

ADELPHI UNIVERSITY
MFA
IN
CREATIVE WRITING

STUDENT HANDBOOK

Revised April 2012. Contents Subject To Change.

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Program Contacts

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FALL 2011

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Program Philosophies

Fiction

Our program sees fiction as a realm in which both a strong regard for tradition and a ceaseless capacity for experimentation are essential, and can co-exist congenially. Our workshops and classes focus on elements of craft, varied narrative strategies, and the reliable resourcefulness of our own imaginations. Well-known and emerging authors alike inform our writing efforts. As a community of writers and readers, we realize that we must always “mine deeper,” as Melville put it—and we trust that rich veins of thought and feeling are tapped when we collaborate and share, write and rewrite, read and re-read.

Poetry

The poets in our program form a community of writers and readers who challenge themselves and support one another. Our classes and workshops are craft-based and dedicated to the writing and rewriting of poems of all kinds. We use published and unpublished texts to develop reading and editing skills. We consider and develop thoughtful and practical approaches to the life of the artist and the creative process. And we articulate and extend our craft—poetics, voice, prosody—and help one another set artistic and professional goals.

Dramatic Writing

Understanding that all great dramatic writers have a strong foundation in the art of theatrical storytelling, our program places particular emphasis on the study of the structure of plays. By studying how the spine of dramatic storytelling has been transformed and built upon throughout history—noting how theatre has always reacted to the present moment in its continuing effort to both reflect and reinterpret the action of living — students will become craftsmen in the art of creating story. From this foundation, students continue with a more focused study in the genres of playwriting, screenwriting, and/or scriptwriting for television. Recognizing that a dramatic writer may only truly learn to rewrite, our workshops are based on the development process, ultimately focusing on how a writer creates a personal methodology for his or her craft. Integral to our developmental process is an acknowledgment of preparing our students for a life in dramatic writing and its many satellite professions.

Creative Non-Fiction

Writing creative non-fiction—the literary rendition of fact—involves unusual possibilities, difficulties, beauties, and dangers, all of which we explore in the program’s workshops. These are craft-based and use published and unpublished texts to clarify the forms and traditions of the genre. As a community of writers and readers, we encourage rigorous, supportive engagement with each other’s work.

Academic Program:

Degree Requirements for the MFA in Creative Writing 40 credits total

Students will meet with their advisers to determine the appropriate plan of study.

Choose four Workshops (16 credits)

Courses can be repeated with same instructor

(Indicate professor and semester)

640	Fiction Workshop	_____	_____	_____	_____
641	Poetry Workshop	_____	_____	_____	_____
642	Dramatic Writing Workshop	_____	_____	_____	_____
643	Creative Nonfiction Workshop	_____	_____	_____	_____

Choose three (12 credits) literature/language/theory courses

Courses can be repeated with same instructor if syllabus is different.

(Indicate professor and semester)

6xx	_____
6xx	_____
6xx	_____

Required of all students in sequence:

1 semester (4 credits)

791 Practicum Colloquium _____
Spring before Thesis Colloquium

1 semester (4 credits)

799 Thesis Colloquium _____

1 semester (4 credits)

790 Thesis Independent Study _____
in same academic year as Thesis Colloquium

Typical Individual Student Sequence

FALL, YEAR 1 Workshop Workshop Literature	SPRING, YEAR 1 Workshop Literature Practicum
FALL, YEAR 2 Workshop Thesis Colloquium	SPRING, YEAR 2 Literature Thesis Independent Study

Responsibilities

Program Director

- Advises students, explains requirements, signs forms, and answers most questions about the program.
- Canvasses faculty for mid-semester “early warning” indications of student academic distress. Contacts students identified as requiring “early warning.”
- Oversees thesis applications and formal or informal petitions for waivers of regulations.
- In consultation with department chair and other administrators, sets program schedules, oversees student admissions, and student financial aid and employment.
- Issues warnings on student progress; responds to student and faculty concerns about the program or individual class experiences.

Faculty

Responsibility for good advising rests jointly with faculty advisors and students, supported by the program director and department chair.

Faculty Advisors at Adelphi University view the advisor-advisee relationship as an integral part of a student’s development at the university and an opportunity for faculty teaching beyond the classroom. Faculty Advisors will strive to attain the following ideals in advising:

- To contribute to an atmosphere conducive to student development and encourage self-reliance.
- To be available for student appointments during office hours and accessible through telephone and email.
- To provide students with honest and realistic evaluations regarding students’ work.
- Respond to director’s request for mid-semester “early warning” indications of student academic distress.
- To review advisee’s academic progress and record regularly so as to best guide the acquisition of necessary skills and the completion of academic requirements.
- To engage students in conversation about their long-term professional and career goals
- To be courteous and respectful toward students.
- To be knowledgeable of institutional policies, procedures and requirements and to provide advisees with accurate and timely information as related to these policies, procedures and requirements.
- To collaborate with other departments and offices (International Student Services/Study Abroad, Student Financial Services, Registrar, Center for Career Development, Learning and Writing Centers, etc.) and make appropriate referrals to assist students.

Student

On accepting the offer of admission, the student receives an advisor.

The advisor helps the student choose classes, plan the schedule, plan and assess progress in the program, and gives feedback on the thesis project.

Students are responsible for contacting their advisor to:

- Set up meetings.
- Discuss their program (current semester and future ones) at least once each semester during registration period.
- Plan thesis process.
- Share any problems, concerns, questions.
- Keep track of deadlines.
- Respond to notice of mid-semester “early warning” indication of student academic distress.

