

AY 2026-2027



CREATIVE WRITING HANDBOOK

MASTER OF FINE ARTS



UNIVERSITY OF OREGON

CONTENTS

INTRODUCTION.....	1
CRWR MFA Program within the Context of the University of Oregon.....	1
PROGRAM CONTACTS	2
Quick Reference Table.....	2
Professors and Instructors.....	3
MASTER OF FINE ARTS DEGREE PATHWAY	4
MFA Curriculum & Criteria for Satisfactory Progress	4
Courses and MFA Exam Overview	5
Progress.....	6
Typical Plan — First Year	8
Typical Plan — Second Year	10
MFA STUDENT ACTIVITIES.....	12
GTFF Representative(s).....	12
Genre Representatives (Genre Reps).....	12
Live Lit West	12
MFA Readings and Commencement	12
Northwest Review	13
ACADEMIC POLICIES AND PROCESSES	14
Registration and Enrollment.....	14
On-Leave Status.....	14
Time Limit	15
Transfer Credit	15
FUNDING	16
GE Appointments	16
Program Awards	16
GE and Funding Opportunities Outside Creative Writing	16
GRADUATE EMPLOYMENT	18
Appointments	18
Paychecks	18
Guidelines for Teaching as a CRWR GE.....	18

STUDENT PORTALS AND EMAIL..... 23

DuckWeb	23
Grad Student Portal.....	23
UO Profiles.....	23
Email	24

SPACE AND EQUIPMENT 25

Keys and Building Access	25
Building Security	25
Breakroom	25
Mailroom and Supplies	25
Resource Library • Alder 104A (Seminar Room)	26
Recycling	26
Bulletin Boards.....	26
Computer Access.....	26
Lockers	26

ADDITIONAL RESOURCES 27

Helpful Contacts	27
Grad OneStop	27
Transportation.....	27
Food Assistance	28
General Duties and Responsibilities Statement (GDRS)	28

INTRODUCTION

Welcome to the Creative Writing MFA program at the University of Oregon. You represent the best of the best in your field, both nationally and internationally. Our MFA program receives hundreds of applications for admission every year and we can only accept 5 students to each genre. Within our two-year residency program, MFA students concentrate in either poetry or fiction. Our coursework emphasizes the workshop, integrating concentrated time for writing with craft seminars and opportunities for editorial experience with *Northwest Review*.

This handbook will guide you through the requirements of the MFA program, with a breakdown of course requirements year-by-year and term-by-term, so you know what to expect for your time here. An online copy of this handbook can be found on the Creative Writing Program's website under "Graduate Program", so you can refer back to it time and time again.

Again, welcome! We are excited to work with you the next 2 years.

CRWR MFA PROGRAM WITHIN THE CONTEXT OF THE UNIVERSITY OF OREGON

The Creative Writing program falls within the Humanities division of the College of Arts & Sciences (CAS). Departments and programs within CAS are grouped into 6 Academic Support Units (ASUs). CRWR is housed within ASU 5, along with several other departments, programs and centers in both the Humanities and Social Sciences.

Physically speaking, Creative Writing is housed in the Alder Building (818 E. 15th Ave; on the corner of 15th Ave and Alder Street) on the UO campus. Most of your seminars and workshops will take place here. Faculty offices are in Alder Building, and you'll have access to meeting space in this building as well. We will also set up a mailbox for you in the workroom of Alder Building.

ASU 5 administrative offices are located in 201 and 275 McKenzie Hall (1101 Kincaid St).

PROGRAM CONTACTS

QUICK REFERENCE TABLE

Title	Name	Email	Area of Support
AY26-27 Program Director	Jason Brown	brownj11@uoregon.edu	CRWR: MFA degree, policies, GE appointments, individual advising, etc.
ASU5 Graduate Support Specialist	Emily Cornell	ecornell@uoregon.edu	Administrative management of MFA admissions, enrollment, class schedules, program documentation, classrooms, degree audits, etc.
ASU5 Graduate Programs Assistant	Finn Koval	fkoval@uoregon.edu	
ASU5 Events and Communications Coordinator	Leticia Stival	stival@uoregon.edu	Departmental event coordination, including logistics, catering, room reservations, guest POs, and poster distribution.
Kidd Workshops Director and Pedagogy Mentor	Brian Trapp	trapp@uoregon.edu	Kidd: program overview, admissions, anthology, etc., and first-year GE pedagogy support.
Undergraduate Advising	Karen Walker	ktwalker@uoregon.edu	Including the minor in creative writing.
MFA Student Representatives	F: TBA P: TBA		Liaison: MFA students ↔ Program Student questions, suggestions, and concerns for the Program Director.
GTFF Student Representatives	TBA		Liaison: MFA Students ↔ GTFF Student questions, suggestions, and concerns for the GTFF.

