

Basic Course Information

Semester:	Fall 2020	Instructor Name:	Nikolai Augustine Beope
Course Title & #:	English 250 – Creative Writing	Email:	Nikolai.beope@imperial.edu or nbeope@gmail.com
CRN #:	10291	Webpage (optional):	All materials uploaded to Canvas
Classroom:	ONLINE	Office #:	Zoom link
Class Dates:	N/A	Office Hours:	4 to 5 PM Mon - Thurs Zoom link on Canvas
Class Days:	N/A	Office Phone #:	760-592-5359
Class Times:	N/A	Emergency Contact:	lency.lucas@imperial.edu
Units:	3		

Course Description

Study and application of the principles of literary construction, plus exercises in writing imaginative literature, including the short story, poem, drama (for either stage or screen) and essay. The student will be expected to attempt all genres of imaginative writing.

Student Learning Outcomes

Upon course completion, the successful student will have acquired new skills, knowledge, and or attitudes as demonstrated by being able to:

1. Compose a short story with adequate development of plot, theme, and character development, with properly formatted dialogue, description, and literary devices. (ISLO 1, ISLO2)
2. Compose a short poem with demonstrated understanding of line length, alliteration, assonance, rhyme, meter, imagery, symbolism, and metaphor. (ISLO1, ISLO2)
3. Proofread, edit, analyze, and critique fellow students' stories and poems based on their mastery of the appropriate elements described above. (ISLO1, ISLO2, ISLO3, ISLO5)

Course Objectives

Upon satisfactory completion of the course, students will be able to:

1. Distinguish and explain principles of writing in the short story, drama, poetry and essay.
2. Demonstrate the ability to recognize and interpret styles and techniques in all genres and to practice these in their own writing.
3. Criticize his/her own work and the work of others by identifying and analyzing principles of style and structure in all genres.

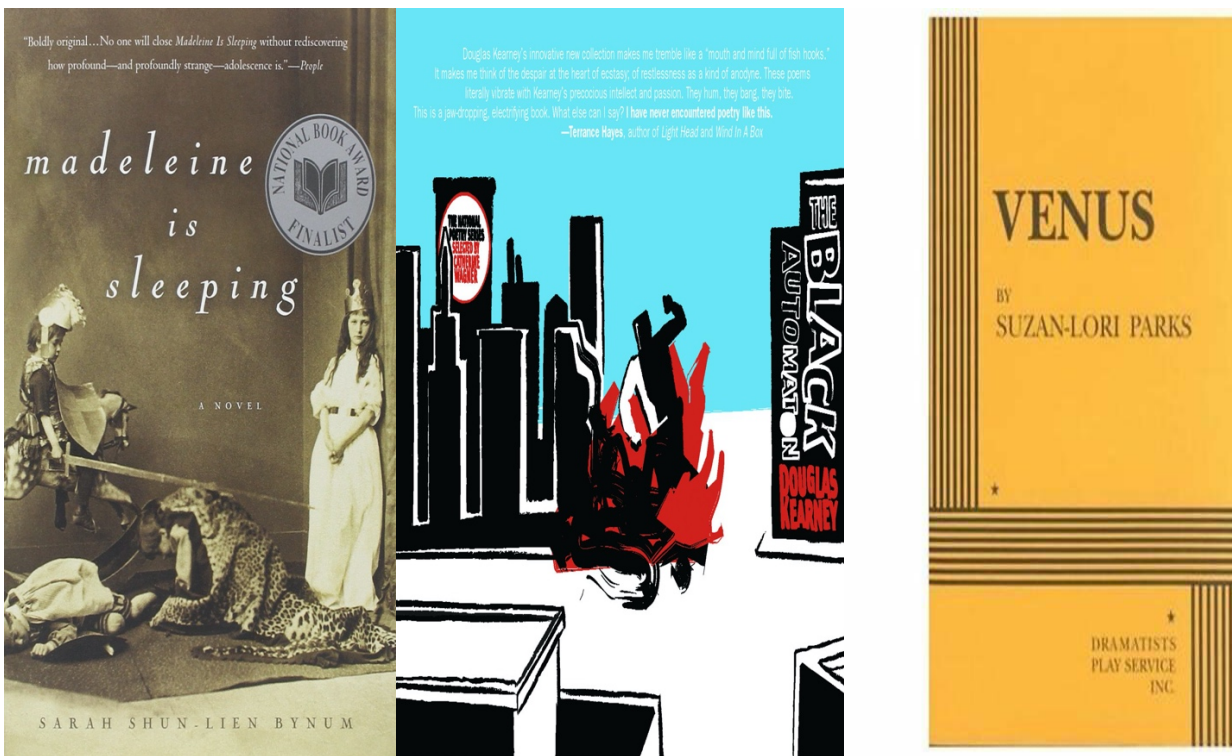
4. Distinguish among various opportunities for publication including contests, literary journals and other media, applying this information to their own work by writing a query letter and preparing manuscripts for submission.
5. Collect and organize a representative compilation of his/her own works for inclusion in a creative writing anthology.

