FRESH WORK
Please submit work that has not been seen. Get permission to submit a REVISION.
Submit whole stories, although they may be works-in-progress or somewhat incomplete, or excerpts from a longer work. GENRE FICTION is inappropriate for this workshop. You certainly may present fiction that is experimental or non-traditional.

MANUSCRIPT FORM.
Please deliver your work in MANUSCRIPT FORM, suitable for publication. Consult the MLA Style Sheet, or the Chicago Manual of Style, or any other, and hear my loose instructions in class. As to usage, you should be or get familiar with Strunk & White, or the like.

NO PAGE MINIMUM
Story length is up to you. Submissions should not exceed 20 PAGES, however. Please get permission to turn in a longer work. SHORT-SHORTS are acceptable, but you’ll need to write twice as many.

SIGN-UP SHEET.
Sign your name at least twice beside dates on the SHEET. Note that copies of your story are DISTRIBUTED on those dates. Works are discussed the week following.

COPIES
Please make enough copies for the entire class. I would enjoy having an extra.

HANDED TO ME
This is important. You are responsible for GETTING THE STORY TO ME on the date scheduled. Do not put the story in my mailbox. Do not email your story unless instructed to do so. If you must miss class, arrange for another to distribute.

PRESENTING YOUR WORK
You may describe how the work came about, if it seems representative of your style, or different from other stories you’ve written. Let us know how it relates to the films of Lawrence Fishburne, and so forth.
• **FIRST RESPONDER.**
  Everyone signs on 2 or 3 times as the FIRST RESPONDER. All this means is you open the discussion, saying as much or little as you like, taking any approach you like, from thematic to purely–editorial.

• **REMAINING SILENT.**
  We would appreciate your staying out of the discussion, except to make necessary clarifications. You are promised an opportunity to respond after others are heard.

• **MATTERS OF TONE.**
  All remarks will be respectful. We speak writer–to–writer in workshop, nothing less.

• **NOTE OF RESPONSE.**
  You are asked to compose a SHORT CRITIQUE—a paragraph or two. Please gift me with a copy. (These you may email to the author and to me.)

• **ATTENDANCE**
  Your attendance is expected at every class. However, absence and tardiness are inevitable. NO EXPLANATION is necessary. You’re still responsible for your written critique.

• **GRADING POLICY**
  I would loathe to low–grade any writing student. I do so only when not doing so would be unjust.

• **CURRENT INFO.**
  Please be certain to give me a note with your NAME, PHONES, and EMAIL

• **ASSIGNMENTS**
  A page with your listed influences is due at the first part of the semester. Toward your own publication purposes, you should know the annual anthologies—*THE O’HENRY, BEST AMERICAN,* and *THE PUSHCART PRIZE,* and you should be familiar with some or all of the lit journals and magazines sampled in those collections.
• **APPOINTMENTS & OFFICE HOURS**
  
  Meetings with me are by casual APPOINTMENT. Just let me know.
  
  I can be available to meet outside CBD on Tuesdays, between 2:00 and 4:00, or on other days at other locations more convenient to you.
  
  If you need to CATCH ME for a signature or something, I have a Monday evening class in CBD, Room 224, at 7:20. DROP BY before class or during the break at about 8:30.

• **DISABILITY ACCOMMODATIONS**

  Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.

• **APPOINTMENTS, OFFICE HOURS & EMAIL:**

  I meet students by appointment late afternoons at Pascal’s. Please put anything you want me to see directly in my hands, speak with me after class, or correspond and schedule appointments by e-mailing my personal assistant, Jenny, at profrobison@gmail.com.