PROFESSORS AND INSTRUCTORS

Fiction

Jason Brown

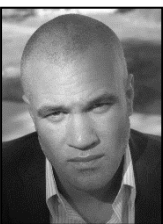
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MASTER OF FINE ARTS DEGREE PATHWAY

MFA CURRICULUM & CRITERIA FOR SATISFACTORY PROGRESS

The criteria used to assess satisfactory progress are the same for all CRWR MFA students regardless of genre.

REQUIRED COURSE WORK

Below is a summary of the course work that MFA students are required to complete during their 2-year program.

• CRWR 607 Seminar	20
• CRWR 608 Work Pedagogy.....	4
• CRWR 609 Terminal Creative Project (TCP).....	9
• CRWR 635/645 MFA Workshops	36
Minimum Total	69

Typically, no credit hours in disciplines other than literature and creative writing will apply toward the degree. Please discuss any exceptions with your advisor.

MFA students generally complete their coursework within 6 academic terms, not including summers. Students who need additional time should work with their advisor, as well as the Program Director.

COURSE WORK SUMMARY

Course	Year One			Year Two		
	Fall	Winter	Spring	Fall	Winter	Spring
CRWR 607 MFA Seminar	■	■		■	■	
CRWR 608 Wrk Pedagogy	■					
CRWR 609 Terminal Creative Project (TCP)				■	■	■
CRWR 635 or 645 MFA Workshop	■	■	■	■	■	■
MFA Exam						■
MFA Terminal Creative Project (Final)						■

COURSES AND MFA EXAM OVERVIEW

CRWR 607 SEMINAR

Students must complete 4 graduate-level literature/craft courses. Most of the courses used to satisfy this requirement should be Creative Writing Seminars (CRWR 607). The topics of these seminars change from term to term. Most topics appeal to students in specific genres, but Creative Writing MFA students in either genre may enroll in any CRWR 607 seminar with instructor and advisor approval.

Other approved graduate courses (500-level or higher) may be used to satisfy part of the MFA literature requirement. Students should provide their advisor with a syllabus or other published description of the course and a brief explanation of how the course will further their artistic goals. If approved, this is documented via email to ASU staff and saved to the student's file.

The number of credits earned in seminars depends upon the classes taken but should total 18–20 credits.

CRWR 608 WORKSHOP (PEDAGOGY)

GE instructors are required to enroll in and attend CRWR 608 Pedagogy. Pedagogy is designed to introduce students to techniques used in teaching creative writing to undergraduates. The class does not presume prior teaching experience on the part of GE instructors. Students will work on their syllabi with instructors, discuss approaches to classroom discussion, and guidelines for grading. The class also involves class visits on the part of faculty.

CRWR 635 OR 645 MFA WORKSHOP

Students take the workshop in their specific genre each term. Each workshop earns 6 credits, yielding 18 credits per year and 36 at the end of 2 years.

CRWR 609 TERMINAL CREATIVE PROJECT (TCP)

Students must take 3 credits of CRWR 609 Terminal Creative Project each term of their second year, yielding 9 credits for the year. Unless otherwise approved, each candidate will complete a Terminal Creative Project by spring term of their second year. Students will work on their TCP throughout their second year and meet in person with their TCP advisors a minimum of three times each term in their second year. They should also meet with their advisors at the end of their first year to discuss their reading and writing plans for the summer. During the TCP process, students should work through revisions with their advisors.

CRWR 609 is taken Pass/No Pass only. Credit hours for the course default to 1 credit upon registration and will need to be manually adjusted up to 3 credits each term. [This page explains how to adjust variable credits.](#)

MFA EXAM

Students must pass the formal examination required for the MFA degree. Exams will be taken in spring of the student's second year in CRWR. The exam measures a writer's growth and tests ingenuity and academic knowledge. It can involve, but is not limited to, questions on theory and technique, the history of the genre, and the writer's grasp of the contemporary field.

ENGLISH COURSES FOR COMPOSITION PROGRAM GES

Students who intend to apply for second-year funding as a GE in the English Department's [Composition Program](#) must take the following courses.

FIRST YEAR

Winter Term: ENG 613 (Composition GE Apprenticeship)

Spring Term: ENG 612 (Composition GE Seminar)

SECOND YEAR

Fall Term: ENG 610 (Composition GE Workshop)

ENG 610, 612 and 613 do not count toward the MFA degree.

PROGRESS

GRADES

All general graduate coursework counting toward the MFA degree must be graded, apart from CRWR 608 Workshop (Pedagogy) and CRWR 609 Terminal Creative Project, both of which are always taken Pass/No Pass. Classes "counting for degree credit" are those courses used to fulfill the MFA course requirements.

CRWR MFA students must maintain a cumulative GPA of 3.5 or higher. The GPA will be computed for course work meeting the requirements of the graduate degree.

To receive degree credit (credit toward the MFA degree) for a required course, it must be passed with a grade of B– or higher.

INCOMPLETES

Students are discouraged from taking incompletes. During the regular school year, the time pressures of the trimester system can make it difficult for students to complete coursework from previous terms while also doing their best work in current classes and, typically, teaching a course of their own. If you are having trouble staying on top of your work, please reach out to the Director, Jason Brown, your instructor, or your advisor. We want to help you.