Student Planning

As part of the shared responsibility for good advising between advisor and student, advisors will expect the following of students:

- familiarity with the policies, procedures, and requirements presented in the *Bulletin*, *MFA Student Handbook*, and *Creative Writing Commons At Adelphi* Moodle area
- thoughtful consideration of his or her academic and professional goals
- responsibility for his or her choices and decisions
- development of a tentative schedule of courses prior to the advising interview
- prompt arrival to all scheduled advising interviews
- timely notice about any academic changes or problems
- questions, questions, questions!

Grading requirements

Students are required to achieve a grade of **B** or better in all courses. (For additional grade requirements regarding eligibility to enroll in the Thesis Colloquium, please see the Eligibility section on page 17.)

A grade of **C**, **D**, or **F** in any course is grounds for dismissal from the program.

Courses in which a student receives a grade of **B-** may be repeated once and students must achieve a grade of **B** or better.

Students who have not achieved a grade of **B** or better are prohibited from registering for any other courses until they repeat the course* and receive a grade of **B** or better.

Students who have repeated a course* and failed to achieve a grade of **B** or better will be dismissed from the program.

Students who have successfully repeated one course will not be permitted to repeat a second course in which they failed to achieve a grade of **B** or better.

Time Limitation

Students must complete all requirements of the program within five years of their first registration. If a student does not complete the program within the stipulated limits, he or she will be terminated unless they are granted a written extension with a specific date for completing the program.

An approved leave of absence does not extend the time limitations.

* If the course is a workshop, any workshop in the same genre will count as a repeated course.

If the course is a literature course, any literature course offered by the MFA program will count as a repeated course.

Academic Evaluation Criteria

The following aspects of academic performance are among those evaluated by the faculty:

- Consistent and timely class attendance
- Performance on tests and exams
- The quality of written assignments
- The quality of contributions to class discussion

Grading

Grades are one component of evaluation. Most courses use letter grades.

Course instructors determine their own course requirements and grade students accordingly.

Letter Grade Quantitative Value; Qualitative Value

A	4.0	Excellent
A-	3.7	Good; exceeds minimum graduate standards
B+	3.3	Performance meets minimum graduate standards
B	3.0	Performance below minimum graduate standards
B-	2.7	Performance significantly below minimum graduate standards
C+	2.3	Unacceptable performance
C	2.0	Unacceptable performance
C-	1.7	Unacceptable performance
F	0.0	Unacceptable performance

Grades of **B**, **B-** or lower indicate that the student has not performed at the level expected for graduate study. Two or more grades of **B** or lower will result in the student being reviewed for possible academic probation.

If the student receives a grade of **B-**, **C+**, **C**, **C-** or **F**, he or she must retake the course, and is prohibited from registering for any other courses until he or she repeats the course and receives a grade of **B** or better.

Incomplete policy

Students who have two or more outstanding “Incompletes” may not take more than 8 credits until the “Incomplete” is satisfactorily completed. Students have two semesters, from the date of the “Incomplete,” to satisfactorily complete all course work. If the course work is not completed by the deadline, regardless of whether the student is enrolled, the “Incomplete” automatically becomes an F. Failure to do so results in a permanent “Incomplete” being assigned to the course and the student must re-take the course.

Workshops

MFA program workshops are advanced creative-writing workshops in fiction, poetry, creative non-fiction and dramatic writing. Each workshop entails intensive close reading and critiquing of published work as well as of student manuscripts. Students provide detailed, relevant, informed critiques of peers' work; assess peers' development of manuscripts over time; and locate peers' work within particular aesthetic traditions.

Students are expected to carry a great deal of the discussion load and to adhere to basic principles of manuscript development and revision. Student work is expected to display consistent control over elements of craft in the relevant genre(s) as well as imaginative and creative freshness and authenticity. In addition, students are expected to deploy thoughtful, realistic, and practical approaches to the creative process, such as regular writing and self-teaching habits. Attendance is mandatory.

Literature Classes

The goal of the literature component of the MFA program is to consider how literary works come together as a series of authorial choices that take place within specific contexts. While students will enlarge their understanding of theories and methods of textual criticism and interpretation, the focus of the literature component is on reading and writing self-consciously; that is, on developing an awareness of the choices and assumptions that writers and readers make as well as a vocabulary for discussing them. Attendance is mandatory.

Practicum Class

This course is designed to help MFA students develop thoughtful as well as practical approaches to the life of the artist and to the creative process. Students will research and prepare notes on course topics. Students will engage in real-world experiences in the literary community of New York (e.g., internships, service, public-program attendance), record and reflect on their experiences. Through conversations with various members of the arts community, students can make professional connections with mentors, publishers, producers, and granting institutions. Students will learn how to identify and pursue career paths available to creative writers by considering job opportunities, networking, mentoring, and long-term career management.

Thesis Colloquium

The colloquium is a forum in which each student presents ongoing drafts of the MFA thesis to a colloquium of peers who will critique the thesis and offer practical advice. Each thesis, in parts and as a whole, will undergo the workshop process. Additionally, students will analyze the first published work of major figures in their genre. This course is the capstone experience for the MFA students and will serve as a bridge between their university and professional lives. It will

require that students produce a substantial manuscript with the potential to become the first major work of each student's professional career.

Code of Conduct

Any law that a student would be expected to obey off campus is automatically a component of Adelphi University's Code of Conduct.

Students are required, during classes, to turn off cellular phones, place paging devices on silent mode, and make sure any other communication devices are turned off or muted. If required to respond, students are expected to quietly exit the classroom. At no time may a student talk or text on his/her cell phone, or any other communication device, in the classroom.

Students may be permitted to bring a laptop to class and/or audiotape a class only with the permission of the faculty member and the other students in the class.

The faculty will require that students who do not adhere to the aforementioned policy leave the classroom for that day.

