English 315.01W: Poetry (Online)
COURSE SYLLABUS
Spring 2013
Dr. Robin Anne Reid
Hall of Languages 125
903.886.5268

Course Description

An introduction to creative writing through reading and analyzing models of selected genre or genres. In a workshop atmosphere, students share their writings and critique each other’s work and learn the practical problems of preparing work for submission and marketing. Genres selected for a semester’s focus may include: poetry, fiction, biography, community history, or screenplay. Prerequisite Eng 1302. Note May be repeated once when the emphasis changes.

The focus for Spring 2013 is poetry.

Spring 2013 Schedule

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<td>English 315.01W</td>
<td>Advanced Creative Writing: Poetry</td>
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Wednesday, 7:20-10:00

OFFICE HOURS: Face/Face in HL 125:
Wednesday: 4:00-7:00
Thursday: 2:00-4:00
Online (Email, eCollege, Etc.)
Monday: 11:00-2:00
Tuesday: 9:00-11:00
Friday: 3:00-4:30

Required Texts

Because the internet has such riches in the areas of creative writing (ideas for writing, suggestions for revising, and blogs created by editors, agents, and professional writers), I rarely assign a textbook for my creative writing courses these days. Instead, I provide a list of online resources, and ask students to add to it each term.

That list is uploaded in our eCollege course (both in the Navigation Tree, and Doc.Sharing). Feel free to download it and share with others!
Course Outcomes:

1. Learners will demonstrate that they are active and engaged members of our learning community. This outcome will be assessed by evaluation of participation in the Course Discussions and Writing Workshops.
2. Learners will demonstrate that they are able to critique rough drafts of their classmates' work by identifying structural elements, describing the effects, and offering constructive criticism. This outcome will be assessed by evaluation of selected peer response posts in the Writing Workshops.
3. Learners will demonstrate that they understand basic conventions of various forms and genres of poetry. This outcome will be assessed by evaluation of the Portfolio and the Learning Journal.
4. Learners will demonstrate that they have engaged in a writing process over the course of the semester which show revision on the global as well as surface levels. This outcome will be assessed by evaluation of the multiple drafts handed in throughout the semester and the final "ready to submit" draft.
5. Learners will demonstrate that they have researched potential markets for their work. This outcome will be assessed by evaluation of the Journal and the Portfolio's List of Markets, and the cover letter.

Student Learning Outcomes:

1. Learners will demonstrate that they understand basic conventions of various forms and genres of poetry. This outcome will be assessed by evaluation of the Portfolio and the Learning Journal.
2. Learners will demonstrate that they are able to critique rough drafts of their classmates' work by identifying structural elements, describing the effects, and offering constructive criticism. This outcome will be assessed by evaluation of selected peer response posts in the Writing Workshops.
3. Learners will demonstrate that they have researched potential markets for their work. This outcome will be assessed by evaluation of the Journal and the Portfolio's List of Markets, and the cover letter.

Course Requirements

Students will access and follow all course instructions found in the content area (navigation bar) of the online course platform.

Students will use the online class platform's discussion tool to post to classmates in assigned discussions.

Students will complete and submit assignments electronically using the online course platform's dropbox tool/tab or assigned discussions.

Students will access their grades in the eCollege gradebook, including comments uploaded in eCollege as well as marked on drafts that have been uploaded.
Course Assignment Assessment

This course is made up of a series of assignments and assessments to assist you in achieving the course learning objectives/outcomes.

Assignments in a creative writing class reflect the activities writers do: writing rough drafts, getting feedback, revising after feedback, revising further, then researching potential publication markets, revising some more, preparing submissions, and sending work off to editors.

"Grading" creative writing is difficult especially if one is devoted to the philosophy of process which is that good writing comes from multiple revisions. A grade shuts down revision.

In the real world, of course, writing is never graded, but readers make judgments all the time: to read or not to read, often after only a paragraph or two. Editors have only two grades: pass (they'll print it) or fail (they reject it). Perhaps some will print it after you do some revisions.

The ideal writing workshop would not grade writing, but a class in the university system requires a final grade.

