

**DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET**

See Course and Program Development Policy and Procedures for Instructions

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	<b>Contact Name:</b> Jonathan Shorr	<b>Phone:</b> 6059
<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable): #2 and #7 Course Title and Description WRIT 318 Creative Writing Workshop: Poetry & Personal Essay		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

<b>Box 1: TYPE OF ACTION</b> ADD(NEW) <input type="checkbox"/> DEACTIVATE <input type="checkbox"/> MODIFY <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>
<b>Box 2: LEVEL OF ACTION</b> Non-Credit <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> 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 <sup>1</sup>	N, O, P	a, c, e	AC
X	2. Course Title	N, O		ABCD
	3. Course Credits	N, O, (P)		ABCD
	4. Course Number	N, O		ABCD
	5. Course Level	N, O		ABCD
	6. Pre & Co-Requisite	N, O		ABCD
X	7. Course Description	N, O, P		ABCDEF
	8. New Course	N, O, P		ABCDEF
	9. Deactivate a Course	N, O		ABCDEF
	10. Program Requirements	N, O	(b, c, d, e)	ABCDEF
	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ABCDEF
	12. Minor (add or delete)	N, O	a, b, c, d, e	ABCDEF
	13. Closed Site Program	N, O	e	ABCDEHIK
	14. Program Suspension	N, O, S	a, e	ABCDEFGIK
	15. Program Reactivation	N, O		
	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ABCDEFHIK
	16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ABCDEFHJL
	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ABCDHIL
	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ABCDEFHJL
	19. Program Title Change	N, O, S	a, c, d, e	ABCDEFHJL
	20. Program Termination <sup>2</sup>	N, O, S	d, e	ABCDEFHJK
	21. New Degree Program <sup>3</sup>	N, O, Q, R, S	a, c, d, e	ABCDEFHJL
	22. 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. Other documents as may be required by MHEC/ USM. See <a href="http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc">http://www.ubalt.edu/downloads/program_approval_Grid-USM-10-07.doc</a>
			T. Other

<sup>1</sup> Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.

<sup>2</sup> See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/Section11111702.html>) for list of information that must be provided for this action.

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

<b>SCHOOL:</b> LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA X	<b>Contact Name:</b> Jonathan Shorr	<b>Phone:</b> 410-837-6059
<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N action item from Box 3 and program name OR course name, code, & number as applicable): #2 and #7 Course Title and Description WRIT 318 Creative Writing Workshop: Poetry & Personal Essay		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall X Spring <input type="checkbox"/> Year: 2010		

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: <i>Jonathan Shorr</i>	9/29/09
B. General Education (as required for #7, #8)	N/A	
C. Final faculty review body within each School	Chair: <i>[Signature]</i>	10/23/09
D. College Dean	Dean: <i>[Signature]</i>	10/27/09
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Mark Weber for Joseph Wood</i>	11/02/09
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council <sup>4</sup>	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

<sup>4</sup> University Council review (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues

## UNIVERSITY OF BALTIMORE

**DOCUMENT O: SUMMARY PROPOSAL**

See Course and Program Development Policy and Procedures for Instructions

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<b>DEPARTMENT / DIVISION:</b> School of Communications Design		
<b>SHORT DESCRIPTION OF PROPOSAL</b> (State Document N, Box 3, action item and program name OR course name, code, & number as applicable): #2 and #7 Course Title and Description WRIT 318 Creative Writing Workshop: Poetry & Personal Essay		
<b>PROPOSED SEMESTER OF IMPLEMENTATION:</b> Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010		

O-1: Briefly describe what is being requested:

Change WRIT 318 Creative Writing Workshop: Poetry &amp; Personal Essay to Creative Writing Workshop: Poetry

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

<b>OLD Title:</b> Creative Writing Workshop: Poetry & Personal Essay	<b>Course # / HEGIS Code:</b> WRIT 318	<b>Credits:</b> 3
<b>NEW Title:</b> Creative Writing Workshop: Poetry	<b>Course # / HEGIS Code:</b> WRIT 318	<b>Credits:</b> 3

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

The proposed title more accurately describes the focus of the course as it's been taught over the past several years and as it is intended to be taught in the future.

University of Baltimore

**DOCUMENT P: Required Format for Course Definition Document**

See Course and Program Development Policy and Procedures for Instructions

Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared: **September 18, 2009**
2. Prepared by: **Jon Shorr**
3. Department/Division: **School of Communications Design**
4. Course Number(s), including HEGIS code(s): **WRIT 318**
5. Course Title: **Creative Writing Workshop: Poetry**
6. Credit Hours: **3**
7. Catalog Description (Paragraph should reflect general aims and nature of the course)

**In a workshop setting, students will be introduced to a wide range of poems that will serve as models for their own writing. This intensive reading, writing, and feedback experience will help students deepen their imaginations and develop their craft as poets.**

8. Prerequisites: **NONE**
9. Course Purpose (How the course is to be used in the curriculum, e.g, required for major):  
**Major requirement [choice] for English/creative writing majors and minors; major elective for corporate communication majors; general elective for all other undergraduates.**
10. General Education area, if applicable (i.e., social sciences, humanities, science, etc.): ~~Humanities~~ **MA**
11. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, practicum, research, seminar, supervision, thesis research, tutorial, or workshop). This must match PeopleSoft 9.0 coding. *Check with your dean's office if you are unsure of the correct entry: workshop* **ALP.**
12. Faculty qualified to teach the course: **Kopelke, Matanle, Cortese, et al.**
13. Content Outline

**The bulk of class time will be devoted to**

- **analytical discussions of outside poems, concentrating on structure and form, language and craft;**
- **workshops for poems written by students in the class.**

14. Learning Goals

**By the end of the course, students will be able to:**

- **Describe the characteristics of a poem;**
- **Demonstrate their ability to write a variety of types of poems;**
- **Discuss the relative strengths and weaknesses of poems;**
- **Discuss ways that poems enhance one's understanding of life.**

15. **Assessment Strategies**

**The quality of student work will be assessed primarily via class participation (especially in the workshops) and a final portfolio that will contain drafts and revisions of student writing; reflective commentaries about students' own writing; short exercises; and responses to assigned readings.**

16. **Suggested Text(s) and Materials (example: textbooks, equipment, software, etc., that student must purchase**

- ***Discovering Poetry* (Frances Mayes, editor)**
- **one book of contemporary poetry**

17. **Suggested class size: 20**18. **Lab Fees (when applicable):  
None**