

COLQ 2991C COURSE SYLLABUS CREATIVE WRITING

PROFESSOR: Doug Davis
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REQUIRED TEXTBOOKS:

Janet Burroway. *Imaginative Writing: The Elements of Craft*. Third edition. New York: Penguin, 2011.

REQUIRED MATERIALS:

- Computer access and a Gordon email account. You must type all homework assignments for this class; untyped homework will not be graded. Your professor will send you materials via your Gordon email account, so you must check it regularly.
- A pocket folder or binder to keep class papers, notes, and handouts in.
- A pen and a notebook that you can tear pages out of.
- A 3 1/2 inch computer disk or a USB flash-memory drive to keep copies of your writing on. You must own your own disk or drive and keep copies of all your papers on it.

PREREQUISITE: A C or better in ENGL 1101.

COURSE DESCRIPTION: This course provides an introduction to three genres of writing: poetry, fiction, and creative non-fiction. This is a writing-intensive, workshop-based course in which students will be expected to actively participate. Students will complete short creative writing assignments on a daily basis, orally present their work to the class, and compile a portfolio of their finished work.

ASSIGNMENTS:

1. Readings and in-class writing assignments and exercises
2. Short creative homework assignments
3. One poem turned in during the semester
4. One work of creative non-fiction turned in during the semester
5. One work of short fiction turned in during the semester
6. Final creative writing portfolio consisting of: at least three poems; one work of creative non-fiction; and one work of short fiction.

GRADES AND GRADING SCALE:

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| 1. Class participation | 10% |
| 2. Classwork and homework short assignment grade average ¹ | 30% |
| 3. Writing Assignment 1: Poem | 10% |
| 4. Writing Assignment 2: Creative non-fiction | 10% |
| 5. Writing Assignment 3: Short story | 10% |
| 6. Final creative writing portfolio | 30% |

Final Grade Calculator

¹ All homework assignments must be typed in order to receive a grade. Your professor will not grade untyped work. For more information, see your professor's late paper policy below.

You may calculate your final grade by adding your test and report scores to the following rubric and adjusting them to the noted percentages. This is the same rubric that your professor will use at the end of the term to calculate your final grade; thus, do not ask your professor what your grade is, as you can calculate it yourself.

1. Poem	2. Creative Non-fiction	3. Short Story	Homework and Classwork Average	Final Portfolio	Class Participation	Total
10%	10%	10%	30%	30%	10%	

Grading scale: A=91-100, B=81-90, C=71-80, D=61-70, F=60 and below.

Class participation

You must bring your personal copy of *Imaginative Writing* with you to every class meeting. Students who do not bring *Imaginative Writing* with them to class will have their class participation grade lowered and may be counted absent for the day.

Your class participation grade is based upon several factors: attendance and in-class behavior; keeping up with reading assignments; participation in class discussion; and punctuality in turning in of assignments. All students begin class with an average class participation grade of 7 out of 10 possible points. Students who do not have excessive absences and who participate in class discussions, hand in assignments on time, are prepared to read their work in class, and demonstrate that they are keeping up with the class readings will receive class participation grades higher than a 7; students who hand in assignments late, exhibit disruptive behavior in class, are late to class, are not prepared to read their work aloud in class, have excessive absences, or do not demonstrate that they are keeping up with class readings will receive class participation grades of a 6 or lower.

See “Academic Dishonesty,” “Class Policies,” and “Classroom Etiquette” below for related grading policies.

ACADEMIC DISHONESTY:

Cheating in any form, including plagiarism, is a serious academic offense. Plagiarism is the passing off of someone else’s ideas and/or words as your own. If you have questions about what constitutes plagiarism, ask now. Any instance of plagiarism, including single phrases and single sentences, will earn a zero for an assignment and will lower a student’s class participation grade to zero. Under the best of circumstances, the highest final grade that a student who has plagiarized one cultural experience report can receive is a C, although your professor reserves the right to give that student a final grade of D or F depending on the severity of his or her plagiarism. A student who plagiarizes two or more cultural experience reports will automatically fail the class. The names of all students who plagiarize will automatically be submitted to the Office of the Vice President for Student Affairs for disciplinary review.

To prevent plagiarism, all students will be required to cite all sources used for their cultural experience reports, to quote and paraphrase appropriately, and to submit the full text of their report portfolio to Turnitin.com. Report portfolios not submitted to Turnitin.com will not be graded (see Turnitin.com submission guidelines below).

WRITING CENTER

Gordon College runs a writing assistance center in Academic 102. At the Writing Center you can get one-on-one assistance with your writing as many times during the semester as you want.

CLASS POLICIES:

Absences:

Regular class attendance is your obligation. You are expected to attend every class meeting.