Class Attendance

Students are expected to attend all classes and to wait at least twenty minutes for an instructor who may be delayed. The student is required to provide notice to the faculty member teaching the course of absence from any class in advance of the time at which the course convenes. The type of notification required (written, telephone, e-mail, etc.) is at the discretion of the faculty member. Problems related to time of arrival and attendance will place the student in jeopardy of failing.

Leave of Absence

A leave of absence for up to one year can be granted to students in good academic and financial standing, according to University regulations. A request for a leave must be received by the Director of Creative Writing prior to beginning of the semester(s) for which the leave is requested. Students must seek readmission from the Director of Creative Writing

Medical Leave of Absence

To secure a medical leave of absence, a student must make a formal request.

The student shall submit letter from a licensed health care provider which contains the following:

- Diagnosis
- Duration of treatment prior to request
- Plans for treatment during period of leave (if appropriate)
- A positive recommendation that the leave is necessary for medical reasons

Adelphi University retains the right to obtain supplemental medical information.

All requests and documentation must be made during the semester for which the leave is requested.

Requests for medical leaves will not be considered if student has completed any of his/her courses.

If a student has completed all course work, except for final exams or final projects, a medical leave will not be granted. The grade of “Incomplete” will be issued and the student will be permitted to take the exam or finish the project when the medical issues are resolved.

Requirements to Return from Medical Leave of Absence

The student must request readmission and must submit letter from a licensed health care provider.

If possible, the letter should be from the same provider who recommended leave. If that person is unable to provide the letter, a health care professional from the same specialty may provide the letter.

The letter must cite:

- Treatment that has taken place during the leave.
- If needed, treatment plans after return from leave.
- Any recommended restrictions (i.e., reduced credit load).
- Statement that student is medically able to return to school.

Adelphi University retains the right to obtain supplemental medical information

Maintaining graduate student status when the student is not registered for coursework

- Any student who is not enrolled in coursework during the Fall or Spring semesters should register for “Continuous Matriculation.”
- The payment of the fee for continuous matriculation entitles the student to all the privileges of a registered student.
- Continuous matriculation assures that the student will not be dropped from the program.
- Failure to register for “Continuous Matriculation” in any regular semester in which the student is not enrolled in coursework will result in the student having to re-apply for admission to the graduate program.

Readmission is not guaranteed. The former student who applies for readmission under this policy is subject to the requirements of the curriculum in effect at the time of application for readmission.

Thesis

Preparing the Thesis

When you start your coursework at Adelphi, you should begin developing and planning your thesis. The thesis represents the culmination of a student's work toward the MFA degree, and consists of the student's best writing in a single genre, completed and revised during the program. A thesis may consist of work from the writing workshops, but must be developed beyond the workshop product.

The assessment of the quality of a thesis will be the responsibility of the student's Thesis Mentor, Second Reader, and the Program Director, any of whom may reject a thesis or ask the author to make necessary changes and additions. Quality of work is more important than quantity, but to insure that a student's work is represented in both range and depth, minimum length requirements have been set: 100 pages for fiction, 35 pages for poetry, and 90 pages for playwriting. (In some cases a variation in length may be acceptable if approved by the student's mentor and the Director.)

The quality of the work is at a level consistent with that of students receiving the MFA at other outstanding programs, both traditional and brief residency—that is, of publishable or of near-publishable quality. While minimum lengths are prescribed, students may wish the thesis to be of a length consistent with book publication. For example, short-story contests usually require a manuscript of 150 pages minimum; poetry contests for book-length collections often ask for 60 pages. The program does not advocate quantity over quality, but students may be inspired by the personal goal of writing a thesis that is not only of publishable quality but also close to the usual length for book publication or performance in their fields.

Early in the Thesis Colloquium in the fall of the final year, the student presents a paginated first draft of the thesis, with a table of contents. The work included in the first draft may be almost finished or may be work that needs considerable revision. Typically, significant revision is required on at least some of the thesis. During the Colloquium, the student continues to produce some new work.

The ordering of the material in the thesis should result in a book-like unity. If parts of a novel in progress constitute the thesis, the student should offer a synopsis of sections that are skipped or of the conclusion. The quality of the work in the thesis may not be compromised by the fact that additional material may be necessary.

After the thesis is submitted, the student will participate in a Thesis Reading in which students present to the public an excerpt of their theses.

Thesis Format

The final version of the creative thesis manuscript must be error free and presented in the following format:

- Left margin of 2 inches; all other margins 1 inch.
- All thesis text should be double-spaced, including front- and back-matter. Exceptions: Poems within poetry theses may be single-spaced. The body text of screenplays and plays should be formatted according to standards of the genre.
- Author's last name and page number in upper-right corner of every page. Begin numbering as page 2 of the creative text, after the Table of Contents (invisible 1).
- Final copy (including the Approval Page and all optional pages) printed on white, minimum 20 lb bond, high quality paper (25-percent cotton and/or partial rag and/or acid free).
- The thesis should be held together with a spring clip and may not be 3-hole punched or stapled.
- All thesis text, including cover page and abstract, should be printed in the font Times New Roman, 12 point type size.
- To be sure you are using the correct formatting for work in your genre, consult your mentor or the MFA Office for specific details and sample pages.

Page Order Checklist

- ___ Title Page (Required)
- ___ Approval Page (Required)
- ___ Dedication (Optional)
- ___ Acknowledgments (Optional)
- ___ Table of Contents (If appropriate. Invisible page numbering begins here)
- ___ Body of Work (Visible page numbering begins here)

The Director of Creative Writing, in consultation with the Creative Writing Committee, assigns the Thesis Mentor to each student. Students can indicate preferences among faculty, but are not guaranteed first choice.