Required Textbooks & Other Resources or Links

Madeline is Sleeping, Sarah Shun-Lien Bynum, Harcourt Books, 2004

The Black Automaton, Douglas Kearney, Fence Books, 2009

Venus, Susan-Lori Parks, Dramatists Play Service INC., 1995



Course Requirements and Instructional Methods

- Due to the nature of online courses students need consistent access to their IVC email account and Canvas. Students are expected to check their IVC email and Canvas daily, Monday through Friday. Specific instructions, materials and assignments will be available only through Canvas.
- Students must be able to upload their assignments to Canvas using a version of Microsoft Word or through the creation of a PDF. More information about this process will be found on Canvas.

Workshop

This course will act as an introduction to the college level workshop style of peer review. For the first four assignments students will be picked either at random or voluntarily to have their work reviewed by the group. Students will be responsible for reading their peers' assignments and then writing critiques for at least three from each group. Guidelines for writing critiques will vary throughout the semester. These should be written legibly, grammatically correct and should be typed. Peer reviews will be returned through Canvas or email to both the author and instructor. Failure to write peer reviews or participate in the workshop will impact your overall participation grade.

Readings/Presentations

This course will ask students to create readings/presentations of assigned works and upload them to Canvas. The readings/presentations can come in many forms, from traditional methods we are familiar with, such as a video or PowerPoint, to more experimental forms, such as creating a music video, a dramatic play, a documentary/mocumentary, a display of artifacts, etc. Guidelines will be discussed and established beforehand. Readings/Presentations must be uploaded to our Canvas discussion board by the due date. The audience will be your peers in this class. This will impact you overall presentation grade.

Weekly/Daily Online Exercises

There will be a number of online reading and writing exercises found on Canvas that are required and integral to the class. It is your responsibly to complete and submit each one before the due date. These should be written legibly and/or typed depending on the prompt. These will be graded either pass or fail and impact your overall homework/quiz grade.

Due to the above requirements please consider the following:

What if I need to borrow technology or access to WIFI?

1. To request a loaner laptop, MYFI device, or other electronic device, please submit your request here: <https://imperial.edu/students/student-equity-and-achievement/>
2. If you'd like access the WIFI at the IVC campus, you can park in parking lots "I & J". Students must log into the IVC student WIFI by using their IVC email and password. The parking lots will be open Monday through Friday from 8:00 a.m. to 7:00 p.m.

Guidelines for using parking WIFI:

- Park in every other space (empty space BETWEEN vehicles)
- Must have facemask available
- For best reception park near buildings
- Only park at marked student spaces
- Only owners of a valid disabled placard may use disabled parking spaces
- Only members of the same household in each vehicle
- Occupants **MUST** remain in vehicles
- Restrooms and other on-campus services not available

- College campus safety will monitor the parking lot
- Student code of conduct and all other parking guidelines are in effect
- Please do not leave any trash behind
- No parking permit required**

If you have any questions about using parking WIFI, please call Student Affairs at 760- 355-6455.

Course Grading Based on Course Objectives

15%: Homework (includes online exercises), Quizzes (unannounced)

15%: Participation (includes online behavior, contribution to journal, and peer reviews)

10%: Presentation

15%: First assignment

15%: Second assignment

15%: Third assignment

15%: Forth assignment

90 + = A 80 – 89 = B 70 – 79 = C

60 – 69 = D 59 – = F

Grading Policies

- All assignments must follow MLA formatting and be uploaded by the specified due date unless otherwise stated. All assignments received after the due date will be marked late.
- Barring emergencies, late papers/homework/participation assignments will be marked down a letter grade for each day they are missing. Assignments that are turned in late will also be handed back to students later than usual. If you have unusual circumstances discuss them with me.
- All assignments must be completed satisfactorily. An assignment that does not follow instructions or is incomplete will receive zero credit.
- Assignments directly emailed to me will not accepted; all assignments must be uploaded to Canvas.

