

RECEIVED

APR 2 2014

OFFICE OF THE  
SENATE COUNCIL**Course Information**

Date Submitted: 9/9/2013

Current Prefix and Number: ENG - English , ENG 107 INTRODUCTION TO IMAGINATIVE WRITING

Other Course:

Proposed Prefix and Number: ENG 107

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? Yes

Inquiry - Arts &amp; Creativity

**1. General Information**

a. Submitted by the College of: ARTS &amp; SCIENCES

b. Department/Division: English

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Matthew Giancarlo

Email: matthew.giancarlo@uky.edu

Phone: 7-1587

Responsible Faculty ID (if different from Contact)

Name: Frank X Walker

Email: fxw2@uky.edu

Phone: 7-1634

f. Requested Effective Date

Semester Following Approval: No OR Effective Semester: Summer I, 2014

**2. Designation and Description of Proposed Course**

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: WRITING CRAFT: INTRODUCTION TO IMAGINATIVE WRITING

Proposed Title: unchanged

c. Current Transcript Title: INTRODUCTION TO IMAGINATIVE WRITING

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: PropGradingSys

g. Current number of credit hours: 3

Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: An introduction to the genres and craft of imaginative writing, including fiction, nonfiction, and poetry. Students will study and practice writing in various modes through composition, peer critique, and research. Lecture. Offers credit for the UK Core requirement in Intellectual Inquiry in Arts & Creativity. Fulfills ENG pre-major requirement and provides ENG minor credit.

Proposed Course Description for Bulletin: unchanged

2j. Current Prerequisites, if any: none

Proposed Prerequisites, if any: none

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale: For clarification, please note that ENG 107 is ALREADY a UK Core "Arts & Creativity" course. (This Course Change form is a little ambiguous on this point in the second question above.) ENG 107 has already been approved and it has been taught as a UK Core course. We are submitting it for approval as an online DL course for beginning in the Summer of 2014. We are not proposing any changes to content, description, or credit hours.

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

## Distance Learning Form

Instructor Name: Frank X Walker

Instructor Email: fxw2@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The course syllabus conforms to the University Senate Syllabus guidelines: please see the attached sample syllabus. Copies are provided in .docx, .doc, and .pdf formats. All contact and connectivity information has been updated to the latest versions. Timely interaction between instructors and students is provided via the University's Blackboard platform and email services.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. The course syllabus for the online version reflects the same content and work calendar as the regular semester version of ENG 107. It uses the same textbooks, exercises, and work assignments. The course goals are the same: introductory exposure and practice in the craft of imaginative writing across a number of genres.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Student work is submitted and graded via the University's Blackboard course management software. All assignments are submitted securely via Blackboard. Grades and feedback are also given via Blackboard to each individual student's course account. This platform has worked well for course delivery in the English Department for other online DL courses. It is secure, fast, and flexible. There are no proctored exams. All course policies for the DL course are the same as for the regular semester course. They are available on the syllabus and via the online portal/course shell for the class.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No, DL approval for ENG 107 will not result in any portion of our major requirements being delivered online. This is one course at the 100-level in the ENG Department. It is a pre-major course but it does not offer credit toward the requirements in the major.

If yes, which percentage, and which program(s)? n/a

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Student services are made available via Blackboard, messaging via email, via online library resources, and other available technologies including Adobe Connect Pro. The course content is deliverable using Blackboard's video and content delivery systems. All necessary technology information, and the library information, are available via the course syllabus.

6. How do course requirements ensure that students make appropriate use of learning resources? The syllabus provides a structured and sequential introduction to the course materials and requirements. It is organized tightly by week, so students are required to make regular progress in the syllabus (i.e. it is not designed as an open or correspondence-style course). Regular interaction with course directors and peer review groups also insure student interaction as an essential part of the course. As with other current UK DL courses, this course will be provided over the Summer terms on the same schedule as regular classes.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. No labs are necessary. Workshop connectivity is provided by Blackboard "Groups" function and by Adobe Connect Pro chat rooms built into that system. (This is particularly important for online group workshops.)

