Course Syllabus

Syllabus: WRT 288: Beginning Creative Writing Workshop in Poetry

Course Information

Course Title: Beginning Creative Writing Workshop in Poetry
Course Prefix/Number: WRT 288
Semester: SPRING 2021
Class Days/Times: ONLINE w/ Zoom --- M & W 5:30pm-7:00pm Arizona Time (section 1)
Credit Hours: 3

Instructor Information

Name: Gerry Himmelreich
Phone/Voice Mail: 505.406.6032 (personal cell phone; call or text)

- If leaving a voice message, **please** be sure to **leave your name**, **contact number**, a brief **reason you are calling**, and best **times to contact you**.

- If texting, **please** be sure to **let me know your name** and **reason for the text**. I'll respond as soon as I am able.

E-mail: ghimmelreich@tocc.edu
Office location: N/A
Office hours: TBA

Course Description

This class will teach the craft of poetry writing in terms of mechanics, style, voice, formalism, free verse, narrative structures and other related elements, while providing a survey of past and contemporary poets for understanding of literary movements both past and present.

DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

Course Objectives

During this course students will
- Be able to apply their knowledge in poetry writing.
- Become knowledgeable with a wide variety of past and contemporary poets.
- Develop an ability to synthesize an understanding of one's world through both logic and insight.

Student Learning Outcomes

This course gives students an opportunity to examine a range and depth of poetic voice and imagination. Students read from various texts to grasp a sense of poetic language, form, and style that will enhance their knowledge of poetry.

After completion of the course students will be able to:

1. Engage the writing process to produce poetic art.
2. Write imaginatively, revising words, lines, and form to best accommodate a poem's content.
3. Review well-known authors' poetry, gaining appreciation of poetic development.
4. Investigate self, personal aesthetics, language, poetic devices, and forms.
5. Read, discuss, and think about poetry as a natural creative process.
6. Demonstrate communication about imagination and sense of craft via self-publication or public reading.

Course Structure

The content for this course will be largely taught in the style of a writing workshop, in which students will present work and the entire class, led by the instructor, will provide critical feedback of a constructive nature to the student writer. Lectures will also provide demonstrations of the nature of how poetry operates with respect to the elements of voice, style, mechanics, and form. This course in the creative writing of poetry will instill a more comprehensive process of looking at one's culture and the world one inhabits, thus deepening a student's identity with that culture and their response to/from it.

At least one writing assignment will ask students to write about the non-sacred wisdom behind traditional stories and/or experiences, which naturally involve students having to engage Elders' knowledge/experience for information and insight.

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Course Syllabus

Course objectives are assessed through 1) discussion posts/responses, 2) creative writing assignments, 3) peer workshops, 4) craft assignments, 5) participation in 1:1 conferences with instructor, and 6) a final portfolio of revised work.

This course is structured according to Weekly Modules. Weekly Modules in our Canvas course contain detailed overviews, supplemental readings, discussion links, assignments, due dates, etc.

In order to best learn the material, students will complete each module in order. Prior week's modules must be completed before the next module will be accessible (Week 1 must be finished before students can move on to Week 2, etc).

Course Learning Materials and Textbook Information

REQUIRED: One text is required in this course.

Evory, Michelle. Naming the Unnameable: An Approach to Poetry for New Generations. SUNY, NY. 2018.

ISBN 13: 9781942341499

The above named text is available as an open source publication (free). A pdf file is linked to our course webpage. In addition, a link to view it online is provided here:

https://milnepublishing.geneseo.edu/naming-the-unnameable/

Instructor will provide access to additional readings/materials related to course content as needed. Depending on the parameters of a particular assignment, students may be required to access supplemental resources to support assignment completion.

Courses Outline and Important Dates

Each week in the semester constitutes a Canvas module. Unless otherwise stated in the course schedule accessible on Canvas, assignments within modules will have due dates on Wednesdays and Fridays each week. New modules will be available on Friday afternoons for students who wish to work ahead.

Please visit the course home page in Canvas for a more detailed course schedule of content, assignments, and due dates.

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Course Syllabus

Evaluations and Grading & Assignments:

90 and above is an A
80 - 89 is a B
70 - 79 is a C
60 - 69 is a D
Under 60 is Failing

Course objectives are assessed through 1) discussion posts/responses, 2) creative writing assignments, 3) peer workshops, 4) craft assignments, 5) participation in 1:1 conferences with instructor, and 6) a final portfolio of revised work.

Your grade will be determined by the following:

Trying your best and giving 100% "A" effort is an expectation you likely strive for in everything you do, and I will honor that by expecting the same for you. In short, this means a student must earn both a C-level number of points and achieve a C-level quality of writing to pass the class.

