

## WRITING 1000G THE WRITERS' STUDIO – 2019-2020

SECTION: 001

TIME/ROOM/LOCATION: Wednesdays 2:30pm – 5:20pm  
UC -1220

PROFESSOR: Claudia B. Manley

EMAIL: cmanley2@uwo.ca

OFFICE: University College, Room 1426

OFFICE HOURS: Wednesdays 12 – 1pm,  
Thursdays 1pm – 2pm, and by appointment

*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 4<sup>th</sup> 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 5
Narrative Assignment Proposal & Presentation	15%	Weeks 8 to 10 February 28 – March 14
Narrative Assignment (Final Draft with Revision Notes)	35%	Week 12 April 1
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.

When submitting assignments on Owl, please title your papers thusly: Last Name\_Essay # (for example, Manley\_2).

### **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. There will be required online discussions assigned throughout the semester.

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-af-cf64ae0e4087#.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 the equivalent of one week of class of class meetings during the term without explanation. That means that the week you miss will be recorded as absences but *excused provided you don't miss any more*.
- However, if you miss a total of 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 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 be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons 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 the University of Western Ontario **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.

See also: '**Medical Accommodation Policy**' below.

### **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/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.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>).

### **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.”

*The prerequisite for registration in this course is a) a final grade of 65 or more in one of Writing 2101, 2121, 2111, or 2131, or b) a final grade of 70 or more in Writing 1000F/G or Writing 1030F, or c) Special Permission of the department.*

### **Medical Accommodation Policy**

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading ‘Accommodation for Illness – Undergraduate Students’, noting the procedures, restrictions, and notice requirements:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

**Writing Studies’ Basic Policy:** students seeking academic consideration **on medical or any other grounds** for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (**for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period**) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration must communicate with their instructors **no later than 24 hours** after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

**Exception:** in Writing Studies courses, a student seeking academic accommodation **on non-medical grounds** for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments **worth less than 10% of a final grade** may first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in **Writing Studies’ Basic Policy**.

**Please note** that individual instructors will **not under any circumstances** accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related 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 or Undergraduate office of a student’s home Faculty.

**Students who are or who feel they should be covered under Student Accessibility Services** should review Western policy here:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10)

**Students who are in emotional/mental distress should refer to MentalHealth@Western: (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help.**