

Course Delivery

The course will be delivered face-to-face and it will make use of Blackboard. For this purpose, students must have access to a computer and the internet. This is not a self-paced class; the course is organized by weeks with corresponding assignments and deadlines. The course will feature lecture, discussion, and workshop components.

Course Materials & Technology Requirements

No textbook required; all course materials are available via the internet through Blackboard.

Ensure your UTEP email account is working and that you have internet access and a stable web browser. Google Chrome and Mozilla Firefox are the best browsers for Blackboard; other browsers may cause complications. When having technical difficulties, update your browser, clear your cache, or try switching to another browser. You will need to have access to a computer/laptop.

The following software is recommended: Microsoft Office and Adobe Acrobat Reader. Check that your computer hardware and software are up-to-date and able to access all parts of the course. If you do not have a word-processing software, you can download Word and other Microsoft Office programs for free via UTEP's Microsoft Office Portal. Click the following link for more information about [Microsoft Office 365](#) and follow the instructions.

If you encounter technical difficulties beyond your scope of troubleshooting, please contact the UTEP [Help Desk](#) as they are trained specifically in assisting with technological needs of students. Please avoid contacting me for this type of assistance. The Help Desk is much better equipped than I am to assist you!

Course Assignments

CRW 3362 is graded on a scale of 0-1000. The course assignments are outlined below. Please note that specific instructions will be provided on Blackboard.

Syllabus Scavenger Quiz: You will fill out a quiz testing your knowledge about the course requirements and the design of your Blackboard shell. This activity ensures you read the syllabus carefully—instead of going over it during the hectic first week of class— and navigate Blackboard at your own pace. Due date: Monday, September 4 by 10:30 am. *30 points*

Reading Journals (RJ): The purpose of this weekly assignment is to process the material by yourself to then engage in conversation with your classmates and instructor. To write mindful reading journals please read the materials carefully before class, think about what you read and how it made you feel, then answer the prompts as best as you can— there are no right or wrong answers (only unsubstantiated ones!). There are two types of RJs:

Grade Distribution	
1000-900	= A
899-800	= B
799 -700	= C
699- 600	= D
599 and below	= F

RJ BB (Blackboard) due on Mondays by 10:30 am, to be posted on Blackboard; RJ BBs also include responding to one of your classmates' posts.

RJ TK (Talk) due orally during class on Monday or Wednesday; to account for your participation on these weeks, you should sign the RJ TK Participation Tracker sheet by the end of class.

Participating during class regardless of RJ TKs also ensures the class is dynamic. *Ongoing, poor class participation* when RJ TKs are due will result in requiring all RJs be posted to Blackboard. *140 points/ 7 RJs= 20 points each*

Creative Exercises (CEs): You will address specific prompts provided by the instructor. The purpose of these exercises is to apply/test concepts related to the writing of poetry or short stories, and to generate material that will be workshopped and included in your final portfolio. Due dates vary. *225 points/ 9 CEs=25 points each*

Small Group Workshop: You will participate in two small group workshops on Week 8 and Week 14 where you'll share a poem (1-2 pages) and a short story (5-8 pages), and follow a workshop prompt provided by the instructor. *200 points/ 100 each*

Individual Conferences: You will participate in a one-on-one conversation on Weeks 6-7 and Weeks 12-13 with the instructor or teaching assistant during which you will discuss your poem and short story. *200 points/ 100 each*

Poetry Factory: You will participate in a class reading of the poems produced during the semester (date TBA). Alternatively, you can submit an individual video/audio clip that features you reading your poem out loud, due Wednesday, December 13 by 11:59 pm. *40 points*

Final Portfolio: You will produce a final portfolio that contains a critical preface, and the poem and short story submitted during workshop. Due date: Wednesday, December 13 by 11:59 pm. *165 points*

Classroom Policies

Attendance: Attending class is mandatory, and it will be recorded through a sign-in sheet distributed in class, starting Week 2. Students are allowed to miss four classes without penalty; every additional absence will lower the final grade by one letter grade. If more than 4 classes are missed without communicating with the instructor, the student might be dropped from the course. Students are responsible for signing in and keeping track of their absences. *Please notify me as soon as possible* if you encounter extraordinary circumstances that affect your ability to attend class.

Communication: Maintaining constant, open lines of communication between students and instructors is key to a productive and enjoyable learning experience. For this reason, it is vital that you communicate with me as soon as possible about extenuating circumstances that affect your performance. I'm committed to help you navigate the course and succeed, but you have to reach out and keep me updated.

There are several ways in which communication will take place:

Email: Contact me at anarvaez2@utep.edu using your UTEP email. My response time for emails sent Monday through Friday 12-5pm is 48 hours; for emails sent on weekends, I will respond until the next day of business (i.e. Monday). Please **do not** use Blackboard messages. Note: As a UTEP alumna, I used to have a student email with the domain @miners.utep.edu, which was recently erased; however, to prevent any issues, the first time you write to me, please type my email as given and don't rely on the automatic feature of the electronic directory.