Each assignment helps build important skills throughout the semester, so it's important to do all of them. Final grades are calculated according to the following categories and weights:

> 15% Discussion Posts/Responses
> 30% Creative Writing Assignments
> 10% Peer Critique Workshops
> 10% Craft Assignments
> 10% Participation in 1:1 Conferences with instructor
> 25% Final Portfolio

If at any time you have questions about your grade or are concerned about the quality of your work, please contact me. You can also check feedback and updated grades on Canvas. Be sure to back up all work. Save frequently. Save in multiple places (hard drive, flash drive, Cloud, etc) and ALWAYS email a copy of your assignments to yourself.

It is the student's responsibility to have and maintain a computer and reliable Internet access. Lack of Internet access, slow connections, Internet outages, power outages, computer failure, virus infection, lost/stolen/forgotten computers and/or flash drives, etc are NOT valid excuses for failing to submit work on time.

Plan ahead and have multiple options available at a moment's notice. All deadlines are provided   in advance for students to plan ahead in submitting assignments on time. To avoid missing a deadline, use your calendar accordingly and consider submitting work early.

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Course Syllabus

Passing the course will require on-time submission of ALL assignments. Any requests for extensions will need to be in writing and the explanation will need to be documented with sufficient evidence. While the requester will determine what documentation to provide, the instructor will evaluate whether it is sufficient to confirm the explanation and approve a request. The instructor reserves the right to request additional documentation as necessary.

Apache Cultural Component

San Carlos Apache College is in the process of developing culturally relevant curriculum and coursework in Apache history, culture, and language. Student and community feedback will guide this process. All SCAC instructors will find ways to incorporate culturally relevant topics and materials into their courses as appropriate.

Policies and Expectations

Attendance Policy:
This course meets online using Zoom on Mondays and Wednesdays from 5:30pm-7:00pm Arizona Time. The Zoom link is available on our Canvas course and will be emailed to your College email address. In addition, the Zoom link will be available on your Google Calendar during our scheduled class time.

Students will be required to log on to Zoom using their College email credentials to access the course (known as authentication), and will enter a waiting room prior to being admitted by the instructor.

In addition, content, discussions, and assignment details are posted to our Canvas course.

Online courses require a special **self-discipline** in order to be successful. This course allows us to engage course content from anywhere we have access to reliable computers and Internet. Because of this, physical attendance can occur most anywhere. As a result, attendance is less a measure of physical presence, and more a virtual presence. For this course, **attendance means** 1) **participating in** our **Zoom sessions** on Mondays and Wednesdays, 2) **logging on** to our Canvas course regularly, **and** 3) actively **completing assignments on time**.

I expect each of you to check our online classroom, discussion board, and email a minimum of two times per week. All updates will be made online and communicated via email. Help yourself be successful by setting aside Mondays and Wednesdays from 5:30pm-7:00pm each week, as well as dedicated time to completing coursework (approximately 15 hours a week).

That said, please reach out if you have questions about accessibility, and/or available resources. Creative writing requires focused and dedicated time. Communicate regularly with me via email, text, or phone. Stay in touch (online!) with other students in the course. In addition, in order to do well in this class, you need to do the following:

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Course Syllabus

- read carefully all materials and links posted in the weekly modules.
- complete all reading and writing assignments and discussions on time. Points may be deducted for late work.
- participate in class discussions, activities, and assignments.
- apply what you learn in class to your own writing.
- follow instructions, guidelines, and advice for completing assignments.
- revise your work thoroughly.

In the event a student plans to be away from the computer and/or Internet for more than a couple days due to illness, vacations, appointments, ceremonies, etc, all assignments due during that time MUST be submitted prior to the absence.

In the event of an unexpected absence, any discussion posts or assignments due must be submitted within 48 hours of the deadline time.

Ultimately, not logging on to an online class and not attending the Zoom sessions is equivalent to non-attendance in a face-to-face course. This can result in an instructor drop ("W") or failing grade ("Y"). Sometimes problems arise that affect performance. Please contact me promptly if:

- you are confused about the requirements of an assignment.
- you have writer's block or are not sure how to complete an assignment or how to revise your work.
- you are having technical problems.
- you cannot complete an assignment on time because of an unexpected event or problem.

If you fall behind in the course, expect a check in from me to discuss options.

Academic Integrity:
Violations of scholastic ethics are considered serious offenses by San Carlos Apache College. Students may consult the SCAC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited.

According to the Academic Integrity and Plagiarism Policy indicated in the Student Handbook:

"Honesty and integrity are important attributes for a student's personal and academic development. Academic dishonesty occurs when a student fails to live up to this standard. Generally speaking, academic dishonesty includes cheating (i.e. copying a student's work or

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Course Syllabus

allowing a student to copy one's work, unauthorized use of devices such as calculators, taking an exam in another student's place, etc.), plagiarism (i.e. using the words or ideas of another person without proper acknowledgement or citation), and fabrication (i.e. altering an exam after it has been graded, or providing false information to excuse late work, etc.). Students are responsible for ensuring that the work they submit for their courses is their own work and that outside sources are acknowledged and appropriately credited. Depending on the severity of the violation of the academic honesty policy, instructors may impose a range of penalties including a request for the assignment to be resubmitted, a reduction in the assignment or course grade, failure for the course, and in severe instances a student may be suspended or expelled from the College."