After the third absence for any reason (illness, sports, family emergency, funeral, voting, off-campus events, etc.), your professor reserves the right to lower a student's final grade by one full letter grade for each subsequent absence (e.g. if a student has four absences and a final grade of a B, that student's grade will be lowered to a C). A student who misses five or more classes will receive, at best, a C for a final grade. A student who has six or more absences will be given an F or WF for the course. Missing the class roll counts as an absence.

Missed in-class work and late papers

Major writing assignments 1, 2, 3 and the final portfolio must be handed in on the day they are due. Late major writing assignments will be graded down one full letter grade for each class period they are late, for whatever reason. If you can not attend class on the day a major writing assignment is due, you must send your assignment to your professor via email on the day that it is due to ensure that it is not counted late. After two weeks, writing assignments 1, 2 and 3 and the portfolio will not be accepted and will be given the grade of 0.

In addition to our four major writing assignments, students in Creative Writing will also complete frequent short writing assignments both in class and for homework. These assignments will be graded. As this is a workshop class, these assignments will also be used in class exercises on the day they are due.

Thus, if you miss an in-class writing assignment or exercise, it cannot be made up. Furthermore, if you do not hand in a short homework writing assignment on the day that it is due (for instance, due to an absence), you can not hand it in later. It must be handed in on the day that it is due. If you can not attend class on the day a short homework writing assignment is due, you must send your homework to your professor via email by the time of the class meeting that it is due in order for it to receive a grade.

Email, computer, and grade discussion policy:

All personal questions or announcements for your professor should be directed to him either in person before or after class, during his office hours, or by email.

Your professor checks email during business days and during business hours. He does not check email during the evening or during weekends, breaks or holidays. Your professor generally responds to emails within two business days. If you send your professor an email on Friday or

on the weekend, do not expect a reply until two business days later as he will not have time to read it until after the weekend.

Your professor cannot discuss grades with you over email in accordance with the Family Educational Rights and Privacy Act (FERPA). See <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

CLASSROOM ETIQUETTE:

Good attendance, punctuality turning in assignments, participation in class discussion, a good attitude, and evidence that you are keeping up with reading assignments will all raise your class participation grade. However, your class participation grade will be lowered for the following kinds of behavior:

1. Inopportune absences (such as on days assignments are due).
2. Failure to complete your homework.
3. Forgetting to bring *Imaginative Writing* with you to class.
4. Coming into class late.
5. Sleeping during class.
6. Doing work for other courses during our class period.
7. Interrupting people. In discussions, allow the person speaking to finish.
8. Whispering or talking to someone else while the professor or another student is speaking.
9. Using your cell phone.

TURNITIN.COM SUBMISSION GUIDELINES:

Turnitin.com class ID: 4690269

Turnitin.com password: 2991

By taking this course, you agree that all required papers may be subject to submission of textual similarity review to Turnitin.com. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in other papers. Use of the Turnitin.com service is subject to the Terms and Conditions of Use posted on the Turnitin.com site <http://www.turnitin.com/static/usage.html>.

According to the Family Compliance Office of the U.S. Department of Education, your papers are education records within the meaning of the Family Educational Rights and Privacy Act of 1974 (FERPA) (<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). Education records may not be disclosed to third parties in a form that identifies you without your consent. Since Turnitin.com is a third party, you must choose one of the two ways below (not both) to submit papers to Turnitin.com in order to comply with FERPA.

1. YOU CONSENT TO DISCLOSE PERSONAL IDENTIFICATION TURNITIN.COM

You may consent to release your personal identification to Turnitin.com by establishing an account and uploading your paper. Your professor will give you instructions on how to set up your Turnitin account.

OR

2. YOU DO NOT CONSENT TO DISCLOSE PERSONAL IDENTIFICATION TO TRUNITIN.COM

If you choose not to consent to release your personal identification to Turnitin.com, you must send your paper to your professor by email as an electronic attachment that can be opened by Microsoft Word, by the deadline given on the syllabus. Your identifying information will be removed and the paper uploaded to Turnitin.com for you. Because your paper will not be in a Turnitin.com account that is accessible to you, you will not be able to view your report on-line. Instead, after the deadline has passed and all papers have been processed by Turnitin.com, your instructor will email an electronic copy of your paper's report to you.

Your paper will be processed by Turnitin.com whichever option you choose. The different options simply determine how the paper is submitted to Turnitin.com whether the paper has your name on it, and how you receive the Turnitin.com report.

Please note that in Turnitin.com there is a “test upload” assignment area for your paper. Because test uploads are not required or graded, and need not be a sample of your own work, they are not “education records.”
IMPORTANT NOTE: If you upload an early draft of your paper to the test upload assignment, and then upload the final assignment, the final originality report will show that a substantial part of your paper is identical to your draft. That is expected.

You can read more about Turnitin.com here: <http://www.turnitin.com>