

UNIVERSITY OF BALTIMORE

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA XX Contact Name: JON SHORR Phone: X6059
DEPARTMENT / DIVISION: English & Communications Design
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected): NEW COURSE: WRIT 215/Introduction to Creative Writing (FSP)
PROPOSED SEMESTER OF IMPLEMENTATION: Fall XX Spring <input type="checkbox"/> Year: 2007

Box 1: TYPE OF ACTION ADD(NEW) XX DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION Non-Credit <input type="checkbox"/> Undergraduate XX Graduate <input type="checkbox"/> OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)	DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
1. Experimental Course ¹	NOP	a, c, e	AC
2. Course Title	NO		ABCD
3. Course Credits	NO		ABCD
4. Course Number	NO		ABCD
5. Course Level	NO		ABCD
6. Pre & Co-Requisite	NO		ABCD
7. Course Description	NOP		ABCD
X 8. New Course	NOP		ABCDEF
9. Deactivate a Course	NO		ABCDEF
10. Program Requirements	NO	b, c, d, e	ABCDEF
11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
12. Closed Site Program	NOT	e	ABCDHIK
13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
18. Program Termination	NO, 10	d, e	ABCDEFHIK
19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet		Q. Full 5-page MHEC Proposal
X	O. Summary Proposal		R. Financial Tables (MHEC)
X	P. Course Definition Document		S. Contract
			T. Other


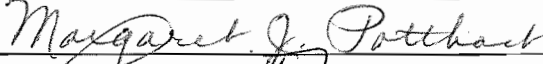
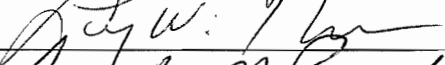
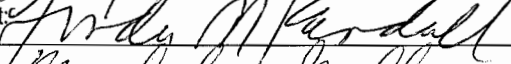
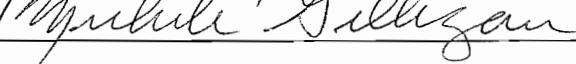
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA XX
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
NEW COURSE: WRIT 215/Introduction to Creative Writing (FSP)

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	11/20/06
B. Final faculty review body within each School	Chair: 	12/18/06
C. College Dean	Dean: 	1/3/07
D. Provost and Senior Vice President for Academic Affairs	Provost: 	1/18/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: 	1/23/07
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA XX	Contact Name: JON SHORR	Phone: X6059
DEPARTMENT / DIVISION: English & Communications Design		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
NEW COURSE: WRIT 215/Introduction to Creative Writing (FSP)		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall XX Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

We are proposing a new writing course, WRIT 215/*Introduction to Creative Writing*, which may be used as a lower-level elective by freshmen and sophomores.

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Introduction to Creative Writing	Course # / HEGIS Code: WRIT 215	Credits: 3

O-2: Set forth the rationale for the proposal:

As a four-year institution, we must offer lower-level courses in addition to those that fulfill state general education requirements. This course will do that by introducing students to the creative process and craft of writing poetry and fiction. Some might also become interested in taking more advanced writing and media analysis courses. This course, along with the proposed WRIT 211/Popular Writing, offer a range of types of writing through which people express themselves.

Document P: Required Format for Course Definition Document

Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs
Effective Date: September 14, 2006
Reviewed by: University Faculty Senate

Include in your course definition items one through 15 using as much space as needed.

1. Date Prepared November 8, 2006
2. Prepared by Kendra Kopelke
3. Department English & Communications Design
4. Course Number(s), including HEGIS code(s) WRIT 215
5. Course Title Introduction to Creative Writing
6. Credit Hours 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course)

This course introduces students to the creative process and craft of writing poetry and fiction by exploring the elements and techniques of those genres. Students will write and share poems and short fiction in a workshop setting.
8. Prerequisites None
9. Faculty qualified to teach course Carruthers, Delury, Kopelke, Matanle, Shorr, Tarrier
10. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop)
Lecture
11. Suggested approximate class size 20

12. Content Outline

- Weeks 1-2 Introduction: What is the Creative Process?
- The five senses, Memory, Imagination
- Weeks 3-8 What is a poem
- Image and metaphor, Line, Diction, Stanza, Sound, Rhythm, Voice, Poetic forms
 - Readings: selected poems representing a variety of poetic elements
 - In-class exercises: creating metaphors; changing line breaks; playing with sound and rhythm
 - Writing assignments: poems (childhood memory, persona, objects, poetic form)
- Weeks 9-14 What is a story?
- Character, Plot, Setting, Pointe of view, Dialogue
 - Readings: selected fiction illustrating a variety of fiction techniques
 - In-class exercises: describing objects, places, persons; creating dialogue; experimenting with point of view
 - Writing assignments: a short story (500-1500 words)
- Week 15 Course Summary and Public Reading

13. Learning Goals

By the end of this course, students should be able to:

- explain and apply the basic elements of poetry and fiction
- write original works of poetry and fiction
- respond thoughtfully and critically to other students' writing
- revise and expand their writing in meaningful and complex ways
- demonstrate imaginative thinking through their writing.

14. Assessment Strategies

Assessment strategies will include writing exercises, poems, and pieces of short fiction; revisions of their work; and participation in workshop discussions.

15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)

Although it would be possible to select one of the many available textbooks that includes examples from both genres, appropriate individual anthologies of fiction and poetry would not be difficult to find and might well be less expensive than a comprehensive text.