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? Technology information and contacts are provided in the syllabus, specifically under the sections titled "TA Support" and the extensive "Course policies and on-line connectivity procedures". Please see all of the updated contact information there. It is provided by the Arts & Sciences DL team.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. As explained above, the course uses the University's Blackboard course management platform. Assistance and feedback will be available online through Blackboard.

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Frank X Walker

SIGNATURE|JACLYM3|Jeffory A Clymer|ENG 107 CHANGE Dept Review|20130909

SIGNATURE|RHANSON|Roxanna D Hanson|ENG 107 CHANGE College Review|20140121

SIGNATURE|NCJONE0|Nancy C Jones|ENG 107 UKCEC Expert Review|20140220

SIGNATURE|JMETT2|Joanie Ett-Mims|ENG 107 ENG 107MINOR\_TEXT\_FOR\_TITLEENG 107MINOR\_TEXT\_FOR\_TITLE&|20140326

SIGNATURE|JMETT2|Joanie Ett-Mims|ENG 107 CHANGE Undergrad Council Review|20140402

**Courses** **Request Tracking**

**Course Change Form**

https://myuk.uky.edu/sap/bc/soap/rfc?services=

[Open in full window to print or save](#)

Generate R

**Attachments:**

Browse...

Upload File

ID	Attachment
Delete 3226	ENG 107 Intro Imag Writing DL svll REVISED.docx

First 1 Last

Select saved project to retrieve...

Get New

NOTE: Start form entry by choosing the Current Prefix and Number (\*denotes required fields)

<b>Current Prefix and Number:</b>	ENG - English ENG 107 INTRODUCTION TO IMAGINATIVE WRITING	<b>Proposed Prefix &amp; Number:</b> (example: PHY 401G)	ENG 107
* What type of change is being proposed?		<input type="checkbox"/> Major Change <input checked="" type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, exception of the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not imply in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in content or emphasis, or which is made necessary by the elimination or sign alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above	
Should this course be a UK Core Course? <input checked="" type="radio"/> Yes <input type="radio"/> No			
IF YES, check the areas that apply:			
<input checked="" type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics			
1. General Information			
a. Submitted by the College of:		ARTS & SCIENCES	
b. Department/Division:		English	
c.* Is there a change in "ownership" of the course?			
<input type="radio"/> Yes <input checked="" type="radio"/> No      If YES, what college/department will offer the course instead? <input type="text" value="Select..."/>			
e.* * Contact Person Name:		Matthew Giancarlo      Email: matthew.giancarlo@uky.edu      Phone: 7-1587	
* Responsible Faculty ID (if different from Contact):		Frank X Walker      Email: fxw2@uky.edu      Phone: 7-1634	
f.* Requested Effective Date:		<input type="checkbox"/> Semester Following Approval      OR <input type="checkbox"/> Specific Term: <input type="text" value="Summer I, 2014"/>	
2. Designation and Description of Proposed Course.			
a. Current Distance Learning(DL) Status:		<input type="radio"/> N/A <input type="radio"/> Already approved for DL* <input checked="" type="radio"/> Please Add <input type="radio"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box ) the proposed changes do not affect DL delivery.			
b. Full Title:		WRITING CRAFT: INTRODUCTION TO IMAGINATIVE WRITING	Proposed Title: * unchanged
c. Current Transcript Title (if full title is more than 40 characters):		INTRODUCTION TO IMAGINATIVE WRITING	

c. Proposed Transcript Title (if full title is more than 40 characters):					
d. Current Cross-listing:	<input type="checkbox"/> N/A	OR	Currently <sup>2</sup> Cross-listed with (Prefix & Number):	none	
Proposed - ADD <sup>2</sup> Cross-listing (Prefix & Number):					
Proposed - REMOVE <sup>2d</sup> Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours <sup>2</sup> for each meeting pattern type.					
Current:	Lecture 3	Laboratory <sup>2</sup>	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
Proposed: *	Lecture 3	Laboratory <sup>2</sup>	Recitation	Discussion	Indep. Study
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: Please explain:		
f. Current Grading System:	ABC Letter Grade Scale				
Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale				
g. Current number of credit hours:	3	Proposed number of credit hours:*	3		
h.* Currently, is this course repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
* Proposed to be repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES:	Maximum number of credit hours:				
If YES:	Will this course allow multiple registrations during the same semester?				<input type="radio"/> Yes <input checked="" type="radio"/> No
i. Current Course Description for Bulletin:	An introduction to the genres and craft of imaginative writing, including fiction, nonfiction, and poetry. Students will study and practice writing in various modes through composition, peer critique, and research. Lecture. Offers credit for the UK Core requirement in Intellectual Inquiry in Arts & Creativity. Fulfills ENG pre-major requirement and provides ENG minor credit.				
* Proposed Course Description for Bulletin:	unchanged				
j. Current Prerequisites, if any:	none				
* Proposed Prerequisites, if any:	none				
k. Current Supplementary Teaching Component, if any:	<input type="checkbox"/> Community-Based Experience				