Announcements: I will send weekly communications through the Announcement tool in Blackboard. Please check your UTEP email often for that is where Blackboard announcements are sent instantly. You can also read my announcements by going to "Announcements" on Blackboard's left-side menu.

In-Person or Virtual Office Hours: My office hours are on Mondays from 2:30-4:30 pm at University Towers 510 F. Virtual appointments will be by appointment only and take place through Zoom. To schedule an appointment, either virtually or in person, please contact me through email with at least one week of notice. For in person meetings, please consider I'm on campus on Mondays and Wednesdays.

Blackboard comments: I will provide you with personalized commentary—written or recorded—on selected assignments, so make sure you look for a dialogue icon in "My Grades." My response time for grading and feedback is within 1 week for short assignments and up to 2 weeks for longer assignments.

Late Work: I do not accept late work, unless there are extenuating circumstances, and only if the student contacts me through email within 48 hours before or after the assignment deadline.



Please keep in mind that technology is fallible, like all things man made. For this reason, avoid posting or uploading assignments at the last minute. As stated previously, if you encounter technological issues, please contact UTEP's [Help Desk](#) as soon as possible. If the issue is not fixed, then email the assignment as an attachment to anarvaez2@utep.edu to protect your grade.

Withdrawals: Each semester has a drop date beyond which an instructor can no longer drop a student with a "W." Students who fail to fulfill assignments after the drop date must necessarily receive an "F." However, in the event of exceptional circumstances, and with the approval of the instructor of the course and the academic dean, a grade of "W" may be obtained. The student is responsible for supplying written documentation to support the request for a "W." Acceptable reasons for a "W" include: personal or family emergencies, death of a family member, military leave, or an exceptional work schedule that prevents you from completing the course. Before you decide to withdraw from the course, please contact your academic advisor to discuss this option, and don't hesitate to contact me as well for input.

The responsibility to withdraw from the course is yours; I will not automatically withdraw you if your performance is unsatisfactory. Please notify me as soon as possible if you encounter extraordinary

circumstances that affect your ability to attend class. **Course drop deadline is Friday, November 3, 2023.**

Format: All assignments will be turned in through Blackboard in 12-point Times New Roman or a font of similar size with your name on the upper left margin. For the poem, you may use single or double space; for the short story, it must be double spaced with page numbers. When naming files, I suggest you follow the following to keep track of your assignments: First name_CRW 3362_Assignment Name. For example: Alessandra_CRW3362_RJ 1.

Please note that while assignments will be submitted electronically to Blackboard, I will also request a print copy of some CEs to ease physical discomforts associated with the use of the computer screen and keyboard. I ask for your understanding. In turn, I know printing credits are limited (more importantly, our tree population is being decimated), so I will limit this request as much as possible. There will be a combination of icons— —at the bottom of CEs to notify you of this requirement.

Quality: While this is a writing class where creative pieces are produced, and credit is given for turning assignments on time, (unjustified) poor grammar, evident lack of effort, and/or failure to follow guidelines will affect your grade.

Netiquette: Your conduct during class should always be respectful and professional towards your instructor and classmates alike. For that reason, a professional tone should extend to *all* the writing you do for this class (posts and emails included). Therefore, please consider the template below when addressing me or your classmates through email or Blackboard, and don't forget to include a subject when writing an email.

Hello or Dear [name of recipient; address me as Alessandra, Professor/Ms. Narváez Varela],

Write the content of your email here. Make sure you proofread for proper spelling, grammar, and punctuation. Try to use formal, professional language.

Sincerely or Best [the sign off is up to you as long as you signal it is the end of your message],

Your name

For more suggestions to communicate successfully and professionally in an online setting, please go to Blackboard>Weeks>Week 1>Read Me First.

Workshop Etiquette: You should take the literary critic role seriously, as your classmates' poems and short stories are highly personal pieces that deserve your careful reading, time and respect. If these are observed, then the critique of your work should never be taken personally. I will keep an eye on overly negative, aggressive critique, which is quite a rare occurrence, so please enjoy sharing your work and receiving feedback.

physical, sensory, cognitive, systemic, learning, and psychiatric disabilities. If you suspect that you have a disability and need accommodation, please contact The Center for Accommodations & Support Services (CASS) at (915)747-5148 or at cass@utep.edu. The CASS office is located in Room 106, Union East. Students are responsible for presenting the instructor with any CASS accommodation letters and instructions.

Military Student Success Center: If you are a military student (veteran, dependent, active), consider visiting the Military Success Center at Library Room 205 or online at <https://www.utep.edu/student-affairs/mssc/>. Please inform me if you need special accommodations. If you make me aware of a complication, I will work to assist you or put you in contact with university staff who are trained to assist you.