After approval by mentor and second reader, the student will submit four copies of their corrected thesis and a check for the costs of archival binding.

Thesis Committee

THESIS MENTOR

The mentor and the student will consult regularly during the final academic year, discussing in detail such matters as further required reading or critical writing, as well as the creative process of drafting and revising the thesis. At the end of the thesis colloquium, the student provides the teacher with a draft manuscript; during the Independent Study with the thesis mentor, the student and teacher develop a plan and schedule for revision.

THESIS SECOND READER

The second reader will give a thoughtful response to the thesis as a whole, in the form of a one-to two-page letter. The letter will (1) affirm that the student has met the requirements of the thesis project and (2) offer a general critique of the project.

Eligibility

Applicants for the thesis must be matriculated students who have completed sixteen credit hours with a 3.0 average. The student must complete two workshops in his/her genre with a grade of “A” or “A-“ before beginning the Thesis Colloquium and before filing the “Declaration of Thesis Project” form. In certain cases, the grade requirement may be waived by the Director of Creative Writing.

Thesis and Graduation Timetable

During the spring before Thesis Colloquium:

Indicate Mentor Preferences to Director of Creative Writing.
Compose, assemble and prepare a rough draft of thesis.

In October for May graduation

Submit Intent to Graduate Form to Registrar

During registration period for (and no later than second week of) your last semester:

Submit Thesis Independent Study forms to Director of Creative Writing and Registrar

One month prior to end of final semester (normally 15 April): April 16, 2012

Submit a final draft to Mentor and Second Reader

One week after final draft of thesis is due (normally 21 April): April 16-18, 2012

Participate in Thesis Reading

During Graduation Week (normally 15 May): May 16, 2012

Second Reader submits critique to student and student mentor.

By one week after graduation: May 25, 2012

Student delivers four copies of properly formatted thesis with signed approval pages to Department Office.

One month after graduation:

Diploma is sent to student (Pending successful completion of all credits, proper submission of administrative paperwork, and deposit of thesis with department).

ADVISING SCHEDULE:

Unless the mentor suggests other arrangements, the student and the mentor should consult regularly during the final academic year.

During the fall Thesis Colloquium, they should consult approximately once a month.

During the spring Thesis Independent Study, student will submit work and mentor will provide written and oral responses to student work and student progress on a regular basis. Typically, this will entail a one-hour meeting every other week.

Request For Thesis Mentor and Second Reader

Name _____ Adelphi ID# _____

Thesis Genre _____

List the two completed workshops in genre of thesis. (Student must have a 3.0 average in all program courses and a grade of A or A- in genre workshops):

_____ (faculty member/semester/year/grade)

_____ (faculty member/semester/year/grade)

First Choice for Thesis Mentor _____

Second Choice for Thesis Mentor _____

Third Choice for Thesis Mentor _____

First Choice for Second Reader _____

Second Choice for Second Reader _____

Third Choice for Second Reader _____

Signature _____ Date _____

Due: 1 May 2012

English Department MFA Thesis Independent Study Form

Student

Mentor

Genre

Thesis Title

Thesis Prospectus (100 word description of Thesis Project):

On an attached sheet, please set out your work schedule, indicating draft deadlines, planned meetings and exchanges (email, letter or phone) with your mentor and a proposed reading list

In the *Course Summary* on **Independent Study Contract**, indicate “Independent work completing thesis.” In *Evaluation Criteria* indicate “manuscript (minimum x pages) of high quality that displays a mastery of creative writing skills.”
 $x=100$ for fiction; 35 for poetry and 90 for dramatic writing.

Student’s signature and date

Mentor’s signature and date

Second Reader’s signature and date

Chair’s signature and date

PLEASE RETURN COMPLETED FORM TO ENGLISH DEPARTMENT (Harvey 216)

Thesis Approval Page (SAMPLE)

(Title)

(Student's Full name)

Approved as to style and content by

Thesis Mentor (Printed Name) (Signature) (Date)

Second Reader (Printed Name) (Signature) (Date)

Director of Creative Writing (Printed Name) (Signature) (Date)

Chair of English Department (Printed Name) (Signature) (Date)

Academic Calendar

For quick, easy access to student, faculty, administrative, athletic, and cultural events visit the University Calendar on ecampus.adelphi.edu

Those who need to be absent for religious observances please read “Exam and Assignment Policy.” <http://ecampus.adelphi.edu/registrar/pdf/examassignment.pdf>

Fall 2011	
August 24	General Registration
August 31	Classes Begin – Fall 2011
September 3 - 4	Labor Day Weekend - No Classes
September 5	Labor Day - No Classes
September 10	Saturday Courses need to add an additional 15 minutes to each course meeting, to meet state requirements.
September 11	Sunday Courses need to add an additional 15 minutes to each course meeting, to meet state requirements.
September 20	Final date to submit January 2012 Graduation Applications
November 23	No Classes
November 24	Thanksgiving - No Classes
November 25 - 27	Thanksgiving Break - No Classes
December 13	Make-up Day (available to faculty to schedule for a missed class) – No regular Classes Held
December 15	Finals Begin
December 21	Finals End Last Day of Classes
December 22	Emergency Day – if necessary, the Registrar’s Office will announce the re-scheduling of December 15 th finals
Spring 2012	
January 2	Classes Begin – Intersession 2012
January 16	Martin Luther King, Jr. Day – No Classes
January 22	Classes End – Intersession 2012
January 23	Classes Begin – Spring 2012

February 7	Final Date to submit May 2012 Graduation Application (to have name appear in booklet) Final Date to submit August 2012 Graduation Application (to have name appear in booklet)
March 12 - 18	Spring Break - No Classes
April 16	Research Day - No Classes
May 8	Make-up Day (for faculty to schedule a 'makeup' for a missed classes) – No regular classes scheduled
May 9	Emergency/Study Day
May 10	Emergency/Study Day
May 11	Finals Begin
May 17	Finals End Last Day of Spring 2012 Classes Doctoral Hooding Ceremony
May 18	Commencement

Registration Notes:

The New York State Immunization Law requires all students born after 1956, who are taking six or more credits, to prove immunity to measles, mumps, and rubella. Course registration and attendance at Adelphi University will not be possible without clearance by the Health Services Center (516.877.6000). Students taking six or more credits must complete the Meningococcal Meningitis Response Form and return it to the Adelphi University Health Services Center. Students can complete this form online. Log into [C.L.A.S.S.](#) and click on the meningitis link on the menu. See the [Health Services Center](#) Web site for more information

Students Expecting To Graduate in ... must file applications by ...