I grade students on effort, participation, responses and improvement as well as on quality of work. Whenever I grade writing, my criteria are commitment and revision as well as quality. For this class, you will be evaluated in four areas:

50%: Your own writing (rough drafts, revisions, submission drafts)
20%: Your constructive responses to your peers
15%: Your Learning Journals (informal writing about what you are learning)
15%: Your Market Research and Cover Letter

Assignment handouts I have prepared contain detailed information on due dates, objectives, required content, format, structure, along with information on resources, and grading rubrics. I expect those handouts to be studied, whether online or via hard copy that is printed out, read, and annotated if necessary.

The assignment handouts are posted in the appropriate unit (at the unit home page, on the dropbox or discussion associated with the assignment. Please ask any questions you have about the assignment handouts in the virtual office.

I expect students to prioritize their work based on the percentage of the grade each assignment is worth (the higher the percentage, the more time need be spent). Specific assignments (identified by rough drafts, revised drafts, etc.) may be revised for full credit, and revision is expected.
Grading

The class grade is based on a 100 point system, with each assignment being assigned a specific weight (percentage) of the grade. I have set up the gradebook with the assignments weighted: your grades will be entered in percentages, which the program will translate to "points earned."

If at any time you have a question or concern about your grade (which only you and I can access), please contact me (by email or by posting in the appropriate Dropbox). Please do not post about grades in the Virtual Office which is a public space.

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

Student Contact

I have regular office hours for face/face meetings and phone calls.

If you are not free at these times, please call or email me to set up an appointment. Email is preferable: we'll both have a record.

I have face/face and online office hours:

**Face/Face In Office:*** I am physically present in HL 125 to meet (or talk by telephone) during these hours; if a meeting that I must attend is called, I will notify the class by email and by a note on my door. No appointment is necessary during my scheduled office hours. If the door is open, come on in! If the door is shut, but the light is on, knock!

**On Line:** During my virtual office hours, I may be in HL 125 or I may be at an off-campus location, but wherever I am, I will be logged onto my computer and regularly checking my university email and eCollege Virtual Office.

Please: if you think that you are slipping behind for any reason, come talk to me (or call me!).

Keep in mind that the official medium of communication for the university is email which is handled through our eCollege platform.

All email correspondence for this course will be sent to student myLeo email accounts.

An Adobe Presenter/Breeze presentation is available to demonstrate how to access your Leo email: [http://breeze.tamu-commerce.edu/myleomail/](http://breeze.tamu-commerce.edu/myleomail/). Please make it a habit to check email often and log in to the course daily to stay connected with the class.
Warning: Because this course is offered entirely online, the only way to verify that people emailing me are the students registered in the class is via their email accounts. Please use your official university email if you must email me, especially if you have questions about a grade.

I post information in the "Class Announcements" section of our online course and send it out via email to make sure students get the information in a timely manner.

**Online Class Program Information**

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

Since this course will be offered partially online, special requirements must be considered. First, and perhaps most important, is that the student enrolled in this course must have access to a computer with the necessary software and services. The following information has been provided to assist you in preparing to use technology successfully in this course.

- Internet access/connection – high speed recommended (not dial-up)
- Word Processor (i.e. MS Word or Word Perfect)

Additionally, the following hardware and software are necessary to use eCollege:

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your course. To launch a browser test, login in to eCollege, click on the ‘myCourses’ tab, and then select the “Browser Test” link under Support Services.

If your computer and internet services do not meet the minimum requirements for eCollege, you are welcome to use any of the computer labs on campus.

Secondly, it is also vital that the student have a working knowledge of the hardware and software they will be using. The Distance Education Department maintains a FAQ page for students taking online and web-enhanced courses. The web address for this information can be found at http://www.tamu-commerce.edu/itde/FAQs.asp.
eCollege Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

Chat Support: Click on 'Live Support' on the toolbar within your course to chat with an eCollege Representative.

Phone: 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

Email: helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

Help: Click on the 'Help' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc…)

If you run into problems accessing eCollege through the standard online class link, try this alternate College web address is: http://online.tamuc.org

Class Policies

Take some time to read: university faculty have a good deal of latitude in some of their policy areas.

