7-1-2011


University of South Florida St. Petersburg.

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Date Submitted: May 20, 2010

Date Change is Requested to become Active: Spring semester 2011

Contact Name and E-Mail: Thomas Hallock (thhallock@mail.usf.edu)

This change is for a:

___ CHG TO ACADEMIC POLICY ___ NEW COURSE PROP ___ SUBSTANTIVE CHG ___ NON-SUBSTANTIVE CHG

Have the changes been entered online? ___ YES X NO Check all that apply:

___ Change to Course Title
___ Change to Course Number
___ Change to Prerequisites
___ Addition of New Course(s)
___ Deletion of Existing Course(s)
___ Change to Catalogue Description
___ Change to Admission Requirements
___ Suspension of Program
___ X Addition of Track/Concentration/Emphasis
___ Change to Track/Concentration/Emphasis
___ Addition of Program
___ Change to Program
___ Deletion of Program
___ Reinstatement of Program
___ Other

Do the above changes mirror changes to the USF Tampa program? ___ YES NO X

Description of Change (Attach supporting documents if necessary):

See Memo - Certificate in Creative Writing

Impact on College and University Resources:

Neutral or Positive
See attached staffing info.

APPROVALS (IF DISAPPROVE, NOTE AND ATTACH COMMENTS)

<table>
<thead>
<tr>
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<th>SIGNATURE</th>
<th>APPROVE</th>
<th>DATE</th>
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<tr>
<td>Chair, College UGC Committee</td>
<td>Thomas W. Smith</td>
<td>YES / NO</td>
<td>10/15/10</td>
</tr>
<tr>
<td>College Dean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chair, USFSP UGC Committee</td>
<td>Michael Luckett</td>
<td>YES / NO</td>
<td>10/18/10</td>
</tr>
<tr>
<td>USFSP Regional V.C. Academic Affairs</td>
<td>Norma Edwards</td>
<td>YES / NO</td>
<td>3/9/11</td>
</tr>
</tbody>
</table>

CC. College Curriculum Committee / USFSP Graduate Curriculum Council/ Office of Academic Affairs
For questions, contact Linda Crossman at crossman@mail.usf.edu or 727-873-4143.

Ver 03/04/10
No resource reallocation is required for the implementation of the minor; it is basically a designation of a set of courses offered by the department.

1. Department and Contact Information

<table>
<thead>
<tr>
<th>Department</th>
<th>College</th>
<th>Budget Account Number</th>
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<th>Contact Person</th>
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<th>Email</th>
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<tr>
<td>Hallock</td>
<td>3-4954</td>
<td><a href="mailto:Hallock@email.usf.edu">Hallock@email.usf.edu</a></td>
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3. Minor/Certificate/Track/Concentration Information

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<tr>
<td>Title</td>
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4. Required Courses (Specify by number and title and indicate credit hours)

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<td>Intro to Creative Writing</td>
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</tr>
<tr>
<td>CRW 4924</td>
<td>Advanced Creative Writing</td>
<td></td>
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5. Other Specifications


6. Proposed Catalog Copy

See Certificate Qualifications attached.
8. Justification of Requirements

Student demand. Civic engagement. (See memo.)

Approvals (If Disapprove, Note and Attach Comments)

<table>
<thead>
<tr>
<th>Title/Print name</th>
<th>Signature</th>
<th>Approve</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas Smith, Chair, College UGS Committee</td>
<td>Thomas Smith</td>
<td>Y/N</td>
<td>10/15/10</td>
</tr>
<tr>
<td>Emily Johnson, College Dean</td>
<td>Emily Johnson</td>
<td>Y/N</td>
<td>10/18/10</td>
</tr>
<tr>
<td>--</td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>Chair, USFSP UGC Committee</td>
<td></td>
<td>Y/N</td>
<td></td>
</tr>
<tr>
<td>USFSP Regional V.C.A A.</td>
<td></td>
<td>Y/N</td>
<td></td>
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</tbody>
</table>
Appendix A: Interest from Prospective Faculty

Letter and Vitae from
Anda Peterson
Heather Jones
Gianmarc Manzione
Memorandum

To: Thomas Smith, Chair  
    Academic Programs Committee

From: Thomas Hallock  
    Department of Languages, Literature, and Writing

Date: June 8, 2010  
       [revised, October 19, 2010]

Re: Proposed Undergraduate Certificate in Creative Writing

cc: Lachlan Whalen  
    Lisa Starks-Estes

Dear Thomas:

Attached please find forms and supplementary materials supporting a proposed Undergraduate Certificate in Creative Writing, as well as a proposal for a course within that program, Advanced Creative Writing. These proposals were developed by the Curriculum and Assessment Committee, which is part of the literature program of the Department of Languages, Literature, and Writing. Members of that committee are Julie Armstrong, Lachlan Whalen, and Lisa Starks-Estes. This cover memo justifies and explains the certificate program.

Description and Justification
The Department of Languages, Literature and Writing proposes an undergraduate Certificate in Creative Writing.

Courses in Creative Writing, which are standard in most undergraduate English programs, have not been offered consistently at USFSP. Students often express the desire for more classes in this area and often take them at USF in Tampa. The program proposed here will:

- incorporate classes already listed by the major, or previously taught courses that will be proposed for reinstatement;
- be implemented with a minimum of expense to the university;
- boost enrollment in the English major and across the university;
- boost enrollment with non-degree seeking students;
- provide an avenue for community partnership and civic engagement.

The demand for an undergraduate Certificate in Creative Writing is quite strong. In keeping with programs at other schools, this certificate would be open to English majors at USFSP; non-majors and English minors; and non-degree students who already possess a Bachelor's Degree, but who have an interest in creative writing.