May 2012 October 14

Diplomas will be mailed to graduates approximately six weeks after the degree is conferred.

Application for Graduation

All students must apply for graduation. For January graduates, applications must be filed with the Office of the University Registrar on or before the last Friday in September; for May graduates, on or before the second Friday in October; for August graduates, on or before the first Friday in June. Students that are credit eligible for graduation will receive an alert when they log on to eCampus. They will then have access to the [online graduation application](#) which they can submit to start the graduation check process.

Students who have completed degree requirements but who have not applied for graduation will not receive a diploma nor will the degree be conferred.

Information For Students

Adelphi University New Student Handbook

<http://academics.adelphi.edu/handbooks/>

The Handbook includes Registration/Matriculation Checklist and info on

- Parking/Student ID
- Tech Issues
- Library
- Student Center
- AU Academic Calendar
- Resources for Grad Students
- Financial Information

Creative Writing Office

Harvey 215 is a gathering space for all members of the program. The non circulating library contains books of particular interest to writers as well as a variety of journals. The computer and printer are for everyone. The bulletin boards are for everyone, too. The room is connected to the campus wireless system.

Mail Boxes

Graduate student mail boxes are located in the MFA Office (Harvey 215). Program announcements and information will be distributed through these boxes as well as through e-mail and the Creative Writing Commons @ Adelphi. Students are required to check mailboxes carefully each week.

Student E-Mail Accounts Assigned by the University

All students currently registered for classes within the University are assigned an Adelphi Gmail account. All students are **required** to participate in the University's e-mail system and are responsible for information in their e-mail accounts. Faculty will only open e-mails received from an Adelphi account. Program announcements and information will be sent directly to the student e-mail address. Students should check their electronic mailboxes daily and respond to letters in a timely fashion.

Creative Writing Commons @ Adelphi and Electronic Newsletter

Program information, deadlines, calendar, and more are collected in Moodle, the Adelphi University electronic learning environment. You can access the Creative Writing Commons @ Adelphi through the Moodle tab in e-campus. In addition, we maintain a calendar of events, contests, readings, and performances on our Facebook page.

School Closings

In the case of inclement weather, the University has hotline numbers that can be called at anytime. They are: Garden City Campus (516) 877-6870 Manhattan Campus (516) 877-6872.

Emergency Notification System

Adelphi has partnered with **MessageOne**, enabling the University to instantly broadcast urgent messages and deliver instructions to the campus community when necessary. You'll find the Dell **MessageOne** AlertFind link in eCampus under the Services tab.

Computers

Additional computers for students are available for student use throughout Swirbul Library and in the Science Library and the Varick Street (Manhattan) Library.

Copy Machines

Coin-operated copy machines are available for student use throughout Swirbul Library and in the Science Library. Copies are \$.10 each. Should students need to have a large project reproduced (e. g., a dissertation), they may use the Copy Center located at Swirbul Library. For further information call extension 3967. No photocopies can be made for students in the English Department Office.

C.L.A.S.S.

CLASS is a service that enables students to register for courses and access grades online.

Should you have any questions regarding your e-mail account, CLASS, or Moodle, contact the University Computer Help Desk at (516) 877-3340 or visit the Computer Center Help Desk located in the Swirbul Library.

Financial Aid, Levermore Hall, Lower Level – Ext. 3080

Your resource when you need counseling about financial aid is the Office of Student Financial Services.

Academic Services and Retention

The Office of Academic Services and Retention assists academic units with all student academic transactions initiated by students, such as leaves of absence, withdrawals from courses or the University, and petitions requesting waivers of academic policies. Although all academic transactions must be completed through the student's major department and college, final appeals are made to the Office of Academic Services and Retention. The Office is located in Levermore Hall Room 303, phone extension 3150.

Frequently Used Phone Numbers (516) 877-:

Academic Services, Levermore Hall Room 303	Ext. 3150
Center for Career Development, Post Hall	Ext. 3130
Collections, Levermore Hall Lower Level	Ext. 3080
Office of Commuter Student Affairs, University Center Room 109	Ext. 6667
Health Services Center (Infirmary), Waldo Hall	Ext. 6000
Office of the University Registrar, Levermore Hall Lower Level	Ext. 3300
Security	Ext. 3500
Learning Center, Earle Hall, Lower Level	Ext. 3200
Swirbul Library	Ext. 3570
Student Activities, University Center	Ext. 3603
Division of Student Affairs, University Center Room 106	Ext. 3660

Student Work and Aid Opportunities
APPLICATION GUIDELINES
2012/2013 WORK AND AID FOR MFA STUDENTS

Though we can not give aid to all students who need it, our intention is to help as many students as we can. Our policy is to distribute our limited resources as widely as we can.

In your application, please tell us which positions you are interested in, numbering them with (1) your first choice, (2) your second, etc. For Positions A – C we ask that you submit additional material.