The first set of policy statements are mine.

The second set of policy statements are mandated by the University and Department of Literature and Languages.

By staying in the class after reading this syllabus, you are contractually obligated to meet class requirements and follow *all* class policies.

Instructor Policies

Late Work: In this class, "late" means any time after the No Penalty Zone (NPZ). Since the class is based on revision, I expect early drafts to be rough, incomplete, and in process. Please turn work in on all the assignment dates, no matter how bad you think the work is! Remember, I might not agree it's bad, and even if it's bad, you get credit for turning it in, and feedback to make it better (which is how all writing moves from "bad" to "better" to "good"!)

The weekly due dates are always Friday, at midnight; the No Penalty Zone is Sunday, at midnight.
WARNING ABOUT NPZ: always aim to complete your work the midnight deadline; then, if life intervenes, you have a safety net. If you aim to complete your work by the NPZ and life intervenes, which it will, there will be no safety net.

If you have a medical condition or emergency which affects your ability to do the work for this class, please email me as soon as possible, and I will allow further extensions for you. No documentation is needed.

University & Department Policies

Academic Dishonesty/Plagiarism: Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Academic dishonesty can also include writing assignments for someone else, turning in papers someone else wrote for you, and tests that you took for someone else or that someone else took for you. Turning in work written for another class is also dishonest.

Literature and Languages Policy on Plagiarism: Instructors in the Department of Literature and Languages do not tolerate plagiarism and other forms of academic dishonesty such as collusion. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1, 2, 3])

The Department of Literature and Languages defines plagiarism as occurring when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source. Simply having a list of sources at the end of the project does not sufficiently meet the academic standards for acknowledging sources. You must acknowledge and document all sources (quoted and paraphrased) in your formal report. Documentation requires clear identification within the text (embedded in your sentences or in parentheses, endnotes, or footnotes) of the source for material that has been summarized, paraphrased in your own words, or quoted directly. Page numbers must be given for direct quotes.

Plagiarism is not excused by saying "I did not mean to do it!" Intentional and unintentional plagiarism will both result in a failing grade on an assignment, or, in repeated cases, in a failing grade for this class.

The Department defines collusion as selling academic products (any written or recorded or pictorial material intended to be submitted to satisfy an academic requirement).

Plagiarism or collusion will result in an automatic failing grade on the assignment. A second instance of plagiarism or collusion will result in an automatic F for the class. If you have
declared a major, I will notify your Department Head and the Dean of your college of your plagiarism. A report of the incident will also be filed with the Office of the Dean of Students. This report may stay on your permanent collegiate record and you may also be subject to further disciplinary action being taken by the university.

Online resources on plagiarism:

http://www.unc.edu/depts/wcweb/handouts/plagiarism.html

http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

**Courtes**y: All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student’s Guide Handbook, Policies and Procedures, conduct).

A "Positive Learning Environment" is one which allows and encourages contemplation, thoughtful discourse and critical analysis of information. Since almost all contact will be take place via electronic means, it is important to be courteous and respectful in responding to ideas that may differ from yours. This is an educational environment, and therefore each student should exhibit a decorum that lends itself to the intellectual exchange of views and ideas.

**Drop Policy:** The university drop procedure has changed as of Summer 2012.

**Students who are eligible may now drop their classes with a “Q” drop grade without Instructor approval through their MyLeo.**

This procedure does not apply to students with advising holds (Athletes, International Students, Honor Students, UC College, etc.). Students with advising holds will have to complete a Drop/Add form and get approvals manually, and turn in to the Registrar’s Office for processing.

The Drop/Add form is located online at: http://web.tamu-commerce.edu/admissions/registrar/documents/2012AddDropForm.pdf.

**The deadline to drop with a “Q” drop grade can be found on the** Academic Calendar at: http://web.tamu-commerce.edu/admissions/registrar/academicCalendars/default.aspx

The drop process steps are listed below.

