

WRITING 1000G THE WRITERS' STUDIO – 2017-2018

SECTION: 003

TIME/ROOM/LOCATION: 9:30am – 12:20pm
AHB – 3R07

PROFESSOR: Claudia B. Manley

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OFFICE: 3270 Lawson Hall

OFFICE HOURS: Wednesdays 12 – 2pm

Break free of technology to become creative!

To provide the best learning experience for you and to encourage your creativity, all in-class writing exercises will be created with pen and paper, both of which you should bring to each class. All class notes will be available to you via OWL; thus, there is no need to open your laptop in class, so please leave it closed and in your backpack.

DESCRIPTION

Students are introduced to the creative process of writing through in-class exercises, peer workshop, analysis of creative texts, journaling, essay writing, and a review of grammar, mechanics, and composition. Students learn strategies for idea generation in a variety of genres (poetry, fiction, nonfiction, screenwriting), composing a first draft, approaching revision, and effective editing and proofreading techniques.

LEARNING OBJECTIVES

Upon successful completion of this course, students will have demonstrated the ability to

1. identify the fundamental elements of creative and essay writing;
2. generate ideas in a variety of genres: poetry, fiction, creative non-fiction, drama/screenwriting, and essay writing;
3. analyze and respond critically to published writing and the work of their peers;
4. identify and correct errors in composition, grammar, and mechanics; and
5. incorporate feedback into revisions.

REQUIRED TEXTBOOKS

1. Imaginative Writing: The Elements of Craft 4th Edition Penguin Academics Series by Janet Burroway, 2014 (available at The Bookstore at Western)
2. The Canadian Writer's Handbook: Essentials Edition, Oxford University Press, 2012 (available at The Bookstore at Western)

COURSE REQUIREMENTS

Method of Evaluation	Grade Value	Deadline
Mid-term Portfolio	30%	Week 5 February 7
Narrative Assignment Proposal & Presentation	15%	Weeks 7 to 9 February 28 – March 14
Narrative Assignment (Final Draft with Revision Notes)	35%	Week 12 April 4
Exam	20%	TBA
Total	100%	

EXAM

The exam will test the skills that you have developed over the course of the semester in terms of your writing ability (purpose, coherence, cohesion, style, and grammar) and your understanding of the fundamental elements of creative writing as discussed in class and in course readings.

SUBMITTING ASSIGNMENTS

In this course you will be required to submit the final version of each of your assignments electronically, through OWL to turnitin.com and provide your instructor with a hard copy in class the day the assignment is due.

Late assignments will receive a penalty of 5% per day. To qualify for an extension, you must have a valid reason and contact your instructor prior to the deadline. Please see the medical accommodation policy below.

If necessary, please submit essays to the Writing Department Drop Box outside Lawson Hall Room 3270, making sure you include your instructor's name and your section number. However, do not

- fax assignments
- e-mail assignments

Keep copies (electronic, paper, or both) of all assignments submitted.

Communication

All students are required to have an active UWO e-mail account and to check it regularly between class meetings. It is the primary way that I communicate with you outside of class. There will be no accommodations made for students who miss assignments or important messages because their UWO account is full and not receiving new e-mails. You are also to have a working knowledge of our Owl website.

Students should also carefully consider how they address me via email as well as the content of said email. While we may engender an informal community in class, email is a mode of professional communication and should be treated that way. Therefore, addressing me as "Yo, Teach!" should be recognized as inappropriate. [Please read this post on proper email etiquette:
medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-af-
cf64ae0e4087#.oaxpj163i](https://medium.com/@lportwoodstacer/how-to-email-your-professor-without-being-annoying-afcf64ae0e4087#.oaxpj163i)

Please note that I only check my UWO e-mail Monday through Thursdays (10am – 6pm), and it may take up to 24 hours to receive a response. I will neither be reading nor responding to e-mail on Fridays, Saturdays, or Sundays.

ATTENDANCE POLICIES

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

- You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more*.
- However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).

- If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will only be waived for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting, discuss these with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: '**Medical Accommodation Policy**' below.

Note: a class meeting missed in order to write a test, exam, or other form of 'make-up class' in another course will count as non-attendance, and will attract penalties as defined above if applicable. Instructors at Western shall not require a student to write a make-up test or similar at times which conflict with that student's other scheduled class times. If you are asked or 'required' to do this, you should immediately contact an academic counsellor in your Dean's office. If you elect to miss a class in order to write such a test, that is your choice; your absence will not be excused.

Attendance also extends to tardiness. If you are more than 20 minutes late, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

SCHOLASTIC OFFENCES, INCLUDING PLAGIARISM

The University Senate requires the following statements, and Web site references, to appear on course outlines:

"Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:
<http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>)."

Note: In this course you will be required to submit an electronic copy of the final version of each of your essays to turnitin.com through OWL.