You can mark as many positions as you are interested in, but please understand it is unlikely we will be able to give you more than one position and we can not guarantee that you will keep that position in the next academic year.

NAME _____

Office Staff Position _____ (*see A*)

Teach Section Of English 109 “Introduction to Creative Writing” _____ (*see B*)

Teach Section Of English 107 “The Art and Craft of Writing” _____ (*see C*)

Peer Tutor in Writing Center _____ (*see D*)

Additional funding may also be available to you through federal, state, and other University financial assistance programs. Adelphi University requires all scholarship recipients who are U.S. citizens or permanent residents, to file the Free Application for Federal Student Aid (FAFSA) and, for New York State residents, the Tuition Assistance Program (TAP) application. After these forms have been received and evaluated at Adelphi University, you will receive notification of your complete financial aid package.

DUE: MONDAY, 30 APRIL 2012
In Harvey 216 (LaMon Mailbox)

(A) Office Staff Position Two Positions of 10 hours /week. (\$15/hour)

Program Assistant will assist in the daily operation of the MFA office which includes answering telephone and visitor inquiries, interacting with students, maintaining departmental, student and applicant files, photocopying, coordinating mailings, MFA program events and publications.

TO APPLY: Attach your resume and a brief statement indicating any experience you have working in an office, in education or in the non-profit sector (100 words) Also tell us which hours between 8 am and 7 pm, Monday – Thursday you will be available.

(B) Teach Section Of English 109 “Introduction to Creative Writing” Adjunct Faculty Position, primary instructor in 20-student class. (\$3,500/term)

“Exploration of the nature of creative writing in the genres of poetry, the short story, and drama through writing and reading. Each student will create a portfolio of work in at least one of those three genres.”

MFA students who teach 109 must have completed English 638 “The Teaching of Writing.” Preference will be given to students who have completed at least one workshop outside of their genre.

TO APPLY: Attach your resume and a brief statement indicating any experience you have teaching creative writing or college level classes and why you are interested in teaching English 109 (300 words).

(C) Teach Section Of English 107 “The Art and Craft of Writing” Adjunct Faculty Position, primary instructor in 20-student English composition class. (\$3,500/term)

“This introductory course in academic writing focuses on writing as a deliberative process. Students will learn to read critically, think analytically, imagine an audience, draft an argument using appropriate language and structure, and edit for clarity and correctness.”

MFA students who teach 107 must be enrolled in (or have completed) English 638 “The Teaching of Writing.”

TO APPLY: Attach your resume and a brief statement indicating any experience you have teaching creative writing or college level classes and why you are interested in teaching English 107 (300 words).

(D) Peer Tutor in the Writing Center

The Writing Center is the hub of writing-related activity at Adelphi University. Our primary purpose is to help students learn to use writing more effectively in all aspects of college life. The Writing Center is designed for any student, of any ability, who wants to improve his or her writing process.

TO APPLY: Contact director, Mary Wyeth. An application is available at <http://students.adelphi.edu/writingcenter/> .

Merit Awards

DONALD EVERETT AXINN AWARDS IN POETRY AND FICTION and the DRAMATIC WRITING AWARDS

To recognize our students' talent, we offer the Don Axinn Awards in Poetry and Fiction. Don Axinn is a poet, novelist, and filmmaker, as well as one of the leading lights of Long Island's business community. Mr. Axinn established a long-term means of supporting student writing by funding cash prizes for our students in poetry and fiction.

Each year, the recipients of the three awards are chosen by leading authors in each genre.

Students submit work in mid-April.

2011 Judges:

DRAMATIC WRITING

Leslie Lee

FICTION

Joshua Furst

POETRY

Aracelis Girmay

Past Judges:

Julie Agoos, Jeffery Renard Allen, Geoffrey Becker, Elizabeth Bennet, Brian Bouldrey, Steven Cramer, Gus Edwards, Colin Harrison, Jacqueline Johnson, Wayne Koestenbaum, Katherine Kovner, January Gill O'Neil, Cassandra Medley, Martha Southgate, Daniella Topol, Amy Gerstler, Leslie Lee, Alice Mattison.

Types of Academic Actions

The possible actions are Warning, Probation, Leave-of-Absence and Dismissal. The nature of each action is summarized below, but it should be emphasized that for every action except Dismissal, the faculty expectation is that the student will address the issues leading to the action, and continue making satisfactory progress in the program.

1. Warning

The mildest of all the formal actions, it is typically chosen when a student is making only marginal progress in some particular area, and the Director of Creative Writing is drawing the student's attention to this area by taking formal action.

2. Probation

This action is taken when the student's overall progress is sufficiently unsatisfactory that unless improvement in specified areas takes place during the current semester, the student's candidacy will be reviewed for termination.

3. Leave of absence

This action may be recommended or mandated for a student who is placed on probation. This action may be taken when the faculty believe that serious issues are at the heart of the problem, and that the student needs to spend time away from the program to address them before returning to complete the program. The faculty may also recommend a leave of absence when a student faces concrete, objective obstacles to continuing, such as illness or family issues.

4. Dismissal

It is highly uncommon for a student to be dismissed from the program. In most cases, a student is dismissed only after first having been placed on probation, and subsequently failing to resolve the issues that led to probation. In effect, the decision reflects the faculty belief that not only has the student failed to address a number of important professional issues, but is simply unable to do so. Dismissal can take place without a student's having previously been placed on probation if an extraordinary breach of conduct has taken place, such as plagiarism or highly inappropriate behavior

Action Procedure

The procedure for taking one of the above actions is as follows:

- 1)** The Director of Creative Writing notifies the advisee in person that the faculty has taken an action. The director then schedules a meeting in person with the advisee, advisor and/or faculty, and discusses the details of the specific action that was taken.
- 2)** Following the individual meeting with the advisee, the director schedules a meeting at which the advisor and advisee will be present, plus at least one of the following administrators: the dean, the associate dean, the chair of the department. The purpose of the meeting is not an appeal, but an opportunity for the student to respond to the concerns, and hopefully tell the committee how the student intends to address them.