- Go to MyLeo
- Go to Registration, Records & Grades
- Registration
- Register/Add or Drop Classes
- Select a Term
- Under “Action”, click on Course Drop
- Click on “Submit Changes” at bottom form
If you are only enrolled in one class or need to drop all your classes, you will not be able to drop through this procedure. The Withdrawal Form is available at:


These forms must be turned in to the Registrars’ Office for processing.

**Incomplete Grades:** The Incomplete grade is reserved for those students who have been active in class and have maintained a passing grade until nearly the end of the course. If circumstances in the last few weeks make it impossible for a student to hand in the last assignments(s), then the Incomplete can be granted. The student must supply documentation concerning the circumstances that have made it impossible for course work to be completed.

Students who have failed to turn in assignments in earlier weeks are *not* eligible for an Incomplete and will not be granted one. Anyone who is unable to complete the work in the semester they are enrolled will not be able to do it alone in the following term.

If the missing work is not handed in by the end of the next long semester, the grade automatically goes to an F, by university policy. There is no appeal for that grade.

Since this class is an online class you should be aware of the following university policy: You will be required to complete the course outside of the eCollege platform. The class platform is available for student access for only two weeks after the close of each semester.

**Students with Disabilities:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

If you have a disability requiring an accommodation, please contact:

**Office of Student Disability Resources and Services**
Texas A&M University-Commerce
Gee Library
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
ENGLISH 315 SPRING 2013 COURSE CALENDAR
Due Dates: Fridays @ midnight No Penalty Zone (NPZ): Sundays @ midnight

WEEK ONE: 1-14 Graduation Application Opens for Spring
1-18 Last Day to Add in MyLeo w/out approval
January 14-18 INTRODUCTION TO CLASS, CLASSMATES

WEEK TWO: 1-21: MLK Holiday
1-21: Last day to withdraw from 100% for spring
January 21-25 INTRODUCTION TO WRITING PROCESS
INTRODUCTION TO PEER RESPONSE

WEEK THREE: 1-30: Census Date Spring
1-30: Last day to drop class w/refund/no grade
2-1: Graduation Application Deadline for Spring
January 28-February 1: PEER RESPONSE EXERCISE

WEEK FOUR:
February 4-8: ROUGH DRAFT OF FIVE POEMS DUE
LEARNING JOURNAL #1 DUE

WEEK FIVE: 2-12: Summer Financial Aid Deadline
2-15: Fall scholarship deadline
February 11-15: PEER RESPONSES (FIVE POEMS) DUE

WEEK SIX: February 15-22: ROUGH DRAFT OF FIVE POEMS DUE

WEEK SEVEN: 3-1: Midterm Grading
February 24-March 1: PEER RESPONSES (FIVE POEMS) DUE
LEARNING JOURNAL #2 DUE

WEEK EIGHT: 3-8 RESIDENCE HALLS CLOSE
March 4-8

WEEK NINE: SPRING BREAK MARCH 11-15

WEEK TEN: March 18-22 SECOND DRAFT: THREE POEMS DUE
WEEK ELEVEN:  3-29  LAST DAY TO DROP COURSE (NO REFUND, Q)  
               (PCA CONFERENCE) 
March 25-29:  PEER RESPONSE (THREE POEMS) DUE 

WEEK TWELVE:  
April 1-5    SECOND DRAFT (THREE POEMS) DUE  
             LEARNING JOURNAL #3 DUE 

WEEK THIRTEEN:  
April 8-12    PEER RESPONSE (THREE POEMS) DUE 

WEEK FOURTEEN:  
April 15-19   MARKET REPORTS & COVER LTR DUE 

WEEK FIFTEEN:  
April 15-19   MARKET REPORTS & COVER LTR DUE 
April 22-26   NOTHING DUE: WORKING ON SUBMISSION PORTFOLIO 

WEEK SIXTEEN:  Last week of classes 
April 29-May 3  SUBMISSION PORTFOLIO DUE  
               Minimum: Five poems (revised); Two Cover Letters  
               Maximum: Seven poems (revised); Three Cover Letters  
               LEARNING JOURNAL #4 due  
               OPTIONAL: REVISION MARKET REPORT 

FINALS WEEK:  
May 4-10    (KALAMAZOO CONFERENCE) 
COMMENCEMENT:  
May 11