Procedures and Guidelines for Teaching Workshops

I. Requesting Teaching Assignments

In addition to the teaching request form, creative writing students will also need to submit an abridged syllabus. The syllabus should include the following, with the understanding that these are subject to modification and revision as you have more time to develop the course. The abridged syllabus should be no more than one to two pages in length, and should be emailed to the DCW and to the ADCW.

1. Course Description
2. Learning Outcomes, Course Goals
3. Assignments
4. Grading

Students may also include brief comments about their teaching requests on the request forms.

II. Submitting Complete Syllabi for Review

1. Students who are assigned workshops will submit completed syllabi to the Assistant to the Director of Creative Writing by the 11th week of the semester prior to the semester in which they will be teaching.
2. The DCW will give feedback on syllabi by the 13th week of the semester.
3. Students will submit their final revision of syllabi by the end of the semester.

III. Pedagogy Workshop

The DCW will schedule a CW pedagogy workshop early in each semester. Workshop attendance is required for first year students, and for any students who have not taught a workshop or who have not attended a previous pedagogy workshop and are planning on submitting a teaching request.

IV. Making Teaching Assignments

Not every student will teach a workshop every semester. On average, students are assigned around four workshops during their five years in the program. This number varies, of course, because of numerous factors. For example, there are more fiction workshops offered than there are poetry workshops. For sample syllabi and other resources see the English Department, CW Instructor Resources folder on Canvas.