

<b>Course ID:</b>	<b>Course Title:</b>	<b>Winter 2018</b>
EN 200	Intermediate Creative Writing	<b>Prerequisite: EN 100 or portfolio</b>
		<b>Credits: 3</b>

Class Information		Instructor Information		Important Dates	
<b>Days:</b>	Tuesday	<b>Instructor:</b>	BA, BEd	<b>First day of classes:</b>	Thu, Jan 4
<b>Time:</b>	6:30 – 9:30 p.m.	<b>Email:</b>	catmarbev@gmail.com	<b>Last day to add/drop, or change to audit:</b>	Sun, Jan 14
<b>Room:</b>		<b>Phone:</b>	403 993-4155	<b>Last day to request revised exam:</b>	Mon, Mar 5
<b>Lab/ Tutorial:</b>	None	<b>Office:</b>		<b>Last day to withdraw from course:</b>	Fri, Mar 16
		<b>Office Hours:</b>	Appointments by request	<b>Last day to apply for coursework extension:</b>	Mon, Mar 26
<b>Final Exam:</b>	None			<b>Last day of classes:</b>	Wed, Apr 11

### Course Description

This course is an intermediate workshop in the writing of poetry and short prose fiction, developing the foundation of reading and revision skills laid down in EN 100. Students will engage in intensive writing assignments and discuss detailed aspects of the craft of creative writing. The class will also further develop students' literary analytical skills through discussion of both students' own work and that of published authors. There may also be additional in-class writing exercises. Prerequisite: EN 100 or portfolio. Note: This course can fulfill a Fine Arts elective in all programs.

In the winter of 2018, this course will focus solely on longer prose compositions such as novels, memoirs, or collections of short stories. It will be run partially as an independent work course. Individual goals will be identified at the start of term. Students will meet on a regular basis with their critique partner and with the instructor for one-on-one discussions about their work in progress, but these meetings may take place outside of class times. Consequently, some classes may be cancelled or may be shorter than others. This is a rare opportunity to work on and receive feedback on a longer work, but you must commit to your work.

## Expected Learning Outcomes

By the end of this course, students will:

1. Gain insight into the creative process and their potential as creative writers by engaging in regular, sustained writing practice.
2. Better understand the craft of composition and be able to articulate and use specific composition tools and strategies.
3. Demonstrate effective analytical, critiquing and editorial skills by responding to others' works in a constructive and encouraging manner.
4. Understand the process behind creating a longer prose work, including plot, character, setting and thematic considerations.
5. Generate a manuscript that showcases composition and revision skills.
6. Gain insight into how to market a manuscript.

## Textbooks

The Fire in Fiction by Donald Maas; FW Media (Writer's Digest Books), 2009.

## Course Schedule

This course will be run partially as an independent work program, with instruction, writing and feedback occurring both in and outside of class. Students will be divided into critique pairs at the beginning of the term and will work within this pair to give and receive feedback about their compositions. Students will also meet with the instructor for additional one-on-one sessions; these may take place outside of class time. Consequently, some classes may be cancelled and some may be shorter than others.

All classes and assignments will be aimed at strengthening student's manuscripts. Classes will involve in-class instruction and discussion regarding the craft of writing, including character development, plot and structure, tension, voice, style, revision, pacing, etc. Students will be expected to submit, via an on-line composition forum, 5,000 to 20,000 words every TWO weeks (approximately 10 – 30 single spaced pages). The goal is either to complete an entire manuscript or a good portion thereof (approximately 30,000 to 100,000 words) or to revise a completed manuscript during the term. Critiques will be given orally and will consist of a detailed discussion. Students will be required to read and critique their partner's submission every second week. Specific critique etiquette for workshops will be discussed in detail, but the intent of this workshop is to allow students to write for an audience in a safe, constructive environment!

Important Dates:

1. First class – January 16, 2018
2. Third class – critiques begin (January 23)
3. Final class – April 10
4. Portfolio due – April 16

## Requirements:

**Readings** – Assigned readings from the textbook or documents posted on Moodle or given as handouts are to be read prior to class. These will constitute the basis for our discussions. Please come prepared to discuss!

**Participation** – This workshop course relies on discussion and participation. Classmates depend on you for feedback and your attendance and participation allow me to assess your commitment and insight. It is also imperative that students be available to meet with me one-on-one.

**Writing**- Writing is a process and a product. My goal is to have you commit to your manuscript. That means you need to write every week (if not every day). Although one may argue that a piece of writing is never “finished”, I also want you to engage in the process of revision. I will be asking for evidence of this process, which means you will have to revise a portion of your manuscript. That portion will be dependent on individual goals.