To pursue an Incomplete grade, students must submit an Incomplete Request form to their instructor. At any time, a student shall have no more than 2 courses with an Incomplete grade – and the Graduate Division considers the accumulation of more than 7 credits of Incomplete (I) grades to be unsatisfactory. Generally, Incompletes should be completed within 1 term, including summer session, of when they were taken. Incompletes that remain on the academic record after a degree has been awarded may not be removed.

UNSATISFACTORY PROGRESS TOWARD THE DEGREE

Any student failing to make satisfactory progress toward the MFA degree will receive timely warning and be given specific guidelines by the Program Director, in consultation with relevant faculty, to regain satisfactory status. If you are struggling, we want to help you succeed, so please communicate with our Program Director, Jason Brown.

PREPARING TO GRADUATE

In the term prior to graduating (winter term of 2nd year, usually), students should review their records and paperwork to make sure they're on track for completion. Below is a breakdown for your reference.

2ND YEAR – WINTER TERM

- ☐ Confirm you're on track to complete all required CRWR courses for the MFA degree (totaling a minimum of 69 credits) and that your GPA meets the 3.5 minimum
- ☐ Address any missing or incomplete grades by working with instructors to get resolution and your transcript updated
- ☐ File paperwork with the Graduate Division for any transfer work necessary to fulfill degree requirements

2ND YEAR – SPRING TERM

- ☐ Apply to graduate by Sunday of Week 4 using the [Grad Student Portal](#)
- ☐ Confirm your TCP credit registration is accurate for the year and the term (you should be enrolled for 3 TCP credits in each term of your 2nd year, for a total of 9 credits)
- ☐ Pass MFA Exam
- ☐ Submit your Terminal Creative Project by Friday of Week 10
- ☐ Celebrate your accomplishments!

TYPICAL PLAN — FIRST YEAR

The plan below typifies the pattern for the first year if students intend to apply for a Composition GE appointment in the second year.

WHAT TO TAKE

	Student Credit Hours (SCH) per Term		
	FALL	WINTER	SPRING
CRWR 607 Seminar	5	5	
CRWR 608 Pedagogy	4		
CRWR 635 (Poetry) or 645 (Fiction) MFA Workshop	6	6	6
MFA Degree Required SCH ►	16	9	14
ENG 613 Composition GE Apprenticeship		1	
ENG 612 Composition GE Seminar			1
Non-Degree Required SCH ►		1	1
TOTAL SCH per Term ►	16	10	15

MFA EXAM PREPARATION

LIST

Depending on genre and thesis advisor, during the first year, students will begin compiling a list of books (the number may vary, and the list may include multiple genres as well as criticism, essays, history, etc.). Your list should include books that have had a strong influence on your writing and that you feel comfortable discussing critically, as well as books you might read that will challenge you in particular ways. Both fiction and poetry students should talk to their TCP advisors about the exam and any reading they should do in preparation for the exam.

STATEMENT

At the discretion of their advisor, poetry students may be required to compose a Statement to be submitted with their lists and should consult their TCP Advisors about the Statement's scope and purpose. No Statement is required for fiction students.

FINALIZE AND SUBMIT

Poetry students should consult with their TCP Advisors about the nature of their lists and their contents. You must also finalize and submit your list (and, for poetry, Statement if required) no later than the end of Fall term of year two. Please note that your TCP Advisor may establish a more detailed schedule regarding the list (and, for poetry, Statement) and may require an earlier final deadline.

TCP ADVISOR SELECTION PROCESS

It is important for you to have had the opportunity to work with each faculty member in your chosen genre (through 607 or 635/645) prior to requesting a TCP Advisor. During the first four weeks of Spring term, we ask that you meet with faculty in your genre to discuss TCP expectations, the nature of the TCP itself, and additional requirements (if any) regarding its completion. You can then email the Program Director no later than Friday of Week 5 (Spring term) your first, second, and third choices.

After all requests have been received, the Program Director, in consultation with faculty, will review the requests and adjust, if necessary. **Official notifications regarding TCP Advisors will be issued by the Program Director no later than the end of Week 7.**

TCP ADVISOR

Your TCP Advisor evaluates your TCP, offering critiques and suggestions for revision, and approves the final version. Starting in Spring of your first year:

- poetry students should begin working with their TCP Advisors on their reading lists, MFA statements (if required), and defining the scope and goal of the TCP
- fiction students should begin working with their TCP Advisors on their reading lists and defining the scope and goal of the TCP

Your TCP Advisor will keep track of your overall progress, but not TCP credits for which you are enrolled. It is your responsibility to register for the proper number of TCP credits (minimum of 3) each term. GEs must enroll for at least 9 credits total per term.

