Instructor Information

Instructor: Allison Reavis
Office: English Department
Mailbox: English Department
Hours: Mondays and Wednesdays on campus, and Fridays as needed
Phone: 479-790-8580
Email: rreavis@uaptc.edu

*All emails and telephone calls will receive a response within two business days.

Chair: Logan Oliver 501-812-6060 loliver@uaptc.edu
Dean: Christy Oberste 501-812-2869 coberste@uaptc.edu

*If your emails and telephone calls do not receive a response within two business days, the appropriate chain of command is above.

Course Information

ENGL 2330 60S, Creative Writing, meets online for 3 credit hours.

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.

Course Materials
None

Mission Statement

University of Arkansas – Pulaski Technical College provides access to high-quality education that promotes student learning and enables individuals to develop to their fullest potential.

Institutional Learning Outcomes and General Education

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: https://uaptc.edu/sla

Department / Program Learning Outcomes

The Languages and Communication 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

Student Learning / Course Outcomes

ACTS #ENGL 2013

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.
Policies

Report a Complaint or Concern

UA-PTC takes very seriously complaints and concerns regarding the institution. Most complaints or concerns of a specific nature should be initiated and resolved at the campus level through normal college processes whenever possible. UA - Pulaski Technical College receives and resolves complaints using a variety of methods. To report a complaint or concern, please follow the link below.

https://www.uaptc.edu/report-a-concern-complaint

UA-PTC Attendance Policy

Education at UA-PTC requires students’ active involvement in the learning process. Thus, students are expected to attend all classes and actively engage in all learning assignments and/or opportunities provided in their classes. Class attendance should be treated as mandatory by all students as attendance will be taken by all instructors during the first two weeks of class. Additionally, a written policy on student attendance that is tied to course objectives and included in a course syllabus will be provided for each course by instructors.

Departmental Attendance Policy

You must complete work each week to be counted as presented in the class. Creative writing is not a lecture class. You learn by interacting with your classmates and experimenting with your writing. Even professional writers have their work critiqued by peers to help them grow. Not doing the work means you are not engaging in this process, and thus aren’t meeting the requirements of the class.

If you have to miss a week 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. If you wait until after the assignment is due, I will likely not accept the late work.

Course Policies

The UA-PTC Catalog rules and regulations will be enforced in this course at all times. Please consult the following website for more information: https://www.uaptc.edu/catalog

Professional behavior is required. Punctual attendance and intelligent participation are expected. Particulars as determined by the instructor are detailed in the paragraph below.

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.
Creative writing requires respect to create an environment where writers can take risks and grow. You will not like all of the readings I assign. You will not like all of your classmates’ work. You may disagree with what the majority of the class is saying. That’s okay! What’s not okay is lashing out, continually complaining, or making insensitive remarks. Assume that people are coming from a good place. We are all good people in the classroom, and let’s treat each other as such.

I appreciate a good sense of humor, but please be careful with sarcastic comments, which can often be misinterpreted in an online context.

### Grading Policy

Letter grades will be based on the following scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 to 100%</td>
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<tr>
<td>B</td>
<td>80 to 89%</td>
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<tr>
<td>C</td>
<td>70 to 79%</td>
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<tr>
<td>D</td>
<td>60 to 69%</td>
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<tr>
<td>F</td>
<td>0 to 59%</td>
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<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Total</th>
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<tbody>
<tr>
<td>Syllabus quiz and Introduction</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>Reading Responses (9 total)</td>
<td>15</td>
<td>135</td>
</tr>
<tr>
<td>Writing exercises (9 total)</td>
<td>15</td>
<td>135</td>
</tr>
<tr>
<td>Peer reviews (3 total)</td>
<td>40</td>
<td>120</td>
</tr>
<tr>
<td>Short story (3-8 pages)</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Poems (3-5 poems)</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Nonfiction essay (3-8 pages)</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Final portfolio (Major revision of works)</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td><strong>Total points:</strong></td>
<td><strong>1,000</strong></td>
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* Instructors have one week to provide feedback and post grades for all assignments unless otherwise noted by a departmental policy that has been approved by the Dean of the School.