Revision:

You will be able to revise one of the four main assignments towards the end of the semester. Assignments will only receive a single grade (or an extra 10 points) if revised correctly, meaning a 75 would turn into an 85, etc. Revised assignments must meet all three of the following criteria:

1. It was turned in complete and on time.
2. You participated in the peer review.

- It must be your lowest scored assignment.

Assignment Return Policy:

All assignments will be handed back a week before the next essay assignment is due unless otherwise specified.

Extra Credit:

Throughout the semester there will be many ways to receive extra credit points. These points will only influence homework and quiz scores.

Anticipated Class Schedule / Calendar		
Date or Week	Activity, Assignment, and/or Topic	Readings/Due Dates/Tests
Week 1 August 24 – 29	Syllabus & Introduction What makes a story? Assignment #1 handout, lecture and example	Syllabus Week 1 Canvas readings * Readings will be quizzed and discussed the following week unless otherwise specified. **All homework is due the following week unless otherwise specified.
Week 2 August 31 – September 5	Style, diction and tone Establishing psychic distance	Week 2 Canvas readings
Week 3 September 8 – 12	Showing versus telling Prescriptive vs. Descriptive feedback	Week 3 Canvas readings
Week 4 September 14 – 19	Due assignment #1 Assignment #1 workshop Assignment #2 handout, lecture and example	Week 4 Canvas readings

Week 5 September 21 – 26	Review, dialogue Characterization	Week 5 Canvas readings
Week 6 September 28 – October 3	Review, figurative language (simile, metaphor, conceit, symbolism)	Week 6 Canvas readings
Week 7 September 27 – October 3	Conceptual writing (appropriation, public texts)	Week 7 Canvas readings
Week 8 October 5 – 10	Due assignment #2 Assignment #2 workshop	Week 8 Canvas readings
Week 9 October 12 – 17	Assignment #3 handout, lecture and example	Week 9 Canvas readings
Week 10 October 19 – 24	Review, Sci-fiction writing	Week 10 Canvas readings
Week 11 October 26 – 31	Review, persona	Week 11 Canvas readings
Week 12 November 2 – 7	Due assignment #3 Assignment #3 workshop	Week 12 Canvas readings
Week 13 November 9 – 14	Journal ideas	Week 13 Canvas readings

Week 14 November 16 – 21	Review, journal ideas cont.	Week 14 Canvas readings
Week 15 November 23 – 28	Holiday week, no classes	Break
Week 16 November 30 – December 6	Due assignment #4 Assignment #4 workshop	Final Canvas readings
Finals Week December 7 – 12	Finals	

*****Tentative, subject to change without prior notice*****

Attendance

- Students who fail to complete “questionnaire 1” within the first week of class, will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. Also, it is the student’s responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Due to the nature of the writing workshop your participation in class is necessary. Students who consistently fail to submit online exercises that exceed the number of hours the class is scheduled to meet per week (4) may be dropped without notice.
- Absences, accompanied by the appropriate paperwork, will be counted as ‘excused’ absences.

What does it mean to “attend” an online class?

Attendance is critical to student success and for IVC to use federal aid funds. Acceptable indications of attendance are:

- Student submission of an academic assignment
- Student submission of an exam
- Student participation in an instructor-led Zoom conference

- Documented student interaction with class postings, such as an interactive tutorial or computer-assisted instruction via modules
- A posting by the student showing the student's participation in an assignment created by the instructor
- A posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- An email from the student or other documentation showing that the student has initiated contact with a faculty member to ask a question about an academic subject studied in the course.

Logging onto Canvas alone is NOT adequate to demonstrate academic attendance by the student.

Online Netiquette

Online & Email Etiquette:

- Our online classrooms are protected spaces for open, thoughtful exchange and respectful communication. Disruptive behavior, or offensive forms of communication will not be tolerated, and students responsible for behaving this way will be asked to leave.
- Email: Responses to email could take up to two days, or depending on the content not answered at all. This should in no way act as an excuse to turn in any work late. Check Canvas for due dates, lectures, handouts and assignments. If you are concerned about your overall grade please refer to the grading system breakdown located above.
- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

How am I expected to act in an online “classroom” (especially Zoom)?