Course Feedback:
All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email, or via the electronic system of Canvas.

Incomplete Policy:
Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. The student must have unavoidable circumstances that would prohibit the student from completing the course.
3. The student must have completed over 75% of the course requirements with at least a "C" grade.

Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance. Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals:
Students are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in a withdrawal and a "W" or "Y" will be recorded. Students may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent or have been absent, please notify the instructor as soon as possible.

Course Syllabus

For this online/Zoom course, students who do not attend Zoom and/or fail to log in for two consecutive weeks (or a total of four weeks over the semester), or who fail to submit any assignments/take any quizzes by the 45th day census report, due on **MARCH 4, 2021**, are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

Student Withdrawals:
Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by **MARCH 29, 2021**, if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawals (Y) Grade
The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Required Technology and Software:
Because this is an online class, **computer literacy and daily, reliable access to the internet is required**: word processing skills (in MS WORD), ability to navigate the Internet, and familiarity with the Canvas learning management system (LMS) are necessary in order to submit written assignments, to take exams, to participate in online discussions, and to read handouts and access internet links. All of your assignments will be typed and uploaded to Canvas. Please see the online learning information and tutorial folder on our Canvas site for additional information about online courses. Chrome, Firefox, and Safari work best as web browsers for using Canvas.

Accessibility Policies for all Technology Tools Used:
Canvas: https://www.canvaslms.com/accessibility
Firefox: http://website-archive.mozilla.org/www.mozilla.org/firefox_vpat/firefox-vpat-3.html
YouTube: https://support.google.com/youtube/answer/189278?hl=en

Equal Access Statement/Disability Accommodations:
San Carlos Apache College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO).It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

Course Syllabus

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX:
San Carlos Apache College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed any form of sexual misconduct to talk about their experience and seek the support they need.

Conduct: Bias, Bullying, Discrimination and Harassment:
San Carlos Apache College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

Other Course Policies and Expectations

Assignment Deadlines, Incompletes, and Late Work:
If you are not able to submit an assignment by the day/time on which it is due, please communicate with me and/or submit your work BEFORE the due date.

Because prior week's modules must be completed before the next module will be accessible (Week 1 must be finished before students can move on to Week 2, etc), it is important to stay on top of work and submit assignments on time. Late assignments are those submitted after the time indicated on the assignment.

> Late Discussion Posts/Responses/Creative Writing and Craft Assignments: Opportunity for full credit if submitted within 24 hours of the due date; 75% credit if submitted within 72 hours of the due date. After 72 hours, assignments can be submitted up to one week late for 50% credit.

> Late Final Portfolios: Zero credit. Due to end-of-semester deadlines, late final portfolios are not accepted.

> Discussions: Participating on our discussion board is a major part of the course. Failure to participate in online discussions will seriously compromise your grade in this course. Be prepared to share your ideas and respond to classmates on these discussion threads.

Incomplete assignments are not acceptable. Better to submit an assignment late yet complete!

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Format of Written Work and File Submission:
I require that all work be typed. In general, unless a work demands something out of the ordinary, selected fonts should be easily read, such as Cambria, `Courier New`, or Times New Roman, and set at 12 point. Also, save all of your documents as either Microsoft Word .doc or .docx

If your computer does not have Microsoft Office, you can download a free, compatible, open source word processing software at Openoffice.org.   Google docs also allows for saving files as a Word compatible document.

Online Behavior:
Like any face-to-face class, the expectation is respect of your peers, your instructor, and yourselves by engaging in professional, polite, and informed discussions. That is, I expect you to have prepared your thoughts and ideas about course concepts and to offer your ideas, concerns, and/or criticisms of course concepts in an adult manner. We have the responsibility as participants in this class to listen and speak to each other carefully, honestly, and respectfully. We also have the extreme privilege to be able to question each other's ideas and help each other grow in a safe, professional environment.

As such, feel free to speak your mind as long as you do so in a way that is not devaluing or demeaning to other students, yourself, and the instructor. I have never had a problem with decorum or communication in any of my online classes and anticipate the same level of professionalism this semester.

College Expectations:
Please be advised that all students, including dual credit students, are subject to the same policies and standards regarding attendance, submission of late work, participation, conduct, and academic honesty as outlined in this syllabus. Students creating disturbances that interfere with the conduct of the class or the learning of others will be dropped from the course. Student behavior is also detailed in the student handbook under Student Code of Conduct Violations. By enrolling in this course, students understand that mature subject matter may be covered and that course content may be intellectually and emotionally challenging.

In complying with FERPA, I cannot and will not discuss any matters regarding any student's performance or standing in this class with friends, parents, or family members. All students are encouraged to contact me whenever they have questions or concerns about this class.

DISCLAIMER: Not every situation or question can be anticipated by the policies contained in this syllabus. The instructor, in consultation with relevant College personnel, reserves the right to develop/articulate additional policies as situations/questions arise. If you have a question or situation not covered within this syllabus, please email the instructor for clarification.

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