple classes due to extenuating circumstances (prolonged illness, family emergency, etc.) contact me as soon as possible. If I am given advance notice, we can work out a strategy to make up class work.

**VIII. Classroom Policies**
The UA-PTC Catalogue rules and regulations will be enforced in this class at all times.

Please consult the following website for more information:
http://www.pulaskitech.edu/admission/web_catalog/

Professional behavior is required. Punctual attendance and intelligent participation are expected.

You must respect everyone in the classroom. This means not speaking over other people (including the instructor), using technology as a distraction, making insensitive remarks, or coming to class unprepared. Doing any of the above will negatively affect your class participation grade. This is especially important in a creative writing workshop, where we workshop a writer’s creative piece, not the writer him/herself.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Some guidelines for communication are included in this syllabus to help you.

**IX. Grading**
Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 to 100%</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89%</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79%</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69%</td>
<td>D</td>
</tr>
<tr>
<td>0 to 59%</td>
<td>F</td>
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</tbody>
</table>

There are 1,000 points possible in this class:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short Story</td>
<td>125</td>
</tr>
<tr>
<td>Fiction Peer Responses</td>
<td>75</td>
</tr>
<tr>
<td>Poetry</td>
<td>125</td>
</tr>
<tr>
<td>Poetry Peer Responses</td>
<td>75</td>
</tr>
<tr>
<td>Creative Piece</td>
<td>125</td>
</tr>
<tr>
<td>Creative Piece Peer Responses</td>
<td>75</td>
</tr>
<tr>
<td>Attendance and Participation</td>
<td>100</td>
</tr>
<tr>
<td>Final Portfolio</td>
<td>300</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1,000</strong></td>
</tr>
</tbody>
</table>
You will turn in 1 short story, 3-5 poems, and 1 creative piece of your choice. You must also provide written critiques of your classmates’ work. These make up the bulk of the class. Finally, you will provide a portfolio consisting of a substantial revision of your 3 pieces, plus a short reflective essay on your revision process.

All assignments are due at the beginning of the class period assigned unless otherwise stated. Failure to submit the assignments on time will result in late deductions or no credit at all. If you cannot attend class, you may submit your assignment through email or Blackboard. Being absent does not excuse you from turning in work.

All assignments will be checked for plagiarism. All papers will be turned in through Blackboard and checked with SafeAssign. I reserve the right to handle accidental plagiarism on a case-by-case basis. When it doubt, cite your sources, and never copy and paste something from the Internet. As stated elsewhere in the syllabus, plagiarism can result in an automatic 0% for an assignment.

The Collaboration Center, Pulaski Tech’s writing lab, is located in CHARTS 305 during school hours, for additional help. You also have access to all of Pulaski Tech’s libraries and perks (including free bus rides with a Pulaski Tech badge). I encourage you to submit papers you are proud of to the campus literary journal, A View from Here.

You can view your grades online at the PTC Portal.

Finally, I will respond to all emails about assignments within 24 hours on the weekdays. I will not be available to discuss assignments on weekends. I cannot pre-grade assignments, but will always be happy to meet outside of class times to discuss assignments. I prefer email communication over Blackboard messages because I can respond to those faster, but I will accept any form of communication.

X. Academic Integrity

It is expected that all students who attend UA-PTC conduct themselves in a manner appropriate for the college experience. Academic integrity is a vital component of collegiate behavior. The UA-PTC catalogue states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalogue also states, “The responsibility and authority of initiating discipline arising from violations of the rules against dishonesty during the process of the course are vested in the instructor of that course.”

The complete Academic Integrity Policy can be found in the UA-PTC code of conduct.

Blatant plagiarism will result in a 0 on the assignment. This includes anything copy-and-pasted from the Internet or another student’s papers. You must write things originally for this class, and cannot use something you’ve already done for another class. I reserve the right to handle accidental plagiarism on a case-by-case basis, but it will affect your grade for that assignment.
XI. Accommodation Policy
Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Coordinator of Disability Services in Counseling Services (501-812-2220 or www.pulaskitech.edu) prior to the semester of planned enrollment, and must provide recent documentation of medical, educational, and/or psychological records.

Students who need accommodations should inform the instructor at the beginning of the course. Accommodations will only be provided if the instructor receives a letter of approved accommodations from the Coordinator of Disability Services. Failure to provide sufficient notification may result in a delay of services.

XII. Sexual Misconduct
No person at Pulaski Technical College will, on the basis of gender, be excluded from participation in, be denied benefits of, or be subjected to sex discrimination, sexual harassment or sexual misconduct under any education program or activity. All college administrative policies and procedures regarding sex discrimination, sexual harassment, and sexual misconduct are in compliance with Title IX. Students who feel they are victims of sexual misconduct should contact the UA-PTC Title IX Deputy Coordinator for Students:

Michelle Anderson, Dean of Students
Campus Center Building Room 212
501-812-2756
manderson@pulaskitech.edu

Additional information, including the UA-PTC sexual assault policy, procedures, and resources may be found online at http://www.pulaskitech.edu/sexual_misconduct_awareness/.

XIII. Course Evaluations
Students may be asked to evaluate their instructor and course near the end of the semester. These student evaluations are very important to the improvement in the quality of instruction and course materials. All results are anonymous and shared with the faculty only after the semester is over and grades have been posted.