**English faculty have two weeks to provide feedback and post grades for papers 1000 words or more.

In an online class, eligibility for Financial Aid is based on student participation. Logging into the course does not constitute participation. For purposes of roster certification, students must complete a gradable attendance artifact.

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 journal, The View from Here. https://vfhmagazine.com/

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.

You can view all grades on Blackboard.

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 catalog states, “The gaining of knowledge and the practice of honesty go hand-in-hand.”

The catalog 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 is in the UA-PTC code of conduct.

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 PTC Student Handbook, as it is your responsibility to demonstrate good scholarship in your writing.

All assignments MUST be written for this class. This means new materials that you work on this semester. It cannot include anything creative you have written for a precious class.

**Accommodation Policy**

Services for Students with Disabilities: UA-PTC is committed to fulfilling all federal requirements as stated in the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the American with Disabilities Amendments Act (ADAAA) of 2008. Accommodations are available to students who have documented disabilities. Students who request accommodations must register with the Disability Services Office (Main Campus: 501-812-2738 or South Campus: 501-812-2862) and must provide current and relevant documentation.

Students requesting accommodations should inform the instructor at the beginning of the course or as soon as accommodations are approved. It is the student's responsibility to provide their Accommodation Letter to the instructor. Accommodations are not retroactive and will only be provided once your instructor receives the Accommodation Letter.

**Student Code of Conduct**

All students are expected to abide by the UA-PTC Student Code of Conduct. For the full Student Code of Conduct, access the most current version of the UA-PTC Academic Catalog. [https://www.uaptc.edu/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2](https://www.uaptc.edu/docs/default-source/course-catalog/2018-19-academic-catalog.pdf?sfvrsn=998b87d7_2)

**Sexual Misconduct**

No person at UA-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, Director of Student Life and Leadership
Campus Center Building Room 216
501-812-2756
manderson@uaptc.edu

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.

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.
# Tentative Course Schedule

<table>
<thead>
<tr>
<th>Unit 1: Introductions</th>
<th>Assignment due by Sunday at midnight</th>
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<tbody>
<tr>
<td><strong>Week 1:</strong> 8/15-8/19</td>
<td>Introduction post; Syllabus quiz</td>
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<tr>
<th>Unit 2: Fiction</th>
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<tbody>
<tr>
<td><strong>Week 2:</strong> 8/20-8/26</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 3:</strong> 8/27-9/2</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 4:</strong> 9/3-9/9</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 5:</strong> 9/10-9/16</td>
<td>Short story</td>
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<tr>
<td><strong>Week 6:</strong> 9/17-9/23</td>
<td>Peer reviews</td>
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<tr>
<th>Unit 3: Poetry</th>
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<tbody>
<tr>
<td><strong>Week 7:</strong> 9/24-9/30</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 8:</strong> 10/1-10/7</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 9:</strong> 10/8-10/14</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 10:</strong> 10/15-10/21</td>
<td>Poems</td>
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<tr>
<td><strong>Week 11:</strong> 10/22-10/28</td>
<td>Peer reviews</td>
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</tbody>
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<tr>
<th>Unit 4: Creative Nonfiction</th>
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<tbody>
<tr>
<td><strong>Week 12:</strong> 10/29-11/4</td>
<td>Reading response; Writing exercise</td>
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<tr>
<td><strong>Week 13:</strong> 11/5-11/11</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 14:</strong> 11/12-11/18</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Fall break:</strong> 11/19-11/25</td>
<td>Fall break, no class</td>
</tr>
<tr>
<td><strong>Week 15:</strong> 11/26-12/2</td>
<td>Nonfiction essay</td>
</tr>
<tr>
<td><strong>Week 16:</strong> 12/3-12/8</td>
<td>Peer reviews</td>
</tr>
</tbody>
</table>

| **Final due by noon on 12/13** | Final portfolio |

**Please note: Week 16 ends on a Saturday, not a Sunday.**
Final Exam Schedule: *Your final portfolio is due by noon on December 13th.*

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

Read, complete, and return to instructor:

I have read the course syllabus for Allison Reavis’s Creative Writing I class at 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

UA-PTC Email address

Telephone