CR COLLEGE OF THE REDWOODS   Syllabus for English 32: Creative Writing – Poetry

Course Information

Semester & Year: Summer 2019
Course ID & Section #: ENGL-32-D8958
Instructor's name: Ashley Knowlton
Day/Time: Monday and Wednesday 5:00PM – 8:10PM   [6/3 – 7/25]
Location: Pelican Bay; B-Yard Education
Number of units: 3

Instructor Contact Information

Office location: Del Norte Campus / Pelican Bay; B-Yard
Office hours: TBD
CR Office Phone Number: 707-465-2327
CR Email Address: ashley-knowlton@redwoods.edu

Required Materials

This is a **"Zero Textbook Cost"** (ZTC) Course. ZTC indicates that the section exclusively uses course materials that are free of charge to students and those same materials may have a low-cost option for print versions.
Other requirements: You will be provided with the pencils, erasers, and paper necessary to complete assignments. You will also be provided with printed readings. Some materials will need to stay IN CLASS – Sharpened pencils, markers, block erasers, posters, etc.

Catalog Description

English 32 is "a study in developing the art of writing poetry, emphasizing communication, clarity, and economy. Students read and analyze many types of poetry while they generate, develop, critique, and revise their own and others' texts."

Course Student Learning Outcomes *(from course outline of record)*

1. Differentiate and utilize concrete detail and abstraction in poetry. 2. Control grammar and punctuation to clarify ideas. 3. Apply a process-oriented approach to writing poetry that involves inventing, drafting, revising, and editing. 4. Compose original written texts, using genre-specific structures and formal conventions.

Evaluation & Grading Policy

Letter Grade Weight Breakdown **A (100 – 94%) / A- (93 – 90%)** – Defined as "Excellent": Fulfills all requirements and exceeds expectations. **B+ (89 – 87%) / B (86 – 84%) / B- (83 – 80%)** – Defined as "Good": Fulfills all requirements and meets expectations. **C+ (79 – 74%) / C (73 – 70%)** – Defined as "satisfactory": Fulfills most requirements and meets some expectations. **D (69 – 60%)** – "Not Yet." Defined as "Poor": Fulfills some requirements; does not meet expectations. **F (59 – 0%)** – "Not yet." Defined as "Failing": Doesn't fulfill enough requirements and expectations. Note that ALL assignments will come with a prompt ahead of time, which will outline all requirements and expectations. I also provide rubrics ahead of time – I use rubrics to assess all MAJOR assignments. I prefer to be transparent about my expectations. Graded assignments will be given a letter grade, determined by a percentage value (shown above).

I will provide you with a midterm progress report (end of JUNE) and a final progress report (end of JULY). Please note that the final progress report only reflects your grade at the end of Week 8 – this might NOT include your final assignment and, therefore, might not reflect your complete grade. You will be aware of your OVERALL grade in the class approximately 1 – 2 weeks after the course is complete. Outside of these formal progress reports, you can ask me about your grade at any point during the semester.

Late Work Policy

I **DO** accept late OUT OF CLASS assignments; however, 10% (roughly, a full letter grade) will be deducted from the assignment for every CLASS SESSION it is late. For example, if something is due on MONDAY, but it is turned in on WEDNESDAY, there is a late penalty. HOWEVER, if you ask for an extension ahead of time (because everyone has a different writing process and/or things happen), I will NOT deduct anything from the overall grade. Please be mindful of due dates (this class goes fast) and ASK if you need further support or time.

I **DO NOT** accept late IN CLASS assignments. Please be as present as possible.

Note that institutional (CDCR) issues will NOT impact your grade – recalls, "modified programs," etc. I will move assignments and agendas around accordingly.

Prerequisites/co-requisites/ recommended preparation

Not Applicable

Special accommodations statement

College of the Redwoods complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. Please present your written accommodation request at least one week before the first test so that necessary arrangements can be made. No last-minute arrangements or post-test adjustments will be made. If you have a disability or believe you might benefit from disability-related services and accommodations, please see me or contact Disability Services and Programs for Students.

Student feedback policy

For MAJOR writing assignments, I typically have a two-week turn around. Because summer is a condensed semester, my turn-around time will be shorter. In order to successfully provide feedback to your work in a timely manner, I will rely heavily on a rubric (a chart that demonstrates various levels of expectations) – this rubric will determine your grade, along with my holistic input.

For MINOR writing assignments, I will provide very brief feedback (sometimes without a rubric) as the nature of these assignments is typically "credit or no-credit" – you either did it or did not do it.

Student Accessibility Statement and Academic Support Information

These standards are required by federal regulation. Students will have access to this course that complies with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Course materials will include a text equivalent for all non-text elements; videos will include closed captioning, images will include alt-tags, hyperlinks will use descriptive/meaningful phrases instead of URLs and audio files will include transcripts. All text will be formatted for use with screen readers and all course materials will be understandable without the use of color. Students who discover access issues with this class should contact the instructor.

