

Basic Course Information

Semester:	Fall 2021	Instructor Name:	Angel Sandoval, MFA
Course Title & #:	English 250 – Creative Writing	Email:	Angel.Sandoval@imperial.edu
CRN #:	10139	Webpage (optional):	n/a
Classroom:	Online (Canvas)	Office #:	2798
Class Dates:	16 Aug. – 11 Dec. 2021	Office Hours:	Mon. – Thurs. 11:45 AM to 12:45 PM via Pronto, Canvas Chat, Canvas Inbox, and/or ZOOM (by appointment)
Class Days:	Mon. – Sat. Online	Office Phone #:	(760) 355-5734
Class Times:	N/A	Emergency Contact:	(760) 355-6337 (English Dept.)
Units:	3	Class Format:	Online (Asynchronous)

Course Description

Study and application of the principles of literary construction, plus exercises in writing of imaginative literature, including short story, poetry, and writing for the stage and screen. The student will be expected to attempt all genres of imaginative writing. The student may elect to specialize in one of the genres in order to achieve maximum progress. (C-ID ENGL 200) (CSU, UC)

Course Prerequisite(s) and/or Corequisite(s)

ENGL 110 or ENGL 105 or ENGL 101 with a grade of "C" or better.

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. (ILO1, ILO2)



2. Compose a short poem with demonstrated understanding of line length, alliteration, assonance, rhyme, meter, imagery, symbolism, and metaphor. (ILO1, ILO2)
3. Proofread, edit, analyze, and critique fellow students' stories and poems based on their mastery of the appropriate elements as described above. (ILO1, ILO2, ILO3, ILO5)

Course Objectives

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

1. Demonstrate use of literary techniques in the short story, drama, poetry, and essay.
2. Actively read and critique his/her own work and the work of others by identifying and analyzing principles of style and structure in all genres.
3. Participate in a community of writers through workshop as well as peer and instructor feedback.
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.

Textbooks & Other Resources or Links

The Story Solution: 23 Actions All Great Heroes Must Take by Eric Edson, Basic Books, **ISBN-13: 978-1615930845**. Required.

On Writing: A Memoir of the Craft by Stephen King, Scribner, **ISBN-13: 978-1982159375**. Required.

Making Comics: Storytelling Secrets of Comics, Manga, and Graphic Novels by Scott McCloud, HarperCollins, **ISBN-13: 978-0060780944**. Required.

The Hollywood Standard: The Complete and Authoritative Guide to Script Format and Style (2nd ed.) by Christopher Riley, MWP, **ISBN-13: 978-1932907636**. Required.

Resources & Links

Purdue Online Writing Lab (OWL): https://owl.purdue.edu/owl/purdue_owl.html

OWL is a reference tool. On the above website you will find MLA, grammar, and writing rules.

Columbia College MLA Citation Guide: <https://columbiacollege-ca.libguides.com/mla>

This is another reference tool that perhaps is more user-friendly than Purdue OWL.

EasyBib (citation generator): <http://www.easybib.com/guides/>

Remember, this is a tool we can use, but we should know the proper way to format a Works Cited page and be ready to edit the works-cited entries yielded by any citation generator.

Course Requirements and Instructional Methods

Students are expected to:

- Complete the first week of class assignments (students who do NOT complete the assignments in the allotted time frame will be automatically dropped)
- Know and observe due dates for all assignments
- Communicate assignment extensions and/or learning needs to the instructor in a timely manner
- Participate in gathering and sharing research and contributing to online discussions
- Have the equipment necessary to participate in class--this class is fully online; a laptop or desktop is required for this course
- Drop the class if the student cannot participate in class or does not wish to continue the course of training
- Take an active role in successfully completing the class (the instructor and other IVC professionals such as counselors and administrators are here to help you succeed, but the bulk of the work is your responsibility)

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

– Grade Breakdown (tentative) –

Assignments (drafts, journals/reflections, discussions) – 80 points

Anthology Contribution – 10 points

Quizzes – 10 points

Total Points = 100

Extra Credit (XC) – 10 points possible.

NOTE: Each point represents a percentage point; this means that the 100 points possible represents the 100 percent (%) associated with the overall grade.

100-90 pts. = A

89-80 pts. = B

79-70 pts. = C



69-60 pts. = D
59-0 pts. = F

This course can be taken for a letter grade only.

-!!!EVERY POINT COUNTS!!!-

***All assignments are important. To be eligible to earn a passing grade in this class, you must submit all assignments. Failure to receive a non-zero score/grade for an assignment may disqualify you from obtaining a passing grade (A, B, or C) in this class.**

Receiving a zero on an assignment due to plagiarism or copying/cheating will disqualify you from earning a passing grade in this class.

Assignments that are plagiarized or missing will receive a score of zero (0).

Assignments that are deemed “Incomplete” need to be revised, edited, and completed to receive an actual score. Otherwise, any remaining incomplete assignment will be scored as zero.

Assignments that are labeled “Work in Progress” (WIP) need to be revised, edited, completed, and re-submitted to receive an actual score.

– Evaluation of Assignments –

The rubric that follows is only a general example of the instructor’s scoring process and does not mean all or any assignments will be scored in this manner.

Designation/Classification	Meaning
5	Complete and Representative Work
4/3	(Mostly) Complete and Useful Work
Work in Progress (WIP)	Work in need of considerable revision and editing
Incomplete (INC.)	Work that is missing elements and/or lacking in effort
0	Missing or Plagiarized or Copied Work

You will compile a digital (or physical) portfolio of the texts you create this semester for this class. Near the end of the semester, you will be asked to share at least one revised and edited text you created to be published in the class anthology. You may decide not to contribute to the anthology; in which case, you may do extra credit work to make up for that portion (10%) of your class grade.