PREREQUISITES

The University Senate requires the following statement to appear on course outlines:

"Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This

decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

MEDICAL ACCOMMODATION POLICY

For UWO Policy on Accommodation For Medical Illness, see:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/accommodation_medical.pdf

(downloadable Student Medical Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading)

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a grade penalty under an ‘Attendance’ policy in the course). **All** medical documentation **must** be submitted to the Academic Counselling office of a student’s home Faculty.

Students who are in emotional/mental distress should refer to MentalHealth@Western:

<http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.

SPECIAL REQUESTS: SPECIAL EXAMINATIONS, INCOMPLETE STANDING, AEGROTAT STANDING

Please refer to the “Information for All Students in a Writing Course” for more detailed information. Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean’s office of your home faculty.

CLASS MEETING SCHEDULE

DATE	MEETING FOCUS	READINGS (SUBJECT TO CHANGE – CHECK OWL)
WEEK 1 January 8	Introduction to course Images and writing through the senses	Pick up textbooks from the bookstore
WEEK 2 January 15	Image Poem Workshop <u>Grammar</u> : <i>Subject and Verb Identification Review</i>	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : “Image,” p. 15-27 and “Poetry,” p. 297-327 and <i>The Canadian Writer’s Handbook</i> , “Paragraphs,” p. 16-27 <u>OWL Handouts</u> : Parts of Speech, Subject and Verbs, Workshop Etiquette, Reading Image Poems
WEEK 3 January 22	Setting Workshop Giving and Receiving Feedback <u>Grammar</u> : <i>Fragments</i>	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : “Setting,” p. 135-165 and <i>The Canadian Writer’s Handbook</i> : “Fragments,” p. 49 <u>OWL Handouts</u> : Fragments Bring a photograph with people in it to Week 4 (can be on your phone, computer, tablet)
WEEK 4 January 29	Discuss “A Plague of Tics” In class writing exercise: The Photograph <u>Grammar</u> : <i>Run-on Sentences</i>	<i>Imaginative Writing</i> : “Creative Nonfiction,” p. 225-255 and <i>The Canadian Writer’s Handbook</i> : “Comma Splices” and “Run-ons,” p. 49-50 <u>OWL Handouts</u> : Run-on Sentences, “A Plague of Tics” by David Sedaris (audio), Recommended Readings (Links)
WEEK 5 February 5	Mid-Term Portfolio (30%) In-class Dialogue Exercise	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : “Voice,” p. 47-61, “Drama,” p. 328-367 <u>OWL Handouts</u> : Point of View (PDF), “The Neighbour” by Deep Shankaran and “Reunion” by John Cheever
WEEK 6 February 12	Sign up for proposal presentations Listen in class & discuss: The Man in the Well” by Ira Sher (from <i>This American Life</i>) Discuss: “Snap” by Emi Benn <u>Mechanics</u> : <i>Commas</i>	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : “Story,” p. 166-175, “Character,” p. 94-109, and <i>The Canadian Writer’s Handbook</i> : “The Comma.” p. 150-158 <u>Online Readings</u> : Dialogue (PDF) and “Snap” by Emi Benn
February 19	Winter Reading Break	
WEEK 7 February 26	Discuss films: “Grandma” and “Stop” In-class Writing Exercise: Fear	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : “Fiction,” p. 259-294” <u>Online Short Films</u> : “Grandma” and “Stop”
WEEK 8 March 5	Narrative Presentations (15%) In-class writing exercise	<u>Recommended Readings</u> : “Kirsty 22” by Naben Ruthnum and “Road Pizza” by Melissa Kuipers
WEEK 9 March 12	Narrative Presentations (15%) Discuss: “Difficult People”	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : “Developing a Draft to Research,” p. 195-202 <u>Online Readings</u> : “Difficult People” by Catronia Wright (link) and “Girl” by Jamaica Kincaid
WEEK 10 March 19	Narrative Presentations (15%) <u>Mechanics</u> : <i>Apostrophes, Semicolons, Colons, Dashes, Parentheses</i>	<u>Textbook Readings</u> : <i>The Canadian Writer’s Handbook</i> : “The Essentials of Punctuation,” p. 158-179
WEEK 11 March 26	Narrative Draft Workshop (small groups) One-on-one meetings with professor	<u>Textbook Readings</u> : <i>Imaginative Writing</i> : “Revision,” p. 203-206 and “Editing,” p. 207-208 and <i>The Canadian</i>

		<i>Writer's Handbook</i> : "Revising, Editing, and Proofreading," p. 14-16 <u>Online Readings</u> : "Tips for Writing a Formal Critique" Bring draft for workshop (penalty on final for no draft)
WEEK 12 April 2	Narrative Assignment Final (35%) Writing Resources	Exam Template <u>Online Reading</u> : "Advice for Sending Your Work to Literary Journals" by Kathryn Mockler
WEEK 13 April 9	Exam Review	