

## COLQ 2991 COURSE SYLLABUS CREATIVE WRITING

**PROFESSOR:** Doug Davis  
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### **REQUIRED TEXTBOOKS:**

Janet Burroway. *Imaginative Writing: The Elements of Craft*. Second edition. New York: Penguin, 2007.

### **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 and ENGL 1102.

**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 3 poems; 1 work of creative non-fiction of a minimum of 1000 words; and 1 work of short fiction of a minimum of 1000 words.

### **GRADES AND GRADING SCALE:**

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|---|-----|
| 1. Class participation  | 10% |
| 2. Classwork and homework short assignment grade average <sup>1</sup> | 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% |

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<sup>1</sup> 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.

## Final Grade Calculator

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 signature phrases and sentences, will earn a zero for an assignment, will lower your class participation grade by a minimum of five full points (out of 10), and could lead to an F for the course; furthermore, the highest grade that any student who is caught plagiarizing in any form can expect to receive for a final grade is a C. All plagiarized papers will automatically be submitted to the Office of the Dean for disciplinary review, which could lead to the offending student’s suspension or expulsion from Gordon College.

To prevent plagiarism all students will be required to submit the full text of writing assignment 1: poem, writing assignment 2: creative non-fiction, writing assignment 3: short fiction, and their portfolio to turnitin.com.

## **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, 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 generally responds to emails within two business days.

**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.

# How to use turnitin.com

If you are a student in Creative Writing:

1. Your instructor gives you a class ID number and a class enrollment password.
2. You visit [www.turnitin.com](http://www.turnitin.com). Create a user profile (just like an email account; click on the red link in the upper right hand corner of the Turnitin home page). Use the class ID and enrollment password to enroll in the class.

Your class ID number is: **2130545**

Your class enrollment password is: **2991**

After you click on the “new users” link, complete the following steps:

1. Choose Student; click next
2. Type in class ID number and password. Then click “next.”
3. Type in your Gordon email address. Then click “next.”
4. Type in a password and type it again below to verify it. Then click “next.”
5. Fill out first name, last name, country of residence (US), and state of residence (Georgia). Then click next.
6. Agree to user agreement. Click “I agree-create profile.”
7. Click “end wizard and go to login pane.”
8. Login (at the top right of the Turnitin homepage) with your email address and your password (this is how you will access your Turnitin account from now on).
9. You should see your class section listed. Click on the class section to open the class assignment page.
10. You will see class assignments listed on the class assignment page. To submit assignments, click on the “submit” icon to the right of the assignment.
11. You can either upload a file or “cut and paste” it. If you choose cut and paste, cut the full text of your paper out of your word processor file and paste it into the box that opens under your name and paper title. If you choose upload, hit browse and choose your paper’s file from your computer.
12. Once you have pasted or chosen your file, click “submit.” Then click “yes, submit” when the site displays the text of your paper. You are done and will receive confirmation by email that your paper has been successfully submitted.

Do not forget your Turnitin password. Write down your Turnitin password here: \_\_\_\_\_