3) After that meeting, the director prepares a formal written statement, summarizing both the specific action taken, and the rationale behind it. This statement must include specific ways the student is expected to address the issues. Copies of the statement are given to the student, the chair, and the dean, and are placed in the student's file.

4) The student prepares a formal written statement which makes it clear that he/she understands the issues. This statement must include a specific plan for addressing the issues, including dates where relevant.

5) When a student is removed from an administrative action that was taken the previous semester, the advisor prepares a formal letter to this effect. Copies of this letter are given to the student, the Program Director, and are placed in the student's file.

Right of Appeal

Students have the right to appeal any action of the faculty. The procedure for appealing an action is as follows:

1) The student must submit a written request to the Dean, providing the rationale for the requested appeal.

2) The Dean assembles a committee of senior faculty members to address the appeal. The student may suggest specific faculty members to the Dean for possible inclusion on the committee.

3) The student presents the appeal to the faculty committee either in writing, in person, or both.

4) The faculty committee considers the appeal and sends its recommendation to the Dean.

5) The Dean receives the faculty committee's recommendation, and then makes the final decision regarding the appeal.

Grievance Procedure

During the time students spend in the MFA Program, it is possible that a conflict may arise between a student and a fellow student, faculty member or staff member.

When a conflict arises, it is most desirable that an attempt be made to resolve the conflict through an informal interaction with that person.

If this is not successful or it is perceived that there is some obstacle to a successful resolution of this conflict, the procedure detailed below is to be followed. The first part of the procedure continues with an informal approach. When that is not successful the procedure becomes more formal:

Step 1. A meeting is scheduled with the Director of Creative Writing to discuss the conflict. It may be decided at that meeting to have another meeting with the other party or parties involved. If this is successful in resolving the conflict, the situation ends.

Step 2. If the preceding step is not successful, a meeting with the Chair of the English Department should be scheduled. Again, a second meeting may be scheduled with the other party and/or parties involved.

Step 3. If the preceding step is not successful, a meeting with the Dean (or Assistant or Associate Dean) of Arts and Sciences is scheduled. Again this may include other part and/or parties involved.

Step 4. If the preceding step is not successful, the formal process begins. The student submits a written grievance to the Director of Creative Writing.

This written grievance should include all of the relevant details including a proposed resolution. The Director may call a second meeting with all parties involved or whoever s/he believes is appropriate. In all cases a copy of the written grievance will be given to the persons involved. If this is successful, a written resolution is prepared by the Director and given to all persons. If this is not successful, the Director prepares a report of the meetings and submits this along with the written copy of the grievance to the Dean's Office.

Step 5. If the preceding step is not successful, a meeting with the Dean's Office and the other party and/or parties involved. The Dean will prepare a written resolution of the conflict which will be given to all the persons involved

Step 6. If the procedure in the last step fails to resolve the conflict, the Dean informs the student about her or his rights to appeal to the higher administration and gives the student a written report of the results of the procedures used to resolve the conflict. The Dean will advise the student about the University grievance procedure and is available to the student for help and direction in following this procedure.

Academic Adelphi: Honor Code and Academic Honesty

Honor Code

The University is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Adelphi community I accept the University's Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions which would violate these ideals.

The Committee for Academic Honesty

The Committee will have the responsibility to promote an atmosphere of academic honesty, working to educate the entire Adelphi Community.

In the case of infractions of the code of academic honesty, the Committee provides the members to investigate, to mediate, and if ultimately necessary, to constitute a formal Hearing Board.

Academic Honesty

The highest standards of academic honesty characterize the learning, research, scholarly and creative activities in which members of the Adelphi community are engaged. Dishonest activities include presenting the work of others as one's own, fabricating data, cheating on examinations and sabotaging the work of others. (*Articles of Governance of Adelphi University; Code of Academic Honesty* in Guide to Student Life – Office of Academic Services and Retention, Office of the Provost, Office of the Dean of Students)

Procedures to Handle Violations

The approach to handling reported violations is generally a progressive one. That is, the procedure is designed to allow choices at various stages based on the severity of the charge or facts that emerge from the proceedings. Although the work will normally be done by the Committee, the Provost will have the authority to convene an ad hoc committee to handle charges when the matter is urgent and the standing committee is unable to meet. The detailed procedures outlined on the Adelphi University Committee on Academic Honesty Website.

Any student who observes or suspects a violation is encouraged to report the violation to the appropriate professor, to any member of the Committee for Academic Honesty, or to the Provost's Office, which will forward the charge to the Committee. A professor who observes or suspects a violation may wish to begin by talking with the accused student or students. As has always been the case, professors have the right and the power to adjust grades on the basis of academic dishonesty. However, whether or not the professor and student agree on the facts or the grade, either may choose to go to the Committee for Academic Honesty. **Note:** Professors are required to report directly to the Provost's Office all instances of academic dishonesty. This particularly includes those cases in which the student and professor resolve the matter without requesting any action from the Committee for Academic Honesty.