CHECKLIST BY TERM • YEAR ONE

Activities include but are not limited to:

Dates and times of specific activities to be determined and distributed under separate cover:

FALL TERM		
Week 2	Submit Syllabus for GE Assignment	☐
Week 8	Course Registration for Winter Term	☐
	Course Registration for ENG Composition Training	☐

WINTER TERM		
Week 2	Submit Syllabus for GE Assignment	☐
Week 8	Course Registration for Spring Term	☐
	Course Registration for ENG Composition Training	☐

SPRING TERM		
Week 1	Begin TCP Advisor Selection Process	☐
Week 2	Submit Syllabus for GE Assignment	☐
Week 5	Finalize TCP Advisor Selection	☐
	Apply for Starlin Poetry Prize (Poetry students only)	☐
	Apply for Logsdon Prize (Fiction students only)	☐

TYPICAL PLAN — SECOND YEAR

WHAT TO TAKE

	Student Credit Hours (SCH) per Term		
	FALL	WINTER	SPRING
CRWR 635 (Poetry) or 645 (Fiction) MFA Workshop	6	6	6
CRWR 607 Seminar	5	5	
CRWR 609 Terminal Creative Project (TCP)	3	3	3
MFA Degree Required SCH ►	14	14	9
ENG 610 Composition GE Workshop	1		
Non-Degree Required SCH ►	1		
TOTAL SCH per Term ►	15	14	9
MFA Exam			April
Terminal Creative Project Submission			Late May

MFA EXAM

The MFA exam will take place in the beginning of Spring term of your second year. Designated faculty members, in conjunction with the Program Director, administer the exam. You will have an extended weekend (Thursday after workshop–Tuesday noon) to write essays in response to questions.

Important Note: You should plan to continue to teach your own courses and attend regular weekly seminar and workshop meetings during the exam period.

FILING FOR DEGREE

At the beginning of your graduating term, you'll file an Application for Advanced Degree through the [Grad Student Portal](#) (you can find more information about this portal under "[Student Portals and Email](#)"). The priority deadline is Sunday of Week 4. More details can be found on [the Division of Graduate Studies' website](#) – refer to the "Non-thesis Master's Students" checklist.

TRANSCRIPT AND DIPLOMA

Your degree will be posted to your transcript approximately 4–6 weeks after the end of the term.
Your diploma will be mailed to the permanent address listed on your application to graduate approximately 10 weeks from the end of the term.

CHECKLIST BY TERM • YEAR TWO

Activities include, but are not limited to:

Dates and times of specific activities to be determined and distributed under separate cover:

FALL TERM		
Week 8	Course Registration for Winter Term	☐

WINTER TERM		
Week 8	Course Registration for Spring Term	☐

SPRING TERM		
Week 2	MFA Exam (will be held in Week 2 or 3) Priority deadline to Apply to Graduate	☐
Week 3	MFA Exam (will be held in Week 2 or 3)	
Week 8	Schedule appointment with TCP advisor for final review (meeting will take place Week 9 or 10)	☐
Week 9- Week 10	Submit final Terminal Creative Project manuscript (Deadline = Fri of Week 10)	☐

MFA STUDENT ACTIVITIES

GTFF REPRESENTATIVE(S)

Each year, the Graduate Teaching Fellows Federation (GTFF) requires at least one graduate student -from each unit to act as the liaison between graduate students and the GTFF office. CRWR graduate students collectively elect the representative(s). The GTFF Representative coordinates all duties and responsibilities directly with the GTFF.

GENRE REPRESENTATIVES (GENRE REPS)

Second-year students (one from each genre) act as student liaisons between graduate students and CRWR. Duties include, but are not limited to:

- providing support to fellow graduate students, bringing issues to the attention of the Program Director
- attending faculty meetings for the purpose of making announcements and/or presentations where/when appropriate
- coordinating Reading Series guest “walkers” (accompanying guests to/from various activities)
- organizing student readings associated with CRWR commencement

Although the Program Director may offer suggestions or extend invitations, Genre Reps are determined by collective election among CRWR graduate students. The Program Director will schedule a meeting with Genre Reps at least once each term and/or at any time as may be appropriate.

LIVE LIT WEST

Live Lit West (LLW) is a reading series coordinated by CRWR MFA students. Two MFA second-year students – one from each genre – serve as co-leaders. Events provide an opportunity for second-year poets and fiction writers to present their work to the local community. Associated events include a first-year student reading and open-mic night.

Students apply to the Lane County Arts Council (typically early Spring term) for funding to help offset costs associated with room rental, publicity, and refreshments. If the grant application is denied, CRWR will (if funds are available) cover space rentals for LLW events.

MFA READINGS AND COMMENCEMENT

Readings by graduating MFA students are scheduled in conjunction with CRWR’s commencement ceremony. Genre Representatives work with first-year students to plan and host the MFA Reading events in coordination with the Program Director and ASU staff.

NORTHWEST REVIEW

[*Northwest Review*](#) was first published by the University of Oregon in 1957. The inaugural issue sold for fifty cents and included Oregonian Ken Kesey's first publication, a short story called "The First Sunday in September." In its 69-year history, the University of Oregon's Northwest Review published multiple winners of the Pulitzer Prize, the National Book Award, the Booker Prize, and the National Book Critics Circle Award. You can visit the journal's website to [view new and past issues](#) as well as to [submit work for publication](#).