All graded assignments (electronic and hard copy) must be typed, **single-spaced in Times New Roman font 12 with 1 inch margins** unless indicated otherwise. These are as follows:

1. Assignments will pertain to the student’s manuscript and must be handed in as hard copies. **The title of the assignment, your name and the date of the exercise must be clearly marked.** See course outline for exact due dates.
2. Workshop Submissions of your manuscript must be posted to the class composition forum on Moodle on the due dates (every second week). Submissions should be 5,000 – 20,000 words and should be single spaced in size 12 font, Times New Roman. **All submissions must clearly state the author’s last name, date, draft type and page numbers in the upper right hand corners.**
3. Critiques will be oral and will be evaluated by myself and feedback from your critique partner. Ideally, critique partners will use markup technology to add comments online.
4. Portfolio – Your final portfolio is due on April 16, 2018. The portfolio will consist of your manuscript or portion thereof posted online, a revised portion, reflections and other individual assignments. The exact details of the portfolio will be determined by your individual goals for the term in conjunction with Cathy. **The original manuscript may be submitted via email as a size 12 font, Times New Roman single spaced document, but the remaining documents must be handed in as hard copies and must clearly state the author’s last name, date, and page numbers in the upper right hand corners. All of these documents must be submitted via e-mail and as a hard copy. These must be turned into Shelly Sylvester at the academic office on the due date.**

### **Percentage Breakdown:**

Portfolio – 40%

Assignments - 25%

Interviews – 15%

In-class Participation– 10%

Critiquing – 10%

## Requirements:

Please note that the course outline may be subject to change.

Week 1 Jan 9	Introduction & Getting Started <ul style="list-style-type: none"><li>• Complete and post profiles and samples of work online by Jan 12.</li><li>• No class</li></ul>
Week 2 Jan 16	Critique guidelines, syllabus, and What the Reader Craves <ul style="list-style-type: none"><li>• First submission due by Jan 18th</li><li>• Readings for week 3: Chapter 1 <i>Fire in Fiction</i></li><li>• One-on-one interviews with Cathy ongoing</li></ul>
Week 3 Jan 23	Characters: Protagonists/Heroes/Antagonists <ul style="list-style-type: none"><li>• Readings: TBD</li><li>• Have read critique partner's first submission; in-class critiques</li><li>• One-on-one interviews with Cathy ongoing</li></ul>
Week 4 Jan 30	Character and Conflict <ul style="list-style-type: none"><li>• Readings: TBD</li><li>• 2<sup>nd</sup> submission due</li><li>• Assignment # 1 due:</li><li>• One-on-one interviews with Cathy ongoing</li></ul>
Week 5 Feb 6	Setting <ul style="list-style-type: none"><li>• Readings: TBD</li><li>• Have read critique partner's 2nd submission; critiques</li></ul>
Week 6 Feb 13	Plot Points <ul style="list-style-type: none"><li>• 3<sup>rd</sup> submission due</li><li>• Readings: TBD</li></ul>
Week 7 Feb 20	No Class
Week 8 Feb 27	Structure <ul style="list-style-type: none"><li>• Readings: TBD</li><li>• Have read critique partner's 3rd submission; critiques</li><li>• Assignment #2 due</li></ul>
Week 8 Mar 6	Pacing/Tension <ul style="list-style-type: none"><li>• Readings: TBD</li><li>• 4<sup>th</sup> submission due</li></ul>
Week 9 Mar 13	Narration & Point of View <ul style="list-style-type: none"><li>• Readings: TBD</li><li>• Have read critique partner's 4<sup>th</sup> submission; critiques</li><li>• One-on-one interviews with Cathy ongoing</li></ul>
Week 10 Mar 20	Dialogue <ul style="list-style-type: none"><li>• 5<sup>th</sup> submission due</li><li>• Readings: TBD</li><li>• One-on-one interviews with Cathy ongoing</li></ul>

Week 11 Mar 27	Marketing: Synopses and Cover Letters <ul style="list-style-type: none"> <li>• Have read critique partner's 5<sup>th</sup> submission; workshop</li> <li>• Assignment #3 due</li> </ul>
Week 12 April 3	<ul style="list-style-type: none"> <li>• Student Readings and Celebration</li> </ul>
Week 13 April 10	Revision Time – no class
Final week April 16	Portfolios due

**Attendance:**

This is a workshop course and attendance is extremely important. It is imperative that you meet with your critique partner and myself as scheduled. A single unexcused absence will be allowed, but additional absences will definitely impact your grade. If you know that you will be away, please contact me in advance. Please note that if you are unable to attend class, you are still required to meet with your critique partner at another time to provide and obtain feedback.