Learning Outcomes
The learning outcomes for this program are as follows:

- **Develop Rhetorical Knowledge.** The ability to focus on a purpose; respond to various audiences and situations; choose tone, voice and level of formality; understand and use several writing
genres—poetry, creative non-fiction, short fiction and screenwriting

- **Sharpen Abilities in Critical Thinking, Reading and Writing.** The ability to examine, evaluate, analyze and synthesize ideas in their own and others’ writing

- **Understand the Creative Writing Process.** The ability to use strategies for generating writing topics; ability to create a narrative arc in short fiction and in screenwriting, the ability to “show” not “tell,” the ability to use imagery, symbolism and metaphor in fiction as well as the ability to develop character and plot, the ability to revise drafts and help peers revise drafts

- **Establish a knowledge of Conventions:** the ability to understand and use proper use of syntax, grammar, spelling and punctuation.

- **Foster Civic Engagement.** engage in productive community service to promote increased awareness of environmental issues, cultural diversity, literature and the arts (or other related areas) by sharing the skills and knowledge they have learned in the classroom with others and, in return, gaining experience and developing hands-on skills from others in the community.

**Certificate Qualifications**
The undergraduate Certificate in Creative Writing would require 15 hours of course work: three courses specifically in Creative Writing, and two electives.

Similar programs at other universities typically require 12-18 credit hours, also with three courses in Creative Writing and the remaining in cognate fields, such as Literature and/or Professional-Technical Writing. (See Appendix C, Equivalent Certificate Programs.) Many undergraduate programs, it should be noted, do not offer the certificate option; rather, they provide a full-blown major in Creative Writing or a dedicated track to Creative Writing (LLW faculty does not consider this to be feasible for USFSP at the current time.)

As noted, the courses for an undergraduate Certificate in Creative Writing are already on the books or could be reinstated without undue complications. Students would be required to take CRW 3013: Intro to Creative Writing; and a repeatable course, CRW 4924: Advanced Creative Writing, which would rotate by genre (i.e., poetry, fiction, etc.). CRW 4924, which is not currently in the catalogue, will have to be reinstated.

Students would complete requirements for the certificate from classes regularly offered in the literature and writing programs at USFSP. Introduction to Creative Writing would be offered at least once a year and a section of Advanced Creative Writing would be offered at least once a semester. The certificate could feasibly be completed within three semesters.

**Staffing**
The use of adjunct faculty makes it possible to launch an undergraduate Certificate in Creative Writing immediately. Letters of interest, and resumes, from qualified individuals who support this certificate program are attached (See Appendix A: Letters of Interest.) Within the appropriate time frame, full-time faculty would be sought to cover the courses, administer the program, and organize the kinds of extra-curricular events that are typically run by Creative Writing faculty.
**Campus and Community Interest**

As noted, student interest in Creative Writing offerings on campus is already high. Existing creative writing courses draw well, and students routinely express frustration at having to take creative writing courses in Tampa. There is currently a groundswell of support on campus for related projects and activities. Students in Sigma Tau Delta (the English Honors Society) and Reading, Writing, Ringwraiths (English Club) recently produced a volume of poetry, *Seven: A Collection of Poems about a Fountain*; coinciding with the release of this book, the students organized a reading of the volume during Honors Week, participated in the Undergraduate Research symposium, and are in the process of forming a poetry guild. Students in the Fall 2009 CRW 2100 self-published a volume of their work, *Behind the Mind*, and a current English major has drawn nationwide attention with his small press, Ampersand Books, which was profiled in the trade journal *Poets and Writers*.

An undergraduate certificate program in Creative Writing at USFSP poses unique and powerful opportunities for the university to partner with existing institutions in St. Petersburg and the Tampa Bay area. Students in the Fall 2010 course LIT 4930: Text, Performance, and the Arts, have already worked with the Studio@820 on a series of events and published a journal about their experiences during the internship (www.usfspinternship.blogspot.com). English Faculty routinely receive letters of inquiry about instruction in Creative Writing. Potential community partners include:

- Poynter Institute
- City of Writers (www.cityofwriters.org)
- American Stage
- St. Petersburg Shakespeare Company
- Blue Scarf Theater Collective
- Florida Literary Arts Coalition

**Appendices**

Appendix A: Letters of Interest from Prospective Faculty

Appendix B: University and Community Support

- *Seven: A Collection of Poems about a Fountain*
- Behind the Mind
- Ampersand Books [from *Poet's and Writers*]
- Internship Blog
- City of Writers website
- Correspondence with individuals re: creative writing courses

Appendix C: Equivalent Certificate Programs

- University of Connecticut
- University of Missouri St. Louis
- Temple University

attachments: Minor, Certificate, Track or Concentration Form
New Undergraduate Course Proposal Form
Memorandum

To: Thomas Smith, Chair
   Academic Programs Committee

From: Thomas Hallock
       Department of Languages, Literature, and Writing

Date: June 8, 2010

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- University of Missouri St. Louis
- Temple University

attachments: Minor, Certificate, Track or Concentration Form
New Undergraduate Course Proposal Form
<table>
<thead>
<tr>
<th>Course Name</th>
<th>Required or elective?</th>
<th>Adjunct or Fulltime Faculty?</th>
<th>Offered how often?</th>
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<tr>
<td>CRW 3013: Intro to Creative Writing</td>
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<td>Adjunct until filled by visiting instructor</td>
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<td>CRW 4924: Advanced Creative Writing</td>
<td>Required</td>
<td>adjunct/visiting/full time</td>
<td>every semester</td>
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Budget:

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<td>three courses – adjuncts</td>
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<td>Sub-Total</td>
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Total cost to University per year: $7200

Course Rotation:

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