	<input type="radio"/> Service Learning <input type="radio"/> Both
Proposed Supplementary Teaching Component:	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
<b>3. Currently, is this course taught off campus?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
<b>* Proposed to be taught off campus?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, enter the off campus address:	
<b>4.* Are significant changes in content/student learning outcomes of the course being proposed?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, explain and offer brief rationale:	
<p>For clarification, please note that ENG 107 is ALREADY a UK Core "Arts &amp; Creativity" course. (This Course Change form is a little ambiguous on this point in the second question above.) ENG 107 has already been approved and it has been taught as a UK Core course. We are submitting it for approval as an online DL course for beginning in the Summer of 2014. We are not proposing any changes to content, description, or credit hours.</p>	
<b>5. Course Relationship to Program(s).</b>	
<b>a.* Are there other depts and/or pgms that could be affected by the proposed change?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES, identify the depts. and/or pgms:	
<b>b.* Will modifying this course result in a new requirement<sup>2</sup> for ANY program?</b>	<input type="radio"/> Yes <input checked="" type="radio"/> No
If YES <sup>2</sup> , list the program(s) here:	
<b>6. Information to be Placed on Syllabus.</b>	
<b>a.</b> <input type="checkbox"/> Check box if changed to 400G or 500.	<b>If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiator undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)</b>

**Distance Learning Form**

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for  
**All fields are required!**

**Introduction/Definition:** For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instruct in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technic

A number of specific requirements are listed for DL courses. **The department proposing the change in delivery method is responsible for ensuring that the require below are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equi experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix: ENG 107	Date: 9/9/2013
Instructor Name: Frank X Walker	Instructor Email: fxw2@uky.edu

Check the method below that best reflects how the majority of the course content will be delivered.

Internet/Web-based    
 Interactive Video    
 Hybrid

**Curriculum and Instruction**

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to Univers Senate Syllabus Guidelines, specifically the Distance Learning Considerations?

The course syllabus conforms to the University Senate Syllabus guidelines: please see the attached sample syllabus. Copies are provided in .docx, .doc, and .pdf formats. All contact and connectivity information has

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course go assessment of student learning outcomes, etc.

The course syllabus for the online version reflects the same content and work calendar as the regular semester version of ENG 107. It uses the same textbooks, exercises, and work assignments. The course goals are the same:

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc.

Student work is submitted and graded via the University's Blackboard course management software. All assignments are submitted securely via Blackboard. Grades and feedback are also given via Blackboard to each individual

4. Will offering this course via DL result in at least 25% or at least 50%\* (based on total credit hours required for completion) of a degree program being offered via a of DL, as defined above?

No, DL approval for ENG 107 will not result in any portion of our major requirements being delivered online.

This is one course at the 100-level in the ENG Department. It is a pre-major course but it does not offer credit

Which percentage, and which program(s)?

n/a

\*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery is six months from the date of approval.

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Student services are made available via Blackboard, messaging via email, via online library resources, and other available technologies including Adobe Connect Pro. The course content is deliverable using Blackboard's video

#### Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?

The syllabus provides a structured and sequential introduction to the course materials and requirements. It is organized tightly by week, so students are required to make regular progress in the syllabus (i.e. it is not

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

No labs are necessary. Workshop connectivity is provided by Blackboard "Groups" function and by Adobe Connect Pro chat rooms built into that system. (This is particularly important for online group workshops.)