Institutional Policies

Admissions Deadlines & Enrollment Policies
Summer 2019 Dates
- *Last day to add a class: June 3rd*
- *Census date: June 13th*
- *Last day for student-initiated W (no refund): July 5th*
- *Last day for faculty initiated W (no refund): July 5th*
- *Final examinations: July 24th (Weds)*
- *Summer Semester ends: July 25th*
- *Grades available for transcript release: Approximately 1 – 2 weeks prior to semester.*

Students who have experienced extenuating circumstances can complete & submit the ***Excused Withdrawal Petition*** to request an Excused Withdrawal (EW) grade instead of the current Withdrawal (W) or non-passing (D, F & NP) grades. The EW Petition Forms are available – just ask your instructor or program coordinator. Supporting documentation is required.

Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures are in the College Catalog and on the College of the Redwoods website.

Acts of academic dishonesty for which sanctions may be imposed includes, but are not limited to, the following:
1. Cheating which includes, but is not limited to:
    a. The use of any unauthorized assistance in taking quizzes, tests, or examinations.
    b. Having another individual take an exam.
    c. Submitting the same paper in two different courses without specific permission of the current faculty member(s).
    d. Falsifying a laboratory experiment or report of an experiment.
    e. Dependence upon the aid of sources beyond those authorized by the faculty member in writing papers, preparing reports, solving problems, or carrying out other assignments.
    f. The surreptitious or unauthorized acquisition of testing materials or other academic material belonging to a member of the College community. Students need not employ the materials; they need only to possess them to violate this code.
    g. Electronic devices, which include, but are not limited to: abuse of cellular devices with photographic capability for the purposes of photographing test questions or other notes and materials.
    h. Furnishing false information to any CR official, faculty member, or office.
    i. Forgery, alteration, or misuse of any CR document, record, or instrument of identification.
    j. Knowingly helping another to commit an act of academic dishonesty.
2. Plagiarism which includes, but is not limited to:
    a. Using, by paraphrase or direct quotation, of the published or unpublished work of another person without full, clear, and accurate acknowledgement.

b. The unacknowledged use of another writer's ideas without proper citation. Borrowing all or part of another individual's work or using someone else's outline to write your own work.
c. Copying another individual's computer printout and/or computer files and using it as one's own.
d. Using an agency or Internet website engaged in the selling of term papers or other academic materials.
3. Hampering or discrediting the academic work of others by, but not limited to, the following:
a. Misusing, damaging, hiding, or stealing library resources.
b. Altering or misusing computer programs or equipment.
c. Interfering with the rightful computer access of others.

Disruptive Behavior
Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include, but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee, per The Student Code of Conduct (AP 5500. If there is an immediate and unquestionable threat to the safety of a student and/or staff member, CDCR officials are required to intervene, per CDCR.

Policies for this Class

Class participation and Attendance policy: Habits of Mind
The quality of your learning experience in college depends on developing certain habits of mind. Often, these habits represent a shift from the habits students develop during or after prior educational experiences. These college habits of mind include:

1. **Arrive on time.** Class might begin with a graded activity – you can't make it up if you are late or absent. I want to make sure those who arrived on time, as well as myself, are not distracted.
2. **Attend regularly.** I realize that given the environment, there may be days where you just cannot come to class – given that there might be recalls, modified programs, delays etc. However, if you know that you will NOT be able to make it to class on a specific day, please try to let me know ahead of time – you can speak to me directly, ask a peer from class to notify me, or you can ask another friend to notify me. In the event that you cannot come to class, for whatever reason, you will still be expected to catch up and turn in the out-of-class assignments (refer to the course schedule at the end of the syllabus).
3. **Be prepared.** Have your homework completed on time. Bring your books and materials with you each day. Save ALL graded work in a folder, including your essays – this is incredibly important so that we can both be on the same page about grades and progress
4. **Engage.** Show <u>respect</u> and <u>appreciation</u> for the learning process and for everyone present by:
a. Listening, responding, and asking questions.
b. Avoid side-conversations.
c. If you need to leave class, you don't need to ask permission. Just do so quietly; please follow CDCR policy – use the bathroom pass, one at a time, etc.
d. Pay attention to the dynamics in the room and practice step up/step back techniques during discussions. "Step Up" if you find that you rarely make a contribution in class and need to do your part. "Step Back" if you find that you often do most of the talking. Make room for others to participate.

Communication Guidelines
o The most effective way to communicate with me is during class – before a lesson, during a low-stakes assignment, or briefly after class.

- You can write a request, question, comment, etc. on one of the "Ask CR" Sheets.
- You can go to designated office hours (TBD).
- You may send your completed work to me through a peer or another professor, if you are unable to see me in person. Note that I can send ungraded materials OR class materials to you via other peers or instructors, but I am unable to send your graded material through persons other than yourself (FERPA Student Privacy Rights).

Policies – Additional (DAY 1 ACTIVITY)

1.
2.
3.
4.
5.