Students can participate in the *Northwest Review* in a variety of ways, either as volunteers or over the summer as assistant editors.

ACADEMIC POLICIES AND PROCESSES

REGISTRATION AND ENROLLMENT

HOW TO REGISTER

Students register for classes in [DuckWeb](#). Registration for each term opens on Week 8 of the prior term and remains open until Monday of Week 2. Instructions for registering can be found on [the Office of the Registrar website](#).

If you need help registering or have run across an error preventing you from adding a course, please reach out to ASU5 graduate staff at asu5@uoregon.edu.

CHANGING VARIABLE CREDITS

Certain independent study courses, like CRWR 609 (Terminal Creative Project), are offered for a variable number of credits. These courses default to 1 credit hour when you first register, but you can adjust the number of credit hours as needed afterwards. The Office of the Registrar has provided [written and video instructions](#) for making this change in DuckWeb.

ENROLLMENT POLICY

The Division of Graduate Studies requires that full-time graduate students enroll in 9 to 16 credits per term. Graduate employees must enroll for at least 9 credits per term.

Students enrolled in an advanced degree program must attend the UO continuously, except for summers, until all program requirements have been completed, unless on-leave status (maximum of three academic terms) has been approved. Graduate students must register for at least 3 graduate credits in the term the degree is received.

ON-LEAVE STATUS

MFA students may take a leave of absence, subject to the approval of the Program Director and the Division of Graduate Studies, by requesting on-leave status in the Grad Student Portal. Only graduate students in good standing are eligible. Requests should be submitted and officially approved by the Division of Graduate Studies by the last registration day of the term in question. On-leave status is granted for a specified period that may not exceed three (3) academic terms, excluding summer session. Students with on-leave status are not required to pay fees; however, they must register and pay fees if they will be using UO, faculty, or staff services during the term(s) of leave. Leaves of absence do not affect the 7-year deadline.

TIME LIMIT

Students must complete all work for the MFA degree within 7 years, including transferred credits, exam, and Terminal Creative Project (TCP). Leaves of absence do not affect the 7-year deadline.

CALCULATING THE 7-YEAR DEADLINE

The 7-year deadline is calculated as seven years minus one term. For example, a master's student admitted in Fall 2026 will have a completion deadline of Summer 2033.

This deadline also applies retroactively to approved transfer credits – the beginning date of the 7-year period will be adjusted to an earlier date to include any graduate credits, approved for transfer into the program, that were taken before the date of admission. For example, a master's student admitted for Fall 2026 who has approved transfer credits taken at a previous university in Fall 2021 will have a completion deadline of Summer 2028.

TRANSFER CREDIT

CRWR typically does not accept transfer credit from other schools. Exceptions will be considered on a case-by-case basis. Please contact the Program Director for more information.

FUNDING

GE APPOINTMENTS

The majority of funding in the Creative Writing program is secured via GE positions. See the [“Graduate Employment”](#) section for more information.

PROGRAM AWARDS

THE MIRIAM MCFALL STARLIN POETRY AWARD

The Starlin is awarded to a promising first-year poet between the recipient’s first and second year in the program. A call for writing submissions is made in the spring.

THE RICHARD AND JULIETTE LOGSDON AWARD FOR CREATIVE FICTION WRITING

The Logsdon is awarded to a first-year MFA fiction student for work of exceptional merit. A call for writing submissions is made in the spring, and the prize is awarded at the end of the year.

PROGRAM-NOMINATED EXTERNAL AWARDS

Program students, in accordance with eligibility requirements, may submit work for faculty review, selection, and nomination. Although subject to availability, opportunities may include:

- Associate Writing Programs (AWP) Intro Journals Award
- Best New Poets
- Discovered Voices
- Sewanee Writers Conference

GE AND FUNDING OPPORTUNITIES OUTSIDE CREATIVE WRITING

DIVISION OF GRADUATE STUDIES FELLOWSHIPS & AWARDS

The Division of Graduate Studies maintains [a list of fellowships and awards](#), as well as [a page for GE job openings](#).

CENTER FOR THE STUDY OF WOMEN IN SOCIETY (CSWS) GRADUATE AWARDS

CSWS offers a number of awards for graduate students in a range of disciplines whose area of specialization involves research or creative work on women and gender. More information can be found on [their website](#).

COLLEGE OF ARTS AND SCIENCES (CAS) SCHOLARSHIPS

The College of Arts and Sciences provides a significant number of donor-supported [scholarships and fellowships](#) to CAS students, both undergraduate and graduate. These awards are for continuing students only.

GRADUATE EMPLOYMENT

APPOINTMENTS

Each GE appointment is subject to the guidelines contained within [the General Duties and Responsibilities Statement \(GDRS\) for Creative Writing GEs](#). Salary amounts are subject to available funding and structured according to the current Collective Bargaining Agreement, which can be found on [the UO HR website](#).