#### Student Services

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

Technology information and contacts are provided in the syllabus, specifically under the sections titled "TA Support" and the extensive "Course policies and on-line connectivity procedures". Please see all of the updated

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

Yes

No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

As explained above, the course uses the University's Blackboard course management platform. Assistance and feedback will be available online through Blackboard.

10. Does the syllabus contain all the required components, below?  Yes

- Instructor's *virtual* office hours, if any.
- The technological requirements for the course.
- Contact information for Distance Learning programs (<http://www.uky.edu/DistanceLearning>) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/Help/>; 859-218-HELP).
- Procedure for resolving technical complaints.
- Preferred method for reaching instructor, e.g. email, phone, text message.
- Maximum timeframe for responding to student communications.
- Language pertaining academic accommodations:
  - "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)."
- Specific dates of face-to-face or synchronous class meetings, if any.
- Information on Distance Learning Library Services (<http://www.uky.edu/libraries/DLIS>)
  - Carla Cantagallo, DL Librarian
  - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
  - Email: [dliservice@email.uky.edu](mailto:dliservice@email.uky.edu)
  - DL Interlibrary Loan Service: [http://www.uky.edu/libraries/libpage.php?web\\_id=253&lib\\_id=16](http://www.uky.edu/libraries/libpage.php?web_id=253&lib_id=16)

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

Frank X Walker



Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (<http://www.uky.edu/UKIT/Help>)

Revised 8/09

- <sup>11</sup> See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "n form will be sent to appropriate academic Council for normal processing and contact person is informed.
- <sup>12</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.
- <sup>13</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.
- <sup>14</sup> Removing a cross-listing does not drop the other course - it merely unlinks the two courses.
- <sup>15</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)
- <sup>16</sup> You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.
- <sup>17</sup> In order to change a program, a program change form must also be submitted.

Submit as New Proposal    Save Current Changes

## UK ENG 107 WRITING CRAFT: INTRODUCTION TO IMAGINATIVE WRITING

[ALL INFORMATION IN RED WILL BE PROVIDED WHEN THE COURSE IS APPROVED AND SCHEDULED FOR DL DELIVERY]

3.0 Credit Hours, Summer 2014 online Distance Learning

### COURSE INSTRUCTOR AND DEVELOPER:

FRANK X WALKER, Associate Professor, ENGLISH (PROFESSOR X)

Email address: [fxw2@uky.edu](mailto:fxw2@uky.edu)

Blackboard messages (preferred contact)

UK Office: 1237 POB, PK. 257-1035, Office hours t&tX 12-2 pm. and by appointment.

### Teaching assistants: [to be determined]

[XXX@uky.edu](mailto:XXX@uky.edu)

[YYY@uky.edu](mailto:YYY@uky.edu), etc.

Blackboard messages (preferred contact; return contact within 24 hrs during the work-week)

on-line virtual office hours: [to be determined]

### Course Access

This is an online course. To access the course visit <http://elearning.uky.edu> and login to Blackboard with your LINK BLUE username and password.

### Course Description:

An introduction to the genres and craft of imaginative writing, including fiction, nonfiction, and poetry. Students will study and practice writing in various modes through composition, peer critique, and research. Lecture. Offers credit for the UK Core requirement in Intellectual Inquiry in Arts & Creativity. Fulfills ENG premajor requirement and provides ENG minor credit.

ENG 107 is designed to offer an introduction to the genres and craft of imaginative writing, including fiction, nonfiction, and poetry. Students will study and practice writing in various modes through composition, peer critique, and research. This is an introductory course in creative writing for the novice. Participants will examine, discuss and put into practice how poetry and prose can express ideas and emotions.

### Student Learning Outcomes:

In completing this course, students will demonstrate:

1. knowledge of an introduction to multiple literary genres, including prose fiction, prose non-fiction, and poetry;
2. direct engagement in individual and group creative processes;
3. mastery of relevant terminologies in group discussions, quizzes, written reflections, and original work;
4. application of critical listening and reading skills;
5. application of skills in critiquing, editing, and revising written work;
6. knowledge of a deeper depth of study, and enjoyment and interest in creative writing.

