Procedures and Guidelines for Teaching Workshops

I. Requesting Teaching Assignments

Calls for teaching requests will be sent out by the Assistant Director of Composition, Cheryl Hall, around week six of each semester. Request forms and any additional materials will be due approximately two weeks later. In addition to the teaching request form, prospective instructors in creative writing will also need to submit the following, with the understanding that these are subject to modification and revision:

1. Course Description
2. Course Goals
3. Required Texts
4. Criteria for grading

These materials should be no more than one page and should be emailed to the DCW. Request forms should be turned in to Cheryl Hall, ADC. Students may also include brief comments about their teaching requests on the request forms.

II. Submitting Complete Syllabi for Review

1. Students who have been 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

1. 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

While opportunities to teach workshops are an important part of the graduate experience, and help to prepare students for success on the job market, students should not expect to get every assignment that they request. There are not enough workshops offered for each student to teach them 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 more information about teaching see the following link: https://english.missouri.edu/grad/teaching-opportunities
For sample syllabi and other resources see the English Department, CW Instructor Resources folder on Canvas.