ACADEMIC YEAR (FALL, WINTER, SPRING)

First-year CRWR GE appointments include:

- Instructor of Record
 - Introduction to Poetry (one each term) CRWR 230
 - Introduction to Fiction Writing (one each term) CRWR 240
- Discussion Section Leader
 - Kidd Workshops I, II, III (3-term sequence) CRWR 225, 235/245, 335/345

Appointments are based on admitted student applications and determined by CRWR faculty. All CRWR students are hired as GEs at .49 [FTE](#) (full-time equivalent). This equates to 215 hours over the course of the term, which is 19 hours per week.

Second-year CRWR MFA students, upon satisfactory progress toward the MFA degree and successful completion of ENG 612 and 613 (Composition Training and Teaching Apprenticeship) in their first year, are eligible to receive an appointment teaching Composition in the Department of English.

PAYCHECKS

Payday is the last working day of each month. Employees may choose direct deposit or have their checks mailed to them. You can set up direct deposit in DuckWeb – instructions for doing so can be found on [the Business Affairs website](#).

Employees who elect direct deposit but do not opt for paperless notice will find a payroll statement in their mailboxes each payday.

GUIDELINES FOR TEACHING AS A CRWR GE

CANVAS

Canvas is UO's online course management system. Every course scheduled at the UO has a designated Canvas site that allows instructors to post all course documents (syllabus,

supplemental readings, assignments, etc.) and communicate with students (as a group or individually) via email or through electronic announcements.

Other than your first-day handouts, all readings, assignments, handouts, and other course materials your students do not purchase at a bookstore or do not have access to in the UO Knight Library should be uploaded to your individual Canvas course site.

The Office of the Provost offers [online guides for using Canvas as an instructor](#), as well as [a few templates for Canvas sites](#).

SYLLABUS REQUIREMENTS

You can refer to the [syllabus requirements for undergraduate courses](#) provided by the Office of the Provost when designing your syllabus. Your pedagogy instructors will also be available to assist you. An ASU5 staff member will reach out to request a copy of your syllabus sometime around Week 2 of the term.

CLASSROOM ASSIGNMENTS

Assignments are determined by ASU5 staff and the Registrar's Office. If there is an issue with your classroom, contact the Program Director and ASU Graduate Staff; do not contact the Registrar's Office directly.

COURSE ENROLLMENT

CLASS LISTS / ATTENDANCE

Instructors can [access class lists through DuckWeb](#) via the faculty menu. Please read the list aloud during the first few class sessions to verify enrollment against attendance.

CRWR has a no-audit policy for the regular academic school year (see Auditing Policy below). Do not allow unregistered students to sit in on the class beyond Week 1.

WAITLISTS

During registration periods, all undergraduate courses have waitlisting capabilities. If a seat becomes available, the first student on the waitlist will be notified via email with instructions to register within 24 hours. If the student fails to register and/or time expires, the next student on the list will be notified. Waitlists are removed on Wednesday of Week 1 each term. This means that you should not agree to let students into the class when they email you or approach you after class. They have to gain admission from the waitlist unless the director, Jason Brown, approves an overload for the class.

AUDITING POLICY

CRWR does not permit auditors to register for classes led by GEs during the academic school year (Fall, Winter, and Spring terms); auditors may only register for faculty-taught courses.

COURSEWORK

UO GRADING SYSTEM

The University grading system includes the following grades and quality points (used in computing grade point averages). Marks of P, N, I, AU, and Y do not count in the GPA computation. More information on the grading system can be found on [the Office of the Registrar's website](#).

Grade	Quality Points	Explanation
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Inferior
F	0	Unsatisfactory performance, no credit awarded
+	+0.3	With A, B, C, D
–	–0.3	With A, B, C, D (D- not awarded to graduate-level law courses)
P		Satisfactory (C- or above for undergraduate work, B- or above for graduate work)
N		Less than satisfactory performance, no credit awarded (D+ or lower for undergraduate work, C+ or lower for graduate work)
I		Incomplete (lacking <i>minor</i> but essential requirements) (See Incomplete Policy)
AU		Audit, no credit awarded
W		Mark used when student has officially withdrawn
X		Mark used when instructor did not report grade.

ASSIGNMENT TURN-IN POLICY

UO policy states graded assignments cannot be gathered or returned by placing them outside an instructor's office. For reasons of confidentiality:

- Students can turn in their work:
 - During class or instructor office hours
 - In the instructor's absence, by sliding it (in an envelope or folder) under the instructor's office door OR, if a GE instructor, in their mailbox located near the back door at the end of the first-floor hallway.
- Students cannot drop off or pick up materials from:
 - Container(s) outside your office door

Likewise, grades cannot be posted in a way that allows anyone other than the individual student to identify them.

Class assignments are to be held until the end of the following term (summer term assignments are held until the end of fall term). At the end of each term, student work must be confidentially recycled.