Attending a virtual meeting can be a challenge when there are many students on one conference call. Participating in such meetings may count as class attendance, but disruptive behavior may also result in you not being admitted to future meetings. Follow the tips below for best results:

1) Be RESPECTFUL

- a. Your written, verbal, and non-verbal communications should be respectful and focused on the learning topics of the class.

2) Find a QUIET LOCATION & SILENCE YOUR PHONE (if zooming)

- a. People walking around and pets barking can be a distraction.

3) EAT AT A DIFFERENT TIME.

- a. Crunching food or chugging drinks is distracting for others.
- b. Synchronous zoom times are set in advance so reserve meals for outside class meetings.

4) ADJUST YOUR LIGHTING SO THAT OTHERS CAN SEE YOU

- a. It is hard to see you in dim lighting so find a location with light.
- b. If your back is to a bright window, you will be what is called “backlit” and not only is it hard on the eyes (glare) but you look like a silhouette.

5) POSITION THE CAMERA SO THAT YOUR FACE AND EYES ARE SHOWING

- a. If you are using the camera, show your face; it helps others see your non-verbal cues.
- b. You may be at home, but meeting in pajamas or shirtless is not appropriate so dress suitably. Comb your hair, clean your teeth, fix your clothes, etc. before your meeting time to show self-respect and respect for others.

6) Be READY TO LEARN AND PAY ATTENTION

- a. Catch up on other emails or other work later.
- b. If you are Zooming, silence your phone and put it away.
- c. If you are in a room with a TV – turn it off.

7) USE YOUR MUTE BUTTON WHEN IN LOUD PLACES OR FOR DISTRACTIONS

- a. Pets barking, children crying, sneezing, coughing, etc. can happen unexpectedly. It’s best if you conference in a private space, but if you can’t find a quiet place, when noises arise **MUTE** your laptop.

8) REMEMBER TO UNMUTE WHEN SPEAKING

- a. Follow your instructor’s directions about using the “**raise hand**” icon or chat function to be recognized and to speak, but make sure you have unmuted your device.
- b. Do not speak when someone else is speaking.

9) REMAIN FOCUSED AND PARTICIPATE IN THE MEETING

- a. Especially when the camera is on YOU, we can all see your actions. Engage in the meeting. Look at the camera. Listen to instruction. Answer questions when asked.
- b. Do not use the Zoom meeting to meet with your peers or put on a “show” for them.

10) PAUSE YOUR VIDEO IF MOVING OR DOING SOMETHING DISTRACTING

- a. Emergencies happen. If you need to leave the room or get up and move about, stop your video.

Academic Honesty

Academic honesty in the advancement of knowledge requires that all students and instructors respect the integrity of one another’s work and recognize the important of acknowledging and safeguarding intellectual property.

There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are not meant to be exhaustive. Rather, they are intended to serve as examples of unacceptable academic conduct.

- Plagiarism is taking and presenting as one’s own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to “cite a source” correctly, you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment, or using or attempting to use materials, or assisting others in using materials that are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or plagiarizing will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the [General Catalog](#) for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to, the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment; (c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment; (e) using a commercial term paper service.

How do I show academic honesty and integrity in an online “classroom”?

- **KEEP YOUR PASSWORDS CONFIDENTIAL.**
 - You have a unique password to access online software like Canvas. Never allow someone else to log-in to your account.
- **COMPLETE YOUR OWN COURSEWORK.**
 - When you register for an online class and log-in to Canvas, you do so with the understanding that you will produce your own work, take your own exams, and will do so without the assistance of others (unless directed by the instructor).

Examples of Academic Dishonesty that can occur in an online environment:

- Copying from others on a quiz, test, examination, or assignment;
- Allowing someone else to copy your answers on a quiz, test, exam, or assignment;
- Having someone else take an exam or quiz for you;
- Conferring with others during a test or quiz (if the instructor didn't explicitly say it was a group project, then he/she expects you to do the work without conferring with others);
- Buying or using a term paper or research paper from an internet source or other company or taking any work of another, even with permission, and presenting the work as your own;
- Excessive revising or editing by others that substantially alters your final work;
- Sharing information that allows other students an advantage on an exam (such as telling a peer what to expect on a make-up exam or prepping a student for a test in another section of the same class);
- Taking and using the words, work, or ideas of others and presenting any of these as your own work is plagiarism. This applies to all work generated by another, whether it be oral, written, or artistic work. Plagiarism may either be deliberate or unintentional.

Additional Services for Students

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

How do I access services now that we are mostly online?