Gender-Inclusive Language in the Classroom

College of the Redwoods aspires to create a learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is gender-inclusive and non-sexist to affirm and respect how people describe, express, and experience their gender. Just as sexist language excludes women's experiences, non-gender-inclusive language excludes the experiences of individuals whose identities may not fit the gender binary, and/or who may not identify with the sex they were assigned at birth. Gender-inclusive/non-sexist language acknowledges people of any gender (for example, first year student versus freshman, humankind versus mankind, etc.), affirms non-binary gender identifications, and recognizes the difference between biological sex and gender expression.

Preferred Names

Students have the ability to have an alternate first name and pronouns to appear in Canvas – I may use this preferred name/pronoun in class and on my records; however, this will not be reflected in CDCR's records. Contact your instructor or program coordinator to facilitate a request to change your preferred first name and pronoun on Canvas. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records.

Additional Resources

Counseling and Advising offers academic support and includes academic advising and educational planning

Special programs are also available for eligible students: Extended Opportunity Programs & Services (EOPS) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.

Assignments for this Class

In Class Creative Exercises: 10% - These will consist of collaborative and/or independent activities – Writer's Circle Groups, Crafting Exercises, etc.

Poem 1 Portfolio: 15% - Using traditional forms, you will craft and workshop the first poem for your Compilation. Keep ALL drafting and workshop materials.

Poem 2 Portfolio: 15% - Using unconventional forms, you will craft and workshop the second poem for your Compilation. Keep ALL drafting and workshop materials.

Poem 3 Portfolio: 15% - Using experimental forms (often weaving different artistic genres), you will craft and workshop the third poem for your Compilation. Keep ALL drafting and workshop materials.

Poem 4 Portfolio: 20% - Using "Spoken Word" as a framework, you will craft and workshop the fourth poem for your Compilation; how would you want your reader to read/speak your work? Note that you (or a peer designated by you) will need to read Poem 4 out loud to workshop effectively. Keep ALL drafting and workshop materials.

Final Poetry Compilation: 25% - After going through further revision and constructive feedback processes, you will create a polished version of each poem. You will create cover art for your poetry compilation. In essence, this will reflect your publishable work.

Schedule for this Class

	Monday's Agenda	**Wednesday's Agenda**
Week 1 **[June 3 – 9]**	Syllabus Run-Down Policy Creation Initial Discussion and Poetry Craft	"The Gist" – Getting the Terms & Forms; Discussion of "Writing Poetry" Initial Discussion and Poetry Craft DUE TODAY: "Writing Poetry" (Pages 14 – 52)

Week 2
[June 10 – 16]
	Finish the "Gist" – Discussion of "Word Choice, Word Order, and Tone"
	Introduce Traditional Forms: "Poetic Forms" (Pages TBD)
	Poems and Crafting Exercises
	Start Creating Poem 1
	    DUE TODAY: "Word Choice, Word Order, and Tone" (Pages 52-60)
		Workshop Prep. – Etiquette
		Whole Class Writer's Circle with Sample Poem 1 Workshop – Writer's Circle Groups
		    DUE TODAY: Poem 1 Draft

Week 3
[June 17 – 23]
	Introduce Unconventional Forms
	    "Images" (Pages 82 – 88)
	    "Figures of Speech" (Pages 101 – 110)
	Poems and Crafting Exercises
	Start Creating Poem 2
	    DUE TODAY: Poem 1 Portfolio
		Whole Class Writer's Circle with Sample Poem 2 Workshop – Writer's Circle Groups
		    DUE TODAY: Poem 2 Draft

Week 4
[June 24 – 30]
	Introduce Experimental Form
	Poems and Crafting Exercises
	Start Creating Poem 3
	    DUE TODAY: Poem 2 Portfolio
		Whole Class Writer's Circle with Sample Poem 3 Workshop – Writer's Circle Groups
		MIDTERM Progress Report
		    DUE TODAY: Poem 3 Draft

Week 5
[July 1 – 7]
	Introduce Spoken Word Form
	    Video(s) – TBD
	Poems and Crafting Exercises
	Start Creating Poem 4
	    DUE TODAY: Poem 3 Portfolio
		Poem 4 Workshop – Writer's Circle Groups
		Oral Presentation Sign-Ups (For Scheduling)
		    DUE TODAY: Poem 4 Draft

Week 6
[July 8 – 14]
	Poem 4 Workshop Continued – Class Oral Presentations
	Q & A with Authors
	    DUE TODAY: Revised Poem 4 Draft
		Poem 4 Workshop Continued – Class Oral Presentations
		Q & A with Authors
		    DUE TODAY: Revised Poem 4 Draft

Week 7
[July 15 – 21]
	TBD – Potential "Pour Over" for Oral Presentations
	    DUE TODAY: Revised Poem 4 Draft
		Preparation for COMPILATION GALLERY – Final Writer's Circle Group
		    DUE TODAY: Bring ALL Poem Portfolios

Week 8
[July 22 – 25]
	Preparation for COMPILATION GALLERY – Cover Art and Polishing Poems
	    DUE TODAY: Bring ALL Poem Portfolios
		FINAL COMPILATION GALLERY
		FINAL Progress Report
		    DUE TODAY: FINAL COMPILATION