**Grade Summary:**

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**Grading Criteria for Written Work:**

All written submissions will be graded using the following criteria and will be assigned a letter or percentage grade. The nature of the draft will impact the assessment; the percentages given below are guidelines for “polished drafts”.

- Mechanics of Writing/Structure – clarity and effectiveness of structure, correctness of grammar, syntax, spelling; sophistication of language and style (30%)
- Content/Impact on Reader – effectiveness of language, emotion, ideas; thoughtfulness and impact; originality and risk; achievement of purpose (70%)

**Grading Scale:**

Percentage	Letter Grade	Grade Point Value
96-100	A+	4.0
91-95	A	4.0
86-90	A-	3.7
82-85	B+	3.3
75-81	B	3.0
72-74	B-	2.7
68-71	C+	2.3
63-67	C	2.0
60-62	C-	1.7
56-59	D+	1.3
50-55	D	1.0
0-49	F	0.0

The available letters for course grades are as follows:

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<u>Letter Grade</u>	<u>Description</u>
A+	
A	Excellent
A-	
B+	
B	Good
B-	
C+	
C	Satisfactory
C-	
D+	
D	Minimal Pass
F	Failure

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor's assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

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## Other:

### Ambrose University Academic Policies:

#### Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions. If students do not wish to use their Ambrose accounts, they will need to forward all messages from the Ambrose account to another personal account.

#### Registration

During the **Registration Revision Period** students may enter a course without permission, change the designation of any class from credit to audit and /or voluntary withdraw from a course without financial or academic penalty or record. Courses should be added or dropped on the student portal by the deadline date; please consult the List of Important

Dates. After that date, the original status remains and the student is responsible for related fees.

Students intending to withdraw from a course after the Registration Revision Period must apply to the Office of the Registrar by submitting a "Request to Withdraw from a Course" form or by sending an email to the Registrar's Office by the **Withdrawal Deadline**; please consult the List of Important Dates on the my.ambrose.edu website. Students will not receive a tuition refund for courses from which they withdraw after the Registration Revision period. A grade of "W" will appear on their transcript.

Students wishing to withdraw from a course, but who fail to do so by the applicable date, will receive the grade earned in accordance with the course syllabus. A student obliged to withdraw from a course after the Withdrawal Deadline because of health or other reasons may apply to the Registrar for special consideration.

#### Exam Scheduling

Students, who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the List of Important Dates. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

### **Electronic Etiquette**

Students are expected to treat their instructor, guest speakers, and fellow students with respect. It is disruptive to the learning goals of a course or seminar and disrespectful to fellow students and the instructor to use electronics for purposes unrelated to the course during a class session. Turn off all cell phones and other electronic devices during class. Laptops should be used for class-related purposes only. Do not use iPods, MP3 players, or headphones. Do not text, read, or send personal emails, go on Facebook or other social networks, search the internet, or play computer games during class. Some professors will not allow the use of any electronic devices in class. The professor has the right to disallow the student to use a laptop in future lectures and/or to ask a student to withdraw from the session if s/he does not comply with this policy. Repeat offenders will be directed to the Dean. If you are expecting communication due to an emergency, please speak with the professor before the class begins.

### **Academic Policies**

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at [privacy@ambrose.edu](mailto:privacy@ambrose.edu).

### **Extensions**

Although extensions to coursework in the semester are at the discretion of the instructor, students may not turn in coursework for evaluation after the last day of the scheduled final examination period unless they have received permission for a course Extension from the Registrar's Office. Requests for course extensions or alternative examination time must be submitted to the Registrar's Office by the deadline date; please consult the List of Important Dates. Course extensions are only granted for serious issues that arise "due to circumstances beyond the student's control."

### **Appeal of Grade**

An appeal for change of grade on any course work must be made to the course instructor within one week of receiving notification of the grade. An appeal for change of final grade must be submitted to the Registrar's Office in writing and providing the basis for appeal within 30 days of receiving notification of the final grade, providing the basis for appeal. A review fee of \$50.00 must accompany the appeal. If the appeal is sustained, the fee will be refunded.

### **Academic Integrity**

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university college. Students are expected to be familiar with the policies in the current Academic Calendar that deal with

plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

**Note:** Students are strongly advised to retain this syllabus for their records.