XIV. Information Literacy
UA-PTC is committed to the Information Literacy Competency Standards for Higher Education as established by the Association of College and Research Libraries and endorsed by the National Forum on Information Literacy. Therefore, all courses will incorporate an information literacy component so that, by graduation, all students will be able to recognize the need for information, then locate, evaluate, synthesize, and
communicate information in an ethical manner. Information literacy encompasses critical thinking, research, media, technology, health, business, and visual literacy skills to produce lifelong learners who can make informed decisions in the workplace and in their personal lives.

### XV. Course Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>In-class topic:</th>
<th>Assignment Due at beginning of class</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.16</td>
<td>Introduction to class</td>
<td></td>
</tr>
<tr>
<td>1.18</td>
<td><strong>No Class</strong></td>
<td></td>
</tr>
<tr>
<td>1.23</td>
<td>Characterization</td>
<td></td>
</tr>
<tr>
<td>1.25</td>
<td>Point of view and dialogue</td>
<td></td>
</tr>
<tr>
<td>1.30</td>
<td>Plot and tension</td>
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</tr>
<tr>
<td>2.1</td>
<td>Story structure and scenes</td>
<td></td>
</tr>
<tr>
<td>2.6</td>
<td>Descriptions and voice</td>
<td></td>
</tr>
<tr>
<td>2.8</td>
<td>Workshop guidelines</td>
<td><strong>Short Story Due</strong></td>
</tr>
<tr>
<td>2.13</td>
<td>Fiction workshop</td>
<td>Peer response</td>
</tr>
<tr>
<td>2.15</td>
<td>Fiction workshop</td>
<td>Peer response</td>
</tr>
<tr>
<td>2.20</td>
<td>Fiction workshop</td>
<td>Peer response</td>
</tr>
<tr>
<td>2.22</td>
<td>Fiction workshop</td>
<td>Peer response</td>
</tr>
<tr>
<td>2.27</td>
<td>Fiction workshop</td>
<td>Peer response</td>
</tr>
<tr>
<td>3.1</td>
<td>In class writing exercise</td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td>Imagery</td>
<td></td>
</tr>
<tr>
<td>3.8</td>
<td>Figurative language</td>
<td></td>
</tr>
<tr>
<td>3.13</td>
<td>Meter, rhyme, and form</td>
<td></td>
</tr>
<tr>
<td>3.15</td>
<td>Meter, rhyme, and form</td>
<td></td>
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<tr>
<td>3.18-25</td>
<td><strong>Spring Break – No Classes</strong></td>
<td></td>
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<tr>
<td>3.27</td>
<td>Voice and style</td>
<td></td>
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<tr>
<td>3.29</td>
<td>Poetry discussion</td>
<td><strong>3-5 Poem Dues</strong></td>
</tr>
<tr>
<td>4.3</td>
<td>Poetry workshop</td>
<td>Peer response</td>
</tr>
<tr>
<td>4.5</td>
<td>Poetry workshop</td>
<td>Peer response</td>
</tr>
<tr>
<td>4.10</td>
<td>Poetry workshop</td>
<td>Peer response</td>
</tr>
</tbody>
</table>
4.12 | Poetry workshop | Peer response
4.17 | Poetry workshop | Peer response
4.19 | In class writing exercise |
4.24 | Creative piece workshop | Peer response
4.26 | Creative piece workshop | Peer response
5.1 | Creative piece workshop | Peer response
5.3 | Revision techniques |

Thursday, May 10, By 3:30 p.m. | **Final Portfolio Due**
| (turn in on Blackboard.) |

**Disclaimer:** This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary, and it almost certainly will.

**XVI. Plagiarism**
It is expected that all writing that you submit in a class is your own original work, and that any sources of information that you consult are fully cited and properly integrated into your writing.

Regardless of intent, any paper that contains any form of plagiarism will earn a 0% for the assignment. Most plagiarism is accidental and results from mishandling of research or inadequate citations. Examples of *accidental plagiarism* include:

- word-for-word copying from any source without the use of quotation marks;
- failure to completely cite all quoted, summarized, or paraphrased material from a presented source;
- improper paraphrasing (i.e., paraphrased information that retains the grammatical structure and/or vocabulary of the original source).

In the case that any student plagiarizes information with the intent of cheating on a writing assignment, the instructor may choose a more severe penalty at their discretion. Examples of *blatant plagiarism* include:

- submitting any amount of material from the Internet or another outside source as if it is the student’s original composition;
- copying material from a source with no attempt at using quotation marks and/or citation of the source;
- paraphrasing material from a source with no attempt at documentation of the source;
- reuse of material from previous classes without the instructor’s express permission;
- simultaneously using material from another class without the permission of both instructors involved;
- buying papers;
- letting others write part or all of a paper; and
• all other instances in which the student attempts to circumvent creating an original composition for that assignment and/or attempts to deceive the audience about the sources used when composing the assignment.

You should review the information about plagiarism in textbooks and the Academic Integrity Policy in the UA-PTC Student Handbook, as it is your responsibility to demonstrate good scholarship in your writing.
XVII. Course Agreement Form

Read, complete, and return to instructor:

I have read the course syllabus for R. Allison Reavis’s Creative Writing I class at UA-Pulaski Technical College, and I understand its content. I also understand the rules for the class, and I will follow and abide by these rules, including those relating to attendance, assignments, grading criteria, plagiarism, and behavior.

Semester ___________
Date ___________
Print name ____________________________
Signature ____________________________
Email address ____________________________
(please use your UA-PTC email address)
Telephone ____________________________