Policies for UMKC English 5549A/449A, section 0001
“Publication Practicum” 3-Credit Hours
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Catalogue Description, English 5549A (#46283) and 449A (#40873) section 0001, fall 2019: This course provides practical experience with New Letters magazine, New Letters on the Air, and BkMk Press in business analysis/reporting, copy-editing, manuscript evaluation, promotion/grant development, library research, market research, and other skills. The practicum is limited to three students per semester, to be chosen on the basis of demonstrated writing and organizational skills. References are required. May be taken for no more than three credit hours over a maximum of two semesters. Permission of the instructors required. Prerequisite: None.

Course Attributes: Graduate and Undergraduate (grad credit with unit approval), on campus, lectures included, graded, regular academic session, research. Includes all of lecture-based, classroom, working internship.

Course Format: Working internship for New Letters, plus meetings, lectures, assigned writings, as attributes, above. Mode: Blended class instruction.

Prerequisites: ENGLISH 225 or DISC 200

LEARNING OUTCOMES & EXPECTATIONS FOR Creative Writing at UMKC:
As a result of this course, if you work hard and attend to instruction, you should:
  a) develop a commitment to **sustained writing**, through precise strategies, critiques, and reading;
  b) exhibit the ability to compose original prose and **revise deeply**;
  c) evaluate and articulate **technical qualities** of nonfiction prose;
  d) apply appropriate diction, **grammar**, sentence syntax, and punctuation in in any kind of writing;
  e) edit the work of others in an effective and encouraging manner;
  f) learn to read like a writer, i.e., to recognize in master works strategies for creating prose of your own with **variety and surprise**;
  g) develop and manage a serial publication for consumers.

Added LEARNING OUTCOMES & EXPECTATIONS FOR Publication Practicum (internship at New Letters & BkMk Press).
  a) To learn enough about the discipline and precision required in editorial and publishing work to start you on a career in the field.
  b) To earn the satisfaction of seeing your teamwork result in a fine publication.
  c) To learn precision, reliability, thoroughness, and respect for language.

Plagiarism will result in your failing the course, at the least. Plagiarism means, *intentionally or knowingly representing the words or ideas of another as your own work*. It is wonderful and necessary to be influenced by other writers – to imitate and borrow their strategies, and to reflect the resonances of their language – but always acknowledge on the page when you are citing or using the words of another writer.
Academic Inquiry, Course Discussion, and Privacy: by directive of the provost, University of Missouri-Kansas City. Please refer to the following web page and the linked resources for critical information regarding course policies and resources. You are expected to abide by all the rules and regulations regarding student conduct referenced in these pages. http://cas.umkc.edu/CPR/

Resources & Policy Statements

Academic Calendar: Students are encouraged to review important add, drop or withdraw dates: http://www.umkc.edu/registrar/acal.asp

Academic Honesty: The Board of Curators of the University of Missouri recognizes that academic honesty is essential for the intellectual life of the University. Faculty members have a special obligation to expect high standards of academic honesty in all student work. Students have a special obligation to adhere to such standards. Academic dishonesty, including cheating, plagiarism or sabotage, is adjudicated through the University of Missouri Student Conduct Code and Rules of Procedures in Student Conduct Matters.

(Academic units may have additional student codes of behavior to be referenced, i.e. Honor Codes.)

Academic Inquiry, Course Discussion and Privacy: (Choose one of the following to include in the syllabus-- Faculty allowing recording or Faculty not allowing recording.)

Faculty NOT allowing recording - University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may not make any audio or video recordings of course activity (including those recordings prepared by an instructor), except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters. Those students who have written permission from the course instructor to record are not permitted to redistribute any audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

Attendance Policy: Students are expected to attend and participate in classes. Advance notice of attendance policies of academic units and individual instructors should be given, and such notice should be in writing. Students should notify instructors of excused absences in advance, where possible. Students who have an excused absence are expected to make arrangements with instructors for alternative or make-up work. Such arrangements should be made in advance of the absence, where possible. Instructors
should accommodate excused absences to the extent that an accommodation can be made that does not unreasonably interfere with the learning objectives of the course or unduly burden the instructor. Attendance policies shall be applied in a non-discriminatory manner.

**Campus Safety:** Inclement weather, mass notification, and emergency response guide: [http://www.umkc.edu/umkcalert/](http://www.umkc.edu/umkcalert/)

**Counseling and Health Services Available at UMKC:** UMKC students may experience many challenges in their lives while attending college – stress, depression, suicidality, trauma, relationship issues, health concerns, etc. As your professor I care about your success and well-being, and want to make you aware of some helpful resources on campus. The UMKC Counseling Center ([www.umkc.edu/counselingcenter](http://www.umkc.edu/counselingcenter)), located at 4825 Troost in Room 206, offers a wide range of supportive services to students. Appointments can be made by calling 816.235.1635. UMKC Student Health and Wellness ([http://info.umkc.edu/studenthealth/](http://info.umkc.edu/studenthealth/)), located at 4825 Troost in Room 115, offers a full range of health care and promotion services. Appointments can be scheduled online or by calling 816.235.6133. The MindBody Connection ([www.umkc.edu/mindbody](http://www.umkc.edu/mindbody)) is located in the Atterbury Student Success Center in Room 112 and offers a variety of stress-reduction services.