### Required texts and other resources:

1. Frank X Walker's collection of poetry, *Turn Me Loose: The Unknowing of Medea Evers*, (University of Georgia Press, 2013) ISBN 978-0-8203-4541-3
2. Guy de Maupassant's short story collection, *Kinfolks*, (Gnomon, 1977). ISBN 978-0-9177-8810-9
3. Minor and Kelly's *Three Genres: The Writing of Literary Prose, Poems, and Plays*. 9th Edition (Longman, 2011). ISBN 978-0-205-01275-6
4. Additional readings and resources will be made available via the course Blackboard website.

### Recommended additional resources:

1. A writer's notebook or tape recorder.
2. A smartphone, laptop or portable device with Internet access.

3. Headphones
4. FAMILIARITY WITH BLACKBOARD, TWITTER AND FACEBOOK.

#### **Work and Grades:**

The course is graded A-E along a standard percentage scale: A=90-100%, B=80-89%, C=70-79%, D=60-69%, E=59 or lower. Grades will be assessed with the following weights:

- 45% Creative Writing Laboratory (online and small group)
- 35% Midterm examination
- 10% Final Group Project
- 5% Literary Community Service
- 5% Literary Community Engagement

**Creative Writing Laboratory:** Assigned sessions other than scheduled recorded lectures that will include small group interaction and online assignments. All final (revised) original work must be posted to Blackboard.

**Mid-term examination:** A comprehensive written examination that will cover materials from the lectures, guest artists and assigned reading. The format will include multiple choice, passage identification, and short answer questions. Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

**Final Group Project:** A final examination or approved final project that reflects the course learning outcomes. Examples include the creation of a short film, the creation of a virtual literary journal or digital literary reading.

**Literary community service:** Approved and documented service provided to the literary community. Examples include organizing a public reading, tutoring in an afterschool reading program, staffing a literary journal, volunteering at a Writers Conference Kentucky Book Fair, or the contribution of a short biography of a currently unlisted poet to James Madison University's Furious Flower Poetry Center.

**Literary community engagement:** Documented attendance at an approved public reading or other approved event. A written reflective summary that includes the who/what/when/where; 'what you learned as a writer'; and 'what you learned about art and creativity' by attending the event must be submitted electronically, at the conclusion of event to obtain full credit.

#### **Attendance and Work Pace:**

All course materials are online and it is YOUR responsibility to access material in a timely manner. To help keep you on track I have created a Course Schedule that you should follow. 6-week summer courses are the equivalent of entire semester courses. You are expected to spend a **MINIMUM** of 3-4 hours per day (5 days a week) working with the course material (including reading, viewing, writing).

Problems associated with your computer, procrastination, or forgetfulness are not acceptable excuses for late submission of assignments. It is YOUR responsibility to make sure that you access and submit materials on time. **Note: Once the deadline for submission has passed, these assignments will no longer be available on Blackboard.**

#### **T.A. Support**

A Teaching Assistant will monitor and evaluate the postings and also respond when appropriate to clarify or stimulate the online discussion. The TA for this course is XXX. XXX will grade your assignments and be available for questions. XXX will have online office hours and can make appointments as needed.