Relationships

The members of the Adelphi community place a high value on relationships built on reason, mutual trust, respect, dignity and equality. Harassment of any sort is not tolerated, including such behaviors as violence, intimidation, sexual advances, exploitation and derogatory conduct that reflects bias. In relationships where there is unequal power, such as those between faculty and their students, the person in the position of authority is obligated to avoid potential conflicts of interest, abuse of power, sexual or romantic relationships, or exploitation of any type of those who they supervise, teach, coach or advise. (*Anti-Harassment Policy and Procedures* – Office of Human Resources; *Anti-Violence Policy* – Office of Human Resources; *Policy on Hazing* in Guide to Student Life – office of the Dean of Students)

Confidentiality

The work of many at Adelphi requires knowledge of sensitive, privileged information involving students' academic, psychological or disciplinary records, library borrowing records, salaries of employees and records regarding the University's finances or business planning. Confidentiality by those with such knowledge is essential and contributes to the mutual trust and respect that characterize Adelphi.

Electronic Communication

Information systems are used in accordance with all laws that are not used for commercial purposes or non-University, personal or solicitous activities. Computer programs, electronic mail, voice mail and electronic files are presumed to be private and confidential unless misuse is suspected. Loopholes in security systems should not be used to damage information systems, obtain extra resources or gain access to systems without authorization. (*Acceptable Use Policy* – Office of Information Technology and Resources)

Reference Guide to Existing Documents

Various policy statements, which are found in the following documents, describe standards of conduct that trustees, faculty, administrators, staff and students have determined guide ethical behavior at Adelphi. The University continuously reviews and updates these documents in an effort to match behavior with new realities and maintains current versions of them in electronic format for easy access by all members of the community.

- Articles of Governance of Adelphi University
- Bylaws of the Board of Trustees
- Code of Academic Honesty in Guide to Student Life
- Code of Conduct in Guide to Student Life
- Collective Bargaining Agreements
- Employee Handbook
- Faculty Handbook
- Financial and Administrative Reference Guide
- Guide to Student Life
- Human Subjects Research Policy
- Institutional Animal Care and Use Committee Guidebook
- Office of Information Technology and Resources Acceptable Use Policy

Protocol For Student Complaints Concerning The Actions Of Members Of The Faculty

Members of the Adelphi faculty are expected to meet the highest standards of the academy in all aspects of their professional conduct. These standards derive from many sources, including institutional policies, the rights and reasonable requirements of students, contractual agreements, the laws of the land, and ordinary but irreducible expectations of integrity. Adelphi University is responsible for fully and fairly addressing complaints concerning conduct by faculty while acting in the context of affiliation with the University.

Whenever possible, initial investigation of a written or an oral complaint shall be undertaken by the Dean and/or Chair of the faculty member's unit. In addition, the Provost, Dean or Chair may request the assistance of the Unit Peer Review Committee in an initial investigation. Except for complaints alleging a serious impropriety, informal resolution of a complaint may be achieved at this stage by mutual agreement of the parties. In any case, the Dean and/or Chair shall send a report to of the investigation's findings, including statements of informal resolutions, to the Provost and shall preserve in the Office of the Dean and the Office of the Provost a summary and documentary record of the inquiry.

Whenever warranted by the gravity of a complaint or the ambiguity of events, the Provost shall appoint a Committee of Inquiry, comprising of administrators and faculty, to undertake a further investigation. This Committee shall require that a complaint be made in written form. After receiving a report from a Committee of Inquiry, the Provost may take disciplinary action in accord with the Collective Bargaining Agreement.

Disputes concerning grades or other academic judgments when not accompanied by allegations of misconduct shall be addressed and, if possible, initially resolved by the Chair and/or Dean without recourse to the forms or conditions of inquiry established above. Resolution by the Chair shall be subject to review by the Dean; resolutions by the Chair and/or Dean shall be subject to review by the Provost.

In the absence of any prior resolution, the Provost may act to resolve the dispute. However, in all cases the academic judgment of the instructor regarding the appropriate grade is final.

In cases involving charges of sexual harassment by a faculty member, the procedures for investigation and disciplinary action shall apply as stated above, except that in usual circumstances the initial complaint shall be made and forwarded in accord with the Policy on Sexual Harassment. However, no complaint shall be invalidated because it has been received by other means.

Religious Observance and the Academic Calendar

Adelphi University welcomes diversity in its community, and respects various religious observances. The University requires that students who anticipate being absent, due to their religious observance, will notify their professors at the start of the semester. This will allow the faculty to take these observances into consideration in light of their course exam and assignment schedules.

Also, whenever feasible, exams and assignment deadlines should not be scheduled on religious holidays observed by members of the class.*Students absent from class, clinical experiences, practica, labs, etc. on those days, after prior notice to the professor, should not be penalized for any exam or assignment deadline missed because of those absences. Students must contact the instructor to work out suitable arrangements for make-ups or other satisfaction of academic requirements.

Faculty who plan to be absent due to religious observances should notify students in advance of the absence, and indicate the method of make-up.

Check the INTERFAITH CALENDAR for specific observances and calendar dates:

www.interfaithcalendar.org

The Student Counseling Center

Any student currently enrolled at Adelphi is eligible for free, private and confidential counseling services. The Student Counseling Center is located on the Garden City campus and is staffed by licensed clinicians trained in social work and clinical psychology and by graduate-level social work interns and doctoral-level psychology externs. It also operates the Peer Counseling Center hotline and walk-in crisis intervention center staffed by students.

The Center provides information and literature and offers:

- individual and group counseling
- crisis intervention
- outreach and consultation
- drug and alcohol education and counseling
- workshops
- referrals to both on-campus and off-campus resources.

The goal of counseling is to help the student better understand thoughts, feelings, and relationships, by looking at patterns of behavior. The counselor's role is to help the student develop effective strategies for coping with whatever is bothering him or her. The counselor should be focused on the student, and not on himself or herself or others.

Students are encouraged to meet with a counselor even if they are not sure that they need counseling: **Student Counseling Center, UC 310, p - 516.877.3646 f - 516.877.3139**