**Disability Support Services:** To obtain disability related accommodations and/or auxiliary aids, students with disabilities must contact the Office of Services for Students with Disabilities (OSSD) as soon as possible. To contact OSSD, call (816) 235-5696. Once verified, OSSD will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. For more information go to: [http://www.umkc.edu/disability/](http://www.umkc.edu/disability/)

**English Proficiency Statement:** Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly with their instructors. If additional assistance is needed, students may contact the UMKC Help Line at 816-235-2222 for assistance.

**Grade Appeal Policy:** Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor. In English 5549A and English 449A, each student will be held to the same standards. The [University grade appeal procedure](http://www.umkc.edu/disability/) is available only for the review of allegedly capricious grading and not for review of the instructor's evaluation of the student's academic performance. Capricious grading, as that term is used here, comprises any of the following:

- The assignment of a grade to a particular student on some basis other than the performance in the course;
- The assignment of a grade to a particular student according to more exacting or demanding standards than were applied to other students in the course; (Note: Additional...
or different grading criteria may be applied to graduate students enrolled for graduate credit in 300- and 400-level courses.)

- The assignment of a grade by a substantial departure from the instructor's previously announced standards.


**Statement of Human Rights:** The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. Commitment to the policy is mentored by the [Division of Diversity, Access & Equity](http://www.umkc.edu/diversity/), but it is the responsibility of the entire university community to provide equal opportunity through relevant practices, initiatives and programs.

**Title IX:** Under the University of Missouri’s Title IX policy, discrimination, violence and harassment based on sex, gender, and gender identity are subject to the same kinds of accountability and support applied to offenses based on other protected characteristics such as race, color, ethnic or national origin, sexual orientation, religion, age, ancestry, disability, military status, and veteran status. If you or someone you know has been harassed or assaulted, you can find the appropriate resources by visiting UMKC’s Title IX Office webpage ([http://info.umkc.edu/title9/](http://info.umkc.edu/title9/)) or contacting UMKC’s Title IX Coordinator (816.235.6910 or thompsonmikah@umkc.edu). Additionally, you can file a complaint using UMKC’s online discrimination complaint form, which is located at [http://info.umkc.edu/title9/reporting/report-online/](http://info.umkc.edu/title9/reporting/report-online/).

While most UMKC employees are required to report any known or suspected violation of Title IX, students may seek confidential guidance from the following campus locations:

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<tr>
<th>UMKC Counseling Service Volker Campus</th>
<th>UMKC Counseling Service Health Sciences Campus</th>
<th>Student Health and Wellness</th>
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<tbody>
<tr>
<td>4825 Troost Ave, Suite 206</td>
<td>Health Sciences Building 1418</td>
<td>4825 Troost Ave., Suite 115</td>
</tr>
<tr>
<td>Kansas City, MO 64110</td>
<td>2464 Charlotte</td>
<td>Kansas City, MO 64110</td>
</tr>
<tr>
<td>Phone – (816) 235-1635</td>
<td>Kansas City, MO 64108</td>
<td>Phone - (816) 235-6133</td>
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</tbody>
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UMKC Connect: Important information is available to undergraduate students in UMKC Connect accessed through Blackboard. Throughout the term, students may receive emails regarding course grades or academic performance. Students are expected to address information posted in a timely fashion. This information may be shared with the student’s Success Network made up his or her academic advisor(s) and other campus resources so that UMKC may fully support the student’s success.

**College of Arts & Sciences Course Policies & Resources**

Please refer to the following web page and the linked resources for critical information regarding course policies and resources. You are expected to abide by all the rules and regulations regarding student conduct referenced in these pages.

[http://cas.umkc.edu/CPR/](http://cas.umkc.edu/CPR/)
More items for your edification:


Grade Appeals: http://www.umkc.edu/catalog/Procedure_for_Appeal_of_Grades.html

Writing Center: http://cas.umkc.edu/writingcenter/

Services for Students with Disabilities: http://www.umkc.edu/disability/

* Blackboard & Canvas will **not** be used in the management of this course.
* No use of recording devices, laptops, e-pads, e-pods, or e-devices in class.
* No cursing. No unhappiness.
* Eating lunch or other meals is on your own time, not part of intern hours.

So Ends Policies for English 5549A & 449A.