CONFIDENTIALITY

We are committed to the privacy and security of our students. [The UO Student Records Policy Summary](#) outlines established policies to maintain the confidentiality of students' academic records. This policy complies with the Family Educational Rights and Privacy Act (FERPA).

OFFICES AND OFFICE HOURS

INSTRUCTOR OFFICE HOURS

All CRWR GEs must hold at least 3 regularly scheduled office hours. Your office schedule must be posted on your course syllabi and updated in [UO Profiles](#), ideally during Week 1 of the term. Instructors are expected to adhere to scheduled hours as they are considered "contracted" hours between the instructor, students, and/or advisees.

WORKSPACES

When possible, GEs sharing office space should coordinate office hours to respect the privacy and workspace of others. Alder rooms 304 and 305 are available for student conferences. Additional space will be made available this year. Please contact ASU5 staff at asu5@uoregon.edu if scheduling assistance is needed.

CANCELLING CLASSES AND OFFICE HOURS

If a GE is unable to attend work at the scheduled time, the GE must notify Jason Brown (Program Director) as soon as possible, including, if possible, in advance of the scheduled work assignment or class that the GE is unable to attend. The GE should not cancel a class without permission from Jason Brown.

To the extent possible, the GE should provide the unit with information about where they left off with their GE responsibilities (e.g., in the previous class in the case of a teaching GE).

In the case that a GE is unable to directly notify the hiring unit, the GE may designate someone to notify the unit and provide the necessary information to Tom Mertes, tmertes@uoregon.edu, (541) 346-1060.

If the GE is going to miss more than one work week, the GE, or GE's appointed designee, must contact the Division of Graduate Studies at graduatestudies@uoregon.edu. The Division of Graduate Studies will coordinate with the GE and the unit on any adjustments necessary due to the GE's absence.

COURSE EVALUATIONS

The UO uses an online course evaluation system called Student Experience Surveys (SES) to collect student feedback about courses with an enrollment of 5 or more. Instructors can access this feedback through the [Instructor SES Dashboard](#), as well as through [DuckWeb](#).

STUDENT PORTALS AND EMAIL

DUCKWEB

[DuckWeb](#) is an online application that you'll use in your roles as a student, an instructor, and an employee. You can log in using your UO ID (also called your 95 number) and your PAC. If you've lost your UO ID, please contact asu5@uoregon.edu; if you've lost your PAC, you can reset it following [the instructions posted on the UO Service Portal](#).

The student menu allows you to:

- add and drop classes
- view class schedules
- view grades and transcripts
- pay bills
- vote in student elections

The faculty menu allows you to:

- enter and submit grades
- create class lists (instructions available via [the UO Service Portal](#))
- view teaching schedules
- set office hours
- perform advising functions

The employee menu allows you to:

- view payroll, tax, and sick and vacation leave information
- view job history
- view reimbursement information

You can also use DuckWeb to update your personal information, including your preferred name, as well as your contact information.

GRAD STUDENT PORTAL

You can log into the [Grad Student Portal](#) using your email credentials. It allows you to apply for academic leave as well as for graduation.

UO PROFILES

[UO Profiles](#) allows you to edit your profile on the website directory. You can update your office hours and add a profile photo, research interests, and a description (if you'd like to). Please note that any changes made in UO Profiles may take a week or two to show up on the directory. More information on this application is available on [the University Communications website](#).

EMAIL

Students are expected to monitor their UO email account frequently. Please use your UO email account rather than a personal account for all UO-related purposes. When emailing large groups, it's recommended that you bcc the recipients rather than putting them all in the "to" field (or use the listserv, if you're emailing your fellow MFA students).

CRWR MFA STUDENT LISTSERV

Creative Writing has a graduate student mailing list system (called a "listserv") that can be used to email all current MFA students at once. To use the listserv, send your email to crwr-grads@lists.uoregon.edu. Listserv management is performed by ASU5 staff; if you receive a bounce notification when you attempt to send something to the listserv, or if you are not receiving listserv emails, please contact asu5@uoregon.edu.

SPACE AND EQUIPMENT

KEYS AND BUILDING ACCESS

ASU staff manages keys for all CRWR spaces. Report access issues or lost keys to ASU staff. All keys must be returned to ASU staff upon separation from the program. A \$10 fee will be charged to the students' account for each unreturned key. After-hours building access is managed through Locknetic door codes. Codes are assigned by ASU staff.

BUILDING SECURITY

Alder Building is located on the outer edge of campus, so additional security measures are necessary:

- Do not prop open exterior doors
- Do not share your access code for electronic keypads

Additionally, when not occupying:

- Individual or Shared Offices
 - place personal items out of sight
 - close and secure all windows
 - lock door
- Shared Conference/Seminar Room (111 Alder)
 - return tables and chairs to large conference table configuration
 - remove trash—do not leave food or drink containers in the room
 - close windows and secure with sill dowels
 - lower/shut blinds and lock door

BREAKROOM

The Alder Building breakroom is located in room 105 and is used by CRWR faculty, staff, and MFA students. There is also a small kitchenette on the third floor available for use. Please be respectful of these shared spaces, clean up after yourself, and monitor personal items stored in refrigerators. Report any supply or maintenance needs to ASU staff (asu5@uoregon.edu).