We can imagine the curriculum of the semester for this class in manageable thirds:

- 1st third – poetry and related disciplines
- 2nd third – short story and related disciplines
- 3rd third – film and visual storytelling disciplines

Course Policies

Attendance

In this course, logging in on a regular basis and your **participation** is how I will gauge your "attendance." Thus, meeting the due dates for discussions is very important.

Online attendance is about **participation and engagement** with the course activities and assignments. Going beyond logging onto Canvas includes:

- Submitting an assignment or exam
- Taking a class quiz
- Creating a discussion post
- Participating in an instructor-led ZOOM conference

If, after reviewing the syllabus and orientation unit, you feel this is not the right course for you, please let me know ASAP, so that you can be dropped from the course and another student can be added in your place. Students who miss more than two graded assignments (lessons, discussions, drafts, peer reviews, or conferences) may be dropped from the course.

In addition, students who fail to log in to the course for 7 consecutive days risk being dropped from the course. If you are struggling, experiencing access issues, or are seriously ill, please contact me immediately so we can develop a success plan together.

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online 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. It is the student's responsibility to drop or officially withdraw from the class. See [General Catalog](#) for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For

online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.

- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as 'excused' absences.

Basic Online Netiquette

- 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:
 - ✓ identify yourself
 - ✓ include a subject line
 - ✓ avoid sarcasm
 - ✓ respect others' opinions and privacy
 - ✓ acknowledge and return messages promptly
 - ✓ copy with caution
 - ✓ do not spam or junk mail
 - ✓ be concise
 - ✓ use appropriate language
 - ✓ use appropriate emoticons (emotional icons) to help convey meaning
 - ✓ use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)]

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.

Other Course Information

Late Submissions / Sick Policy

I believe you; you don’t need to show me a doctor’s note.

However, contact me as soon as possible to request an extension on any assignment you need more time to complete. See *Assignment Extension Policy* below.



Assignment Extension Policy

If you would like more time to complete an assignment, please contact me immediately and ask for an extension. Most extension requests will be granted, especially if you *request the extension at least forty-eight (48) hours before the assignment is due (hard deadline/due date)*. If you are granted an assignment extension, your assignment will NOT be considered late.

When you E-mail me, include the name of the assignment for which you need an extension and the amount of time you need to complete it.

You get a maximum of two (2) assignment extensions per semester.

Remember: All assignments are important. To be eligible to earn a passing grade in this class, you must submit all assignments. Failure to receive a non-zero score/grade for an assignment may disqualify you from obtaining a passing grade (A, B, or C) in this class.

Extra Credit Policy

A total of ten extra credit points will be offered to you this semester. Extra credit assignments are optional.

No extra credit assignment will be accepted after the **penultimate week** of the semester.

IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit <http://www.imperial.edu/studentresources> or click the heart icon in Canvas.

Anticipated Class Schedule/Calendar

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

NOTE: The following class schedule is a guiding tool used for the purpose of structure, but it should be noted that because of the natures of instruction and learning this schedule will change. With this understanding in mind, **please refer to the Announcement posts in Canvas and Canvas due dates** for updated changes to this schedule.

Week #	Readings	Assignment(s) Due
1	Orientation	Quiz 1; Discussion 1
2	<i>Making Comics</i> (Ch. 1, 1 st Half)	Journal 1; Discussion 2
3	<i>Making Comics</i> (Ch. 1, 2 nd Half); <i>On Writing</i>	Drafts (tba)
4	<i>Making Comics</i> (Ch. 2, 1 st Half); <i>On Writing</i>	Drafts (tba)
5	<i>Making Comics</i> (Ch. 2, 2 nd Half); <i>On Writing</i> ; <i>Story Solution</i> (Ch. 1)	Drafts (tba)

6	<i>Making Comics</i> (Ch. 3, 1 st Half); <i>On Writing</i> ; <i>Story Solution</i> (Ch. 2)	Quiz 2 Journal 2; Discussion 3
7	<i>Making Comics</i> (Ch. 3, 2 nd Half); <i>On Writing</i> ; <i>Story Solution</i> (Ch. 3)	Journal 3; Discussion 4
8	<i>Making Comics</i> (Ch. 4, 1 st Half); <i>On Writing</i> ; <i>Story Solution</i> (Ch. 4)	Journal 4; Discussion 5
9	<i>Making Comics</i> (Ch. 4, 2 nd Half); <i>On Writing</i> ; <i>Story Solution</i> (Ch. 5)	Drafts (tba)
10	<i>Making Comics</i> (Ch. 5, 1 st Half); <i>On Writing</i> ; <i>Story Solution</i> (Ch. 6)	Journal 5; Discussion 6
11	<i>Making Comics</i> (Ch. 5, 2 nd Half); <i>Story Solution</i> (Ch. 7 & 8)	Journal 6; Discussion 7
12	<i>Making Comics</i> (Ch. 6, 1 st Half); <i>Story Solution</i> (Ch. 9); <i>Hollywood Standard</i> (pgs. 1-28)	Quiz 3
13	<i>Making Comics</i> (Ch. 6, 2 nd Half); <i>Story Solution</i> (Ch. 10); <i>Hollywood Standard</i> (pgs. 29-62)	Journal 7; Discussion 8
14	<i>Making Comics</i> (Ch. 7, 1 st Half); <i>Hollywood Standard</i> (pgs. 63-102)	Journal 8; Discussion 9
15	<i>Making Comics</i> (Ch. 7, 2 nd Half); <i>Hollywood Standard</i> (pgs. 103-129)	Portfolio; Anthology Drafts; Extra Credit
16	<i>Hollywood Standard</i> (pgs. 131-159)	Final Drafts

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