#### **Course Policies and on-line Connectivity Procedures:**

1. **Communication:** All communication for this course is best accomplished through the "Messages" feature on the course's Blackboard website. Communications with the instructor/LA will be answered ASAP, generally within 30 hours during the work-week (longer on weekends.)
2. **Electronic access and support:** Complete the following steps to make sure your computer is correctly configured and the necessary software is installed. You will not be able to access course material if you fail to complete these steps.
  - I. Go to this site to check the minimum hardware, software and browser requirements:  
[http://wiki.uky.edu/blackboard/Wiki/Pages/Bb9 Hardware and Software Requirements.aspx](http://wiki.uky.edu/blackboard/Wiki/Pages/Bb9%20Hardware%20and%20Software%20Requirements.aspx)
  - II. Internet Explorer is NOT recommended for Blackboard. Firefox is the recommended Internet browser for the course. Go to <https://download.uky.edu/> to download a free version of Firefox. Log in with your LINK BLUE ID and password and search for Firefox.
  - III. Go to <http://java.com> and click on the Free Java Download button. Run the installer to get the latest version.
  - IV. You will also need Flash, Adobe Acrobat Reader and Quicktime movie player. Go to [http://wiki.uky.edu/blackboard/Wiki/Pages/Browser Check.aspx](http://wiki.uky.edu/blackboard/Wiki/Pages/BrowserCheck.aspx) then click **BBGO!** If you do not have these installed, you can download them from this site.
  - V. To download Windows Media Player, click this link:  
<http://www.microsoft.com/windows/windowsmedia/player/10/default.aspx>
  - VI. Students and faculty can download Microsoft Office Suite (including Word and PowerPoint) from this site:  
<https://download.uky.edu/>. If you experience technical difficulties contact the Customer Service Center at 859-218-HELP (4357) or by e-mail at [helpdesk@uky.edu](mailto:helpdesk@uky.edu). Please also inform the course instructor when you are having technical difficulties.
  - VII. For additional support, contact the UK Teaching and Academic Support Center (TASC) at <http://www.uky.edu/ukit/atg/blackboard> (859-218-4357), and the UK Instructional Technology (IT) team at <http://www.uky.edu/ukit/atg/tasc>.
3. **Be First-time Online Students:** This is a brief and comprehensive introduction for students using Blackboard for the first time. Go to <https://www.uky.edu/acadtrain/blackboard/students>.
4. **Late work/make-ups:** Following University Senate Rules Y.2.4.2, "A student shall not be penalized for an excused absence." Work that is late because of an approved reason (i.e. verified illness; family death; trips for members of student organizations; major religious holidays) will be treated as an excused absence. In such cases, "Students missing any graded work due to an excused absence bear the responsibility of informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The Instructor of Record shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred" (USR Y.2.4.2). If there are extreme extenuating circumstances as defined by the University Senate Rules, please contact the course instructors immediately.
5. **Academic integrity:** This course will observe all normal University policies regarding academic integrity and original work. Students are expected to do their own work, reading, and assignment submissions. All assignments, papers, and exams completed by students for this class should be the product of the personal efforts of the individual whose name appears on the work. Misrepresenting others' work as the student's own in the form of cheating or plagiarism is unethical and will lead to those penalties outlined in the University Senate Rules (6.3.1 and 6.3.2).
6. **Distance Learning Library Services** <http://www.uky.edu/libraries/dlls>: For additional help, consult these resources: Carla Camagallo, DL Librarian, Email [dlservice@email.uky.edu](mailto:dlservice@email.uky.edu) Local phone number: 859. 257.0500, ext. 2171; Long-distance phone number: (800) 828-0439 (option #6).
7. **Special needs & accommodations:** If you have a documented disability that requires special or different accommodations, please consult with the instructor, preferably before the start of class. In order to receive accommodations for this course, you must provide a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, e-mail address [jkarnes@email.uky.edu](mailto:jkarnes@email.uky.edu)) for coordination of campus disability services available to students with disabilities. Further information is available here:  
<http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/>.

8. **Academic integrity:** This course will observe all normal University policies regarding academic integrity and original work. Students are expected to do their own work, reading, and assignment submissions. All assignments, papers, and exams completed by students for this class should be the product of the personal efforts of the individual whose name appears on the work. Misrepresenting others' work as the student's own in the form of cheating or plagiarism is unethical and will lead to those penalties outlined in the University Senate Rules (6.3.1 and 6.3.2).
9. **Appropriate online behavior:** Students are expected to maintain decorum that includes respect for other students and the instructor. Virtual communication and discussion "in cyberspace" occur in a social environment where normal rules of social interaction apply. The remoteness of the recipients is no excuse to behave in an anti-social manner and post unacceptable messages. Unacceptable messages include those that harass, intimidate, threaten, belittle, ridicule, expressed hatred for, or aggression toward others. Discussion board and other electronic communication for this course should relate only to the course subject matter, generally respond to the instructor threads, and always seek to further the aims of that particular discussion forum or chat session (i.e., stay on topic). Contributions to discussion boards and synchronous chat are the intellectual property of the authors. Students who quote another person in class projects, publications or even in remarks made on the discussion board should always acknowledge the source of that quote; do not plagiarize your classmates. Personal comments about other users and their views should not be placed in any of our Blackboard course areas that are viewable by other users. Do not copy private messages to another person without the author's explicit permission. Consult the UK Student Rights and Responsibilities regarding the steps for addressing unresolved academic issues at <http://www.uky.edu/StudentAffairs/Code/part2.html>.
10. **Much of this course will be recorded and rebroadcast and may appear in future online courses. Not dropping this course is assumed consent to be filmed and or recorded. If you do not wish to give your consent to be filmed and or recorded you must drop this course immediately or make special arrangements with the instructors.**

