I. Instructor Information
Name: Christi Gravett
Mailbox location: TBA
Email: cgravett@uaptc.edu
cgravett@gmail.com

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

This is an intermediate level workshop/lecture course designed to build on the concepts introduced in Creative Writing I. The main focus of the course is the improvement of student writing of original work in multiple genres. Emphasis is placed on studying the fundamental techniques, theory and practice of creative writing. Requirements for the course include reading and detailed discussion of student and published writing. Prerequisite: ENGL 2330 with a grade of “C” or better.

III. Course Resources
Required textbooks:
None (all required reading will be linked through the Blackboard course)

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. Such particulars as determined by the instructor are detailed in the paragraph below.

An exciting feature of online education is our ability to have discussions in virtual-time formats. At any time of the day or night, you can enter the bulletin board forums and offer insightful opinions regarding our readings or our writing assignments. Discussion forums will serve as our workshop where you are free to discuss reading or writing assignments and to constructively offer other students helpful suggestions.

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

In an online class, eligibility for financial aid is based on student participation. Simply logging in to the course does not by itself constitute participation.

If you fail to participate for two consecutive weeks and make no effort to contact the instructor, you may be administratively dropped from the course.

**Online Course Requirements:**

There are certain understandings and requirements of an online class that face to face classrooms don’t have to worry about. Here are your requirements:

You must have:

- basic computer skills such as emailing, posting in a discussion board setting, and attaching assignments in the appropriate place

- a reliable computer

- a reliable connection to the Internet

- reliable access to Blackboard

- a mainstream word processor (Microsoft Word is best and preferred)

- access to video content (YouTube, Amazon, Netflix, etc.)

The requirements above are essential to success in this course. Think of these as the equivalent of having reliable transportation to a face to face class. Just as you could not expect to succeed in a face to face class without attending the class and submitting assignments in person, the same goes for an online course if you don’t have a reliable connection to Blackboard.
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. Particulars as determined by the instructor are detailed in the paragraph below.

There will be absolutely no derogatory remarks regarding race, gender, religion, or sexual orientation. Although many of the topics we discuss this semester may fall under the heading of controversial, please think before you speak (type) and be considerate of your fellow students.

Do your best to heed one another’s viewpoints and avoid statements that might be construed as personal attacks, e.g., referring to an individual or an individual’s ideas as “crazy” or “stupid”. If you’re unfamiliar with how to avoid biased or discriminatory language, please see the corresponding handout provided on Blackboard.

Appropriate behavior is expected for all communications, including any notes, email messages, or telephone conversations. Please include as much relevant information as possible in your emails. This includes your name, class information, and a brief description about any attachments you may be sending. Don’t send an email instructing me to “look over” an attached assignment. Instead, alert me to any specific concerns you have with whatever you’re sending, and I will work with you to address those concerns. Don’t expect a response if your email, other than an attachment, is completely blank.

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

<table>
<thead>
<tr>
<th>Percentage Range</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>
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<tr>
<td>0 to 59%</td>
<td>F</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Review Exercises</td>
<td>40</td>
</tr>
<tr>
<td>Assignments (7)</td>
<td>140</td>
</tr>
<tr>
<td>Discussions (7)</td>
<td>140</td>
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<tr>
<td>Final Portfolio</td>
<td>100</td>
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<tr>
<td><strong>Total Class</strong></td>
<td>420</td>
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Total Class: 420 points possible
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.

Plagiarism is unacceptable. If you intentionally copy something from the internet, even from several different sources, you will be asked to do the assignment again with a deduction of one letter grade. No points will be awarded to creative works that aren’t completed within a specific time period.

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
emanderson@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/](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
This is a multi-genre course designed to build on the concepts introduced in Creative Writing I, focusing on both poetry and fiction. You will write several poems and one full-length short story. Expect to do a lot of writing and revision.

We will work together to generate new possibilities for our writing, encouraging one another to experiment and explore strategies for new work. Through reading and thoughtful discussion of published works and beginning authors, you should be able to evaluate a piece of writing with comprehension and insight.

You will be asked to write “literary” work in this class (i.e., writing that is serious, ambitious, well-crafted, contemporary, adult-oriented, emotionally engaging, and so forth). While I recognize the artistic validity of genre writing (i.e. thrillers, sci-fi and fantasy, romance novels, formulaic mysteries, etc.), I must be very clear that we will NOT be studying or practicing that type of writing in this class.

We will analyze writing for form and technique, as well as examine differences and/or similarities in authors' forms and techniques.

I ask that you welcome constructive criticism in the workshop, or writing community, where we will articulate clear, specific suggestions for revision. **If you’re not willing to give and receive criticism, this class is not for you.**

You will write a minimum of five creative works during the semester (4 poems and 1 short story), and submit revisions to the discussion board for group critique at scheduled
times. We will discuss the work. You will use that commentary and discussion in revising your work, and those revised works will be submitted in the final portfolio.

In order to receive full credit, a student must 1) complete and revise the work with effort and development, 2) submit all works on time, and 3) submit works in the correct format. To receive full credit for the final portfolio, in addition to the three previous tasks, a student must also 4) make substantial revisions that take into account workshop comments. Thus, exercises, poems, and stories will not be "graded" in the same way that a Composition essay might be graded. The points will not reflect success or failure of the work itself, only that the work has been done, that it has been done on time, and that it fulfills the assigned requirements.

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>1 Jan 16th</td>
<td>Course Introduction</td>
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<tr>
<td></td>
<td>Creative Writing I Review</td>
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<tr>
<td></td>
<td>Discussion Board Etiquette &amp; “The Bubble”</td>
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<td></td>
<td>Poetry (Intro Exercise)</td>
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<td>2 Jan. 22nd</td>
<td>Poetry Assignment 1</td>
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<td>3 Jan. 29th</td>
<td>Poetry Discussion 1</td>
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<td>4 Feb. 5th</td>
<td>Poetry Assignment 2</td>
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<td>5 Feb. 12th</td>
<td>Poetry Discussion 2</td>
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<tr>
<td>6 Feb. 19th – 24th (Spring Break)</td>
<td>Poetry Assignment 3</td>
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<tr>
<td>7 Feb. 26th</td>
<td>Poetry Discussion 3</td>
</tr>
<tr>
<td>8 March 5th</td>
<td>Poetry Assignment 4</td>
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<tr>
<td>9 March 12th</td>
<td>Poetry Discussion 4</td>
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<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>March 19th</td>
<td>Fiction Review</td>
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<tr>
<td>March 26th</td>
<td>Fiction Assignment 1</td>
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<tr>
<td>April 2nd</td>
<td>Fiction Discussion 1</td>
</tr>
<tr>
<td>April 9th</td>
<td>Fiction Assignment 2</td>
</tr>
<tr>
<td>April 16th</td>
<td>Fiction Discussion 2</td>
</tr>
<tr>
<td>April 23rd</td>
<td>Fiction Assignment 3</td>
</tr>
<tr>
<td>April 30th (May 5th – Last Day of Classes)</td>
<td>Fiction Discussion 3</td>
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</tbody>
</table>

If you are an online student, it is your responsibility to check in daily (or as often as possible) and make note of all posted due dates. Most assignments will be due within one week of the initial post date.

Your portfolio of revised writing from each genre will be due at the time of the final exam. TBA

Disclaimer: This schedule is a guide for the semester. The instructor reserves the right to amend the schedule as necessary.

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 Christi Gravett’s Creative Writing II 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 ________________________________