Instructor Information

Instructor: R. Allison Reavis
Office: Anytime before 10 p.m. during the day. We can meet by phone call, web conferencing (Skype, Blackboard Collaborate), Facetime/Duo chat, or in person on campus.
Phone: 479-790-8580. This is my cell phone – feel free to text or call.
Email: rreavis@uaptc.edu

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

Chair: Logan Oliver 501-812-2378 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

This course will meet online only.

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

Course Materials
No textbook is required for this class. All readings will be provided on Blackboard.

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-P TC 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

Discipline Learning Outcomes

The English discipline in the Department of Languages and Communication, consistent with the College’s mission and the objectives of the School of Fine Arts, Humanities, and Social Sciences, encourages the success of its students in all technical fields and academic disciplines by promoting the following learning outcomes:

1. Students will demonstrate the ability to analyze different contexts and audiences and then to act on that analysis in comprehending and creating texts.
2. Students will demonstrate the ability to analyze, synthesize, interpret, compose, and evaluate ideas, information, situations, and texts.
3. Students will use multiple strategies to conceptualize, develop, and finalize projects and adapt their composing processes to different contexts and occasions.
4. Students will develop knowledge of conventions, including linguistic structures such as grammar, punctuation, and spelling as well as citation and documentation, through practice in composing and revising.
5. Students will investigate significant literary and cultural developments as well as the interaction of various literary and cultural traditions and illustrate how literature reflects history, culture, and society.
6. Students will read and analyze texts and identify various techniques, genre characteristics, movements, methods, or themes.

Student Learning / 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.

The course will continue Creative Writing I’s focus on genre and technique. 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. Students will generate a final portfolio that includes original compositions that demonstrate techniques learned in the course and collaborative writing processes, early drafts, and a self-reflection.

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

Every online class is different. Some classes are set-up so it’s just you and your computer, conquering the world. Others have a hands-on instructor, giving feedback for every activity. I wanted to take a few moments to explain specifically how this particular class with this particular instructor is set up.

This is a fully online, asynchronous course, meaning that there are no requirements for you to meet face-to-face or virtually. The course was designed this way to allow for maximum flexibility, so you can integrate learning course content into your busy lives.
That said, this is not a self-paced course, meaning that you do have to turn in assignments and participate in discussion by specific due dates. Although these due dates require time management on your part, many students find that the weekly due dates keep them engaged in learning and on track with the course requirements. I will open entire units at one time, so that if you need to work ahead within the unit, you are able to. You will, however, have to finish the unit together as a class. Late work will be accepted, but penalized.

Collaborating with others is an important life and career skill as well as an effective way to increase learning. Research also shows that the opportunity to engage in learning activities with peers greatly impacts student success and satisfaction with online courses. Therefore, many of the learning activities in this course will involve communication and collaboration with your peers including discussion board discussions and peer reviews.

Since all the content is available to you online, my role is to facilitate your successful engagement with the course. That means I am here to answer questions, to keep you on track with assignments, to support you, and to grade your assessments. I also develop the questions for our weekly discussions, provide feedback on those discussions, including clarification of any issues or misconceptions. To grade your assessments, I use detailed grading rubrics aligned with our course outcomes, which are located in the course syllabus and should be used to help guide your work. I also provide specific and personalized feedback in the comments section of your gradebook to help you continuously improve.

I am always available to speak on the phone, or to meet in person, or to do a video conference. Though we are meeting online, I hope you feel there is a caring person behind the screen, and I want to help you do your best this semester.

**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](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:

- 90 to 100%   A
- 80 to 89%   B
- 70 to 79%   C
- 60 to 69%   D
- 0 to 59%   F

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<thead>
<tr>
<th>Syllabus activity and Introduction</th>
<th>Each worth 5</th>
<th>10</th>
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<tbody>
<tr>
<td>Reading Response (9 total)</td>
<td>Each worth 15</td>
<td>135</td>
</tr>
<tr>
<td>Writing exercises (6 total)</td>
<td>Each worth 20</td>
<td>120</td>
</tr>
<tr>
<td>Poems (3-5 poems)</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Fiction piece (3-10 pages)</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Creative nonfiction piece (3-10 pages)</td>
<td></td>
<td>100</td>
</tr>
<tr>
<td>Workshop responses (6 total)</td>
<td>Each worth 40</td>
<td>240</td>
</tr>
<tr>
<td>Writing reflections (3 total)</td>
<td>Each worth 15</td>
<td>45</td>
</tr>
<tr>
<td>Final portfolio</td>
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<td>150</td>
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</table>

Total points: 1,000

* 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. [http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2](http://uaptc.azurewebsites.net/docs/default-source/course-catalog/2017-18-academic-catalog.pdf?sfvrsn=a08a3038_2)

**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, 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> 1/9-1/13</td>
<td>Introduction post</td>
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<td>Syllabus activity</td>
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<tr>
<td><strong>Unit 2: Poetry</strong></td>
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<tr>
<td><strong>Week 2:</strong> 1/14-1/20</td>
<td>Reading response; Writing exercise</td>
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<tr>
<td><strong>Week 3:</strong> 1/21-1/27</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 4:</strong> 1/28-2/3</td>
<td>Reading response; Poems due</td>
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<tr>
<td><strong>Week 5:</strong> 2/4-2/10</td>
<td>Workshop</td>
</tr>
<tr>
<td><strong>Week 6:</strong> 2/11-2/17</td>
<td>Workshop; Writing reflection</td>
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<tr>
<td><strong>Unit 3: Fiction</strong></td>
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<tr>
<td><strong>Week 7:</strong> 2/18-2/24</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 8:</strong> 2/25-3/3</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 9:</strong> 3/4-3/10</td>
<td>Reading response; Fiction piece due</td>
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<tr>
<td><strong>Week 10:</strong> 3/11-3/17</td>
<td>Workshop</td>
</tr>
<tr>
<td><strong>Spring Break</strong></td>
<td>3/18-3/24</td>
</tr>
<tr>
<td></td>
<td>No assignments; spring break</td>
</tr>
<tr>
<td><strong>Week 11:</strong> 3/25-3/31</td>
<td>Workshop; Writing reflection</td>
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<tr>
<td><strong>Unit 4: Creative Nonfiction</strong></td>
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<tr>
<td><strong>Week 12:</strong> 4/1-4/7</td>
<td>Reading response; Writing exercise</td>
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<tr>
<td><strong>Week 13:</strong> 4/8-4/14</td>
<td>Reading response; Writing exercise</td>
</tr>
<tr>
<td><strong>Week 14:</strong> 4/15-4/21</td>
<td>Reading response; Creative nonfiction piece due</td>
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<tr>
<td><strong>Week 15:</strong> 4/22-4/28</td>
<td>Workshop</td>
</tr>
<tr>
<td><strong>Week 16:</strong> 4/29-5/4</td>
<td>Workshop; Writing reflection</td>
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<tr>
<td>Final due by noon on</td>
<td>Final portfolio</td>
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<tr>
<td>5/8</td>
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</tbody>
</table>

**Please note: Week 16 ends on a Saturday, not a Sunday.**
**Final Exam Schedule:** Your final portfolio is due by noon on 5/8.

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 II – ENGL 2331– 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

__________________________
UA-PTC email address

__________________________
Telephone