Policy Statement and Syllabus for English 233
Introduction to Creative Writing (Summer Online)
Dr. George Clark
Office Hours: Online
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COURSE OBJECTIVES:
The goal of this course is to familiarize beginning writers with the fundamentals of writing poetry and fiction, and to experiment with a variety of narrative and poetic techniques. You will complete a variety of writing exercises; some of these will turn into longer pieces, others will be valuable practice. Your peers will read your work and provide fresh perspectives and honest insights into your work. In turn, you’ll offer your opinions on their work. By the end of the course, you will have written and carefully drafted a creative portfolio.

COURSE WORK:
In addition to brief assigned readings, you will be required to complete a series of assignments in fiction and poetry. All work turned in must be typed in Times New Roman, 12-pt. font, double-spaced, with one inch margins. Your name should appear in the top right-hand corner with the titled centered below it. At the end of the course you will turn in a final portfolio consisting of six poems (each poem at least ten lines in length), one short story, and at least two pages of reflective writing—writing that lets me know what you did to revise the pieces you turned in and how you believe you’ve grown as a writer during this course. All assignments must be completed when they are due, and all written work must originate in this class.

REQUIRED TEXTS:
Readings available on-line

COURSE SCHEDULE:
Week 1 Course Introduction
Week 2 Poetry
Week 3 Fiction
Week 4 Small Group Workshops and Rewrites
Portfolio due at the end of Week 4

GRADE PERCENTAGES:
Class participation (discussion board and writing exercises) 50%
Final portfolio 50%

CLASS PARTICIPATION:
Fifty percent of your grade will come from attendance, as well as from class participation in discussions on assigned readings, group work, workshops, and writing exercises. You must read all assignments before we discuss them in class.

PARTICIPATION BY STUDENTS WITH DISABILITIES:
If you need special accommodations in order to meet any of the requirements of this course, please contact me as soon as possible.

ACCOMMODATIONS FOR RELIGIOUS OBSERVANCES:
Students will be allowed to complete examinations or other requirements that are missed because of a religious observance.
ACADEMIC MISCONDUCT:
The university has a responsibility to promote academic honesty and integrity and to develop procedures
to deal effectively with instances of academic dishonesty. Students are responsible for the honest
completion and representation of their work, for the appropriate citation of sources, and for the respect of
others’ academic endeavors.

COMPLAINT PROCEDURES:
Students may direct complaints to the head of the academic unit or department in which the complaint
occurs. If the complaint allegedly violates a specific university policy, it may be directed to the head of
the department or academic unit in which the complaint occurred or to the appropriate university office
responsible for enforcing the policy.

GRADE APPEAL PROCEDURES:
A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the
course instructor. Such an appeal shall follow the established procedures adopted by the department,
college, or school in which the course resides. These procedures are available in writing from the
respective department chairperson or the academic dean of the college/school. A more detailed
description of the grade appeal policy may be found in UWM Selected Academic and Administrative
Policies, Policy #S-28 and UWM Faculty Document #1243.

SEXUAL HARRASSMENT:
Sexual harassment is reprehensible and will not be tolerated by the university. It subverts the mission of
the university and threatens the careers, educational experience, and well being of students, faculty, and
staff. The university will not tolerate behavior between and among members of the university community
which creates an unacceptable working environment.

INCOMPLETES:
A notation of “incomplete” may be given in lieu of a final grade to a student who has carried a subject
successfully until the end of a semester but who, because of illness or other unusual and substantiated
cause beyond the student’s control, has been unable to take or complete the final examination or to
complete some limited amount of term work. An incomplete is not given unless you prove to the
instructor that you were prevented from completing course requirements for just cause as indicated above.
A more detailed description of the incomplete Policy may be found in UWM Selected Academic and
Administrative Policies, Policy #S-31 and Faculty Documents #1558 and #1602. Also, a description of
this policy may be found in UWM Schedule of Classes.

FINANCIAL OBLIGATION: The submission on your registration form and your subsequent assignment
to classes obligates you to pay the fee-tuition for those classes or to withdraw your registration in writing
no later than the date specified in the schedule of classes. It is important to both you and your university
that you make payment on time. A complete description of UWM fee policies may be found in the
schedule of classes.