- **CANVAS LMS.** Canvas is Imperial Valley College's Learning Management System. To log onto Canvas, use this link: [Canvas Student Login](#). The [Canvas Student Guides Site](#) provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.

- [Learning Services](#). In order to accommodate students and maximize student success during the COVID-19 Pandemic, all tutoring support is being provided through one Zoom link ([IVC online Tutoring](#)). When campus is open again, there are several learning labs to assist students. Whether you need support using computers, or you need a tutor, please consult your [Campus Map](#) for the [Math Lab](#); [Reading, Writing & Language Labs](#); and the [Study Skills Center](#).
- [Library Services](#). Visit the Spencer Library's page on the IVC website for a wealth of valuable resources and online access to databases, e-books and more. Contact us so we can help you with instructional and research development skills (for those conducting research and writing academic papers). When campus re-opens, students also have access to tutoring services in the Study Skills Center as well as private study rooms for small study groups. There is more to our library than just books!
- [Career Services Center](#). The Career Services Center is dedicated to serve all IVC students and Alumni. Services include Career Assessments, Resume and Cover Letter Assistance, Interview Preparation, Internship Opportunities and Job Placement.
- [Child Development Center](#). The Preschool and Infant/Toddler Centers are on-campus demonstration lab programs that meet the educational, research, and service needs of the institution and community at large. The Preschool program (children three to five years of age) and the Infant/Toddler program (newborn to three years of age) is in buildings 2200 and 2300. Service is available to families who meet the California Department of Education qualifications for enrollment. The centers are open during COVID from Monday-Friday 7:15-5:30. Breakfast, lunch and snack are provided through the California Adult and Child Food Program. Location: Buildings 2200 and 2300. Phone: (760) 355-6528 or (760) 355-6232. Application: <https://forms.imperial.edu/view.php?id=150958>

Disabled Student Programs and Services (DSPS)

[Required language.] Any student with a documented disability who may need educational accommodations should notify the instructor or the [Disabled Student Programs and Services](#) (DSP&S) office as soon as possible. When campus is open, the DSP&S office is in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

[Required language.] Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- [Student Health Center](#). A Student Health Nurse is available on campus, but you must make an appointment. In addition, Pioneers Memorial Healthcare District provides basic health services for students, such as first aid and care for minor illnesses. Contact the IVC [Student Health Center](#) at 760-355-6128, or when campus reopens, visit Room 1536 for more information.
- [Mental Health Counseling Services](#). Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 for appointments, or when campus reopens visit Room 1536, for more information.

Veteran's Center

The mission of the [IVC Military and Veteran Success Center](#) is to provide a holistic approach to serving military/veteran students in three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie. The Center also serves as a central hub that connects military/veteran students, as well as their families, to campus and community resources. The goal is to ensure a seamless transition from military to civilian life. When campus reopens, the Center is in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, book grants, transportation assistance, individualized counseling, tutoring, and community referrals to eligible students. Our staff is available to assist and support students in navigating personal, psychological, academic, and/or career-related issues through empathy, cultural-competence, and a commitment to equity and social justice. Also under the umbrella of EOPS is the CARE (Cooperative Agency Resources for Education) Program, designed to serve single parents and assist with addressing issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program. For additional information about the EOPS or CARE Programs please contact our Program Office 760.335-6407 and/or visit our Program website www.imperial.edu/students/eops for eligibility criteria and application procedures. We look forward to serving you! - EOPS/CARE Staff

Student Equity Program

[Required language.] The Student Equity & Achievement Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. SEA addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, LGBTQIA+, Veterans, foster youth, homelessness, and formerly incarcerated students. The SEA Program also houses IVC's Homeless Liaison, Foster Youth Liaison, Formerly Incarcerated Liaison, and Military Affiliated Liaison, who provide direct services and referrals to students in need. SEA strives to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to enrollment, education, degree and certificate completion, and the ability to transfer to a university. SEA also provides outreach at local Imperial County high schools to ensure graduating seniors are successfully matriculated into the college and have a strong support system. Please visit us online for assistance at <https://imperial.edu/students/student-equity-and-achievement/> or call us at 760-355-6465 or when campus reopens, visit Building 401.

What if I cannot afford food, books, or need other help?

We have many resources that are available to you. Please tell us what you need by submitting your request(s) here: <https://imperial.edu/students/student-equity-and-achievement/>

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC [General Catalog](#).

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC [Library Department](#) provides numerous [Information Literacy Tutorials](#) to assist students in this endeavor.