Creative Writing Undergraduate Advising and Resources Webpage: Click [here](#) to find information about registration, advising, Wellness and Support Services, as well as Health and Covid-Related Services.

Calendar

This calendar is subject to change. I will notify you about changes with enough notice, except for family or health emergencies that affect my ability to communicate with you promptly. Please check Blackboard and your email often.

Week 1	
Introductions, Syllabus and Reading Poetry	
Mon 8/28	Introductions & Course Highlights Read Syllabus Explore Blackboard
Wed 8/30	Read "How to Read a Poem" (Edward Hirsch) "Introduction to Poetry" (Billy Collins) Due By End of Day on Bb CE 1 Go to Blackboard>Weeks> Week 1> CE 1. (For the following CEs go to the corresponding week).
Week 2	
"Awful" poems and Imagery	
Due by Mon 9/4 @ 10:30 am on Bb	<ul style="list-style-type: none">○ RJ1 BB (Blackboard): Go to Blackboard> Weeks>Week 2> RJ1 BB + Response (For the following RJ BBs go to the corresponding week).○ Syllabus Scavenger Quiz: Go to Blackboard> Weeks> Week 2>Syllabus Scavenger Quiz○ Extra Credit Discussion Board: Go to Blackboard> Weeks> Week 2>Extra Credit: Tips from You!
Mon 9/4	Labor Day: NO CLASS

Mon 10/2	<p>Individual Conferences: 7 students Due by end of day on Bb CE 5</p>
Wed 10/4	<p>Individual Conferences: 8 students Due by end of day on Bb CE 5</p>

Week 7

Individual Conferences CONT'd + Revision

Mon 10/9	<p>Individual Conferences: 7 students Due by end of day on Bb CE 5</p>
Wed 10/11	<p>Read "Poetry in Action" (NY Times) "Shitty First Drafts" (Anne Lamott) "Murder Your Darlings" (Seth Fried)</p>
Due by Fri 10/13 @ midnight on Bb	<p>Poem for Small Group Poetry Workshop</p>
Workshop Prep (over the weekend)	<ul style="list-style-type: none"> ○ Read 4-5 poems from classmates on 10/16 and 10/18 ○ Read workshop questionnaire ○ Make notes for in-person discussion based on questionnaire ○ Optional: Get started on your four, 200-word feedback posts, due on Fri 10/20 @ midnight

Week 8

Small Group Workshop (Poetry)

Mon 10/16	<p>Small Group Workshop</p> <ul style="list-style-type: none"> ○ Share feedback with 2 peers in your small group
Mon 10/18	<p>Small Group Workshop</p> <ul style="list-style-type: none"> ○ Share feedback with 2 peers in your small group
Due by Fri 10/20 @ midnight on Bb	<p>Feedback Posts for 4 poems</p>

Week 9

Character & Setting

Due by Mon 10/23 @ 10:30 am on Bb	<p>RJ5 BB</p>
Mon 10/23	<p>Read "The Moths" (Helena Maria Viramontes)</p>
Wed 10/25	<p>Read "The Flowers" (Alice Walker) "My Tocaya" (Sandra Cisneros) "Disappearing" (Monica Wood)</p>

Wed 11/22	Read “And Furthermore, Part I: Door Shut, Door Open” (Stephen King) ! Attendance important: After revision discussion, you will be meeting with your 2 small groups.
Due by Fri 11/24 @ midnight on Bb	Short story for Small Group Fiction Workshop
Workshop Prep (over the weekend)	<ul style="list-style-type: none"> o Read 4-5 short stories on 11/27 and 11/29 o Read workshop questionnaire o Make notes for in-person discussion based on questionnaire o Optional: Get started on your four, 200-word feedback posts, due on Fri 12/1
Week 14	
Small Group Workshop (Fiction)	
Mon 11/27	Small Group Workshop <ul style="list-style-type: none"> o Share feedback with 2 peers in your small group o BB post due on 12/1
Wed 11/29	<ul style="list-style-type: none"> o Share feedback with 2 peers in your small group o BB post due on 12/1
Due by Fri 12/1 @ midnight	Feedback posts for 4 short stories
Week 15	
Final Portfolio & Poetry Factory	
Mon 12/4	Discussion of Final Portfolio Requirements & Guidelines (Zoom)
Wed 12/6	Class Review Activity (Bring your class notes!) Poetry Factory (class reading): location and Time TBA
Week 16	
Finals Week	
Due by Wed 12/13 @ midnight	<ul style="list-style-type: none"> o Final Portfolio o Poetry Factory Video (individual)
Congratulations! You read this far 😊 	For Syllabus Scavenger Quiz's Last Question due Mon 9/4 by 12 pm This syllabus has been revised specifically for this semester. This time, a former student who took this course last year gave me amazing feedback so the class could be better  . Their initials are E. M. and their emoji is a frog. Please send good vibes their way ☀️