MAILROOM AND SUPPLIES

The mailroom is located in room 106. This room houses all Alder mailboxes, the shared copier/printer, and general office supplies. Use of mailboxes and mail services is restricted to UO-related business. For assistance with mail, copiers, or supplies, contact ASU staff at asu5@uoregon.edu.

RESOURCE LIBRARY • ALDER 104A (SEMINAR ROOM)

The Seminar Room is open during regular business hours, when not in use for classes or scheduled meetings. The Library contains, but is not limited to, faculty and guest author publications, over 50 years of Northwest Review journals, MFA Theses & Terminal Creative Projects, and other reference/resource materials.

RECYCLING

Personnel are encouraged to recycle as much as possible. Designated containers are located inside and outside Alder Building. Paper and plastic/metal recycling is located indoors. Cardboard disposal is located just outside the back door, along the driveway. For fire safety, please do not leave cardboard piled up indoors. If cardboard recycling is full, notify ASU staff at asu5@uoregon.edu. More information on campus disposal and the UO Zero Waste Program can be found on the [Campus Planning & Facilities Management website](#).

For sensitive documents, use the confidential recycling bin located between the first-floor restrooms.

BULLETIN BOARDS

Only materials relevant to the CRWR program should be posted to bulletin boards. Unapproved materials will be removed and discarded.

- CRWR Main Boards – blue boards in first floor hallway
- News, Calls for Submissions, Fiction/Poetry Boards – cork boards in first floor hallway
- GTFF Information – 105 Alder (Breakroom)

COMPUTER ACCESS

The GE workspace in 306 Alder is equipped with a communal computer. Students can also use campus computing labs. When using communal computers, files should be stored on a flash drive or to students' Microsoft OneDrive accounts; do not save to desktops or hard drives.

LOCKERS

Lockers are available in room 306. GEs may claim a locker to secure personal items on a first-come, first-served basis. GEs are to provide their own locks and should claim all personal belongings before separating from the program or long absences.

ADDITIONAL RESOURCES

HELPFUL CONTACTS

Division of Graduate Studies	(541) 346-2489	https://graduatestudies.uoregon.edu/funding
Financial Aid & Scholarships	(541) 346-3221	https://financialaid.uoregon.edu/
International Student & Scholar Services	(541) 346-3206	https://issu.uoregon.edu/

GRAD ONESTOP

The Division of Graduate Studies offers a large number of resources on a variety of topics through [Grad OneStop](#), including:

- [Academic Support](#)
- [Graduate Employment Resources](#)
- [Financial Resources](#)
- [Housing and Food Resources](#)
- [Dreamer and International Resources](#)
- [Mental and Physical Health](#)
- [Safety and Emergency Resources](#)
- [Resources for Families](#)
- [Campus Life Resources](#)

TRANSPORTATION

CAMPUS PARKING

UO Transportation Services is responsible for managing all UO parking lots, using license plate recognition and parking distributed across campus in “zones.” Alder Building is closest to B-West and B-South. Most lots are shared by faculty, staff, and students. Purchasing a parking pass for a given zone allows you to park in any lot within that zone, but it does not guarantee space will be available. Transportation Services reviews availability and usage, and adjustments are made on a term-by-term basis. Because there are more vehicles than parking spaces, alternative transportation (such as walking, bicycling, or riding the city bus) is encouraged. You can find more information on parking on [the Transportation Services website](#).

BUS

The [Lane Transit District \(LTD\)](#) is the local bus system. As a UO student you may ride LTD buses, including the EmX, free of charge by using the UMO App. Instructions for obtaining your bus pass can be found on [the Transportation Services website](#).

EmX runs frequently from campus to downtown Eugene, downtown Springfield, RiverBend hospital, local malls (Valley River and Gateway), and points in between.

BICYCLE

[UO Transportation Services](#) assists the campus community with bicycle protection. All bicycles must be registered, though registration is free. In the event of theft or bike lock incident, the department assists in retrieval and lock removal. Bicycle locks are available from UO Transportation Services.

[PeaceHealth Rides](#) is a network of bike share stations, where users can pick up and drop off publicly available bicycles for trips across the city. UO students, faculty, and staff can use the bikes for a reduced rate by signing up for the app with their UO email addresses.

FOOD ASSISTANCE

UO's Basic Needs Program maintains [a list of on- and off-campus food resources](#), including food pantries, free weekly meals, and Leftover Textover, a program that sends out text notifications whenever free food left over from an event is available on campus.

GENERAL DUTIES AND RESPONSIBILITIES STATEMENT (GDRS)

[The GDRS](#) contains the policies and procedures concerning Graduate Employee (GE) appointments offered by the program. You can find it linked in the sidebar of [the Graduate Program page of the Creative Writing website](#).