**Teaching and Work Schedule (shaded work assignments marked in red and red):**

**ALL WRITTEN EXERCISES ASSIGNED DURING THE COURSE WEEK ARE DUE ON THE FOURTH DAY OF THAT COURSE WEEK, POSTED TO BLACKBOARD: THEY ARE MARKED EXERCISES DUE ON BB**

**Week/Day**

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**Week 1**

1. **COURSE OVERVIEW AND OBJECTIVES (VIDEO LECTURE)**
2. **POETRY LECTURE: WHAT MAKES A POEM A POEM (VIDEO LECTURE)**
3. **USING THE SOUND OF LANGUAGE, RHYTHM, AND TONE (VIDEO LECTURE)**
4. **FIXED FORMS AND FREE VERSE (VIDEO LECTURE) EXERCISES DUE ON BB**
5. **LIFE OF A WRITER (VIDEO OF READING AND TALK)**

**Week 2**

1. **REVISION AND EDITING (VIDEO LECTURE)**
2. **POETRY WRITING EXERCISES: COLOR STUDY, ACROSTIC, EXTENDED HAIRU (ONLINE LABORATORY)**
3. **WRITING EXERCISES: EPIGRAMMATIC POEM, TANKA, PERSONA POEM (ONLINE LABORATORY)**
4. **PEER EDITING EXERCISE: DISMILLATION, REVISION CHECKLIST (ONLINE LABORATORY) EXERCISES DUE ON BB**
5. **PEER REVIEW AND GROUP DISCUSSION (ONLINE LABORATORY)**

**Week 3**

1. **INTRODUCTION TO FICTION LECTURE (VIDEO)**
2. **THE SHORT STORY LECTURE (VIDEO)**
3. **THE LIFE OF A WRITER (VIDEO OF READING AND TALK)**
4. **WRITING EXERCISE: CHARACTER STUDY, PLOT OUTLINE, SIX WORD NOVEL (ONLINE LABORATORY) EXERCISES DUE ON BB**
5. **PEER REVIEW AND GROUP DISCUSSION (ONLINE LABORATORY)**

**Week 4**

1. **MID-TERM EXAMINATION (ADMINISTERED VIA BB)**
2. **INTRODUCTION TO NON-FICTION LECTURE (VIDEO)**
3. **LIFE OF WRITER (VIDEO OF READING AND TALK)**
4. **WRITTEN REFLECTION (ONLINE LABORATORY) EXERCISES DUE ON BB**
5. **PEER REVIEW AND GROUP DISCUSSION (ONLINE LABORATORY)**

**Week 5**

1. **INTRO TO SCREENWRITING LECTURE (VIDEO)**
2. **LIFE OF A WRITER (VIDEO OF READING AND TALK)**
3. **VIEW "THE WILKINS STORIES," BY ANDY GARRISON (VIA BB LINK)**
4. **WRITTEN REFLECTION COMPARING STORIES AND FILMS (POST ON BB) EXERCISES DUE ON BB**
5. **PEER REVIEW AND GROUP DISCUSSION (ONLINE LABORATORY)**

**Week 6**

1. **PERFORMANCE LECTURE (VIDEO)**
2. **INDEPENDENT WORK (ONLINE LAB)**
3. **INDEPENDENT WORK (ONLINE LAB)**
4. **FINAL PROJECTS POSTED AND REVIEWED BY PEERS: EXERCISES DUE ON BB**
5. **COURSE CONCLUSION; FINAL WRITTEN REFLECTION DUE ON BB**