

## English 2307- Creative Writing Syllabus

**Instructor:** Stephen M. Sanders

**Remind.com:** MANDATORY - follow link on Blackboard

**Email Address:** smsanders@southplainscollege.edu

**Office Hours:** (CM 107) 8:10-9:30 MTW, 12:15-1:00 MTW, 8:00-9:00 F;  
Zoom meetings by appointment only

**REALLY GOOD BOOK:** [Passe-Partout](#)

### Course Description

The purpose of English 2307 is to allow students to build their creative writing skills through the composition, critique, and revision of various forms of creative writing. Students will understand and apply the standards of those genres in their own compositions.

### Required Texts

1. Supplemental Readings (available on Blackboard)
2. King. *On Writing*. S+S. 2020.

### Prerequisite

International students who do not have a TOEFL score of 550 must enroll in ENGL 0301 or 0302 or ESOL 0301 or 0302.

**Credit:** 3 **Lecture:** 3 **Lab:** 0

### Required Technology:

**Supplies:** Access to computer with printer and Internet access

1. SPC username and password: email helpdesk@southplainscollege.edu or call the SPC Help Desk at 806-716-2600 for help with your username/password
2. SPC student email access:
  - SPC Student Email Account: If you haven't already, you must go ahead and activate your SPC student email account. Not only will you need access to your SPC email account to receive TURNITIN digital paper submission receipts for our class, but you must use it to communicate with me.
    - Your SPC Email address is:  
yourSPCusername@southplainscollege.edu (ex. jsmith1234@southplainscollege.edu).

- Your student email password is the same as your Blackboard password. If you need help, call the SPC Help Desk at 806-716-2600.
  - To access your SPC email account, log in to [MySPC here](#)
  - You can also set up access to your SPC email account through mobile phone mail apps, such as default smartphone Mail app or the Outlook app.
  - Check with the SPC Help Desk for assistance: 806-716-2600.
3. Regular access to a computer and reliable internet service:
- Open computer labs are available free to students with an SPC I.D. on all SPC campuses (Levelland, Reese, Lubbock, Plainview).
  - Computer or internet connection problems may occur for you at some point this semester. Understand that it is your responsibility to find alternate computers you may use to submit your work on time. Find your alternate resources now; do not wait until you suddenly need them! Line up three friends TODAY who would be willing to loan you a laptop if yours suddenly crashes.
  - Free WiFi is available in all SPC campus buildings, some SPC parking lots, most coffee shops, etc.
4. Blackboard: grades, assignments, quizzes, videos, and many other resources for this class are accessed through the Blackboard learning management system. Use your SPC credentials to log in here: <https://southplainscollege.blackboard.com>
5. Office 365: Word and PowerPoint: You are required to use Microsoft Word to create papers for this course. As a member of the SPC community, you have free access to Office 365. Office 365 provides free online access to Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and 1TB of free online storage with Microsoft OneDrive. You can use Office 365 online or download for free and install to your PC, Mac, or mobile device.
- To access Office 365 for free as an SPC student, go to <https://www.office.com> and sign in with the following credentials: SPCusername@southplainscollege.edu and your SPC password.
  - You can then click the link for the individual application you want to use online, or click the install office link towards the top right to install the application to your computer.
6. Adobe Reader: Available to download free from this website: <http://www.adobe.com/products/reader.html>

Computer Help: need help with your computer, laptop, email address, username/password?

- helpdesk@southplainscollege.edu
- 806-716-2600

Blackboard Help:

1. Get Help by Email: blackboard@southplainscollege.edu
  - Be sure to include your full name, your instructor's name, the course and section you are enrolled in, and a detailed description of the problem.
  - The blackboard@southplainscollege.edu account is monitored from 8:00 a.m. – 10:00 p.m., Monday – Sunday.
  - You can expect a response within 24 hours by email; however, the average response time is less than one hour.
2. Get Help by Phone: 806-716-2180 (available between 8 AM and 4 PM Monday through Friday, except on holidays)
3. Get Help Online: click on the Help link listed in the Blackboard course menu.

### **Course Purpose**

The purpose of English 2307 is to help students compose works acceptable for publication.

### **Student Learning Outcome**

1. Identify and analyze the major elements of various genres.
2. Compose publication-class works.
3. Critique other writers' works.
4. Skillfully use critique of own work for its improvement.

### **Methods of Evaluation**

1. Students will complete one 1,200-10,000 word short story.
2. Students will complete three or more poems (for a minimum of 70 lines total across all submitted poems).
3. Students will complete a creative portfolio.

### **Workshops**

1. Each student must have a copy of the assigned composition for each of the workshop groups ready on the day of the workshop.
2. Each student must be kind, considerate, and honest in their critique. (It is possible to be all three at the same time.)
3. Each student must receive criticism with professionalism and class.

4. Each student must read and give comments on all poems in their workshop group.

### **Rough (workshop) Drafts**

1. There must be substantial, substantive revision between the rough draft(s) and the final draft.
2. Writers are not required to use critiques from workshop groups when revising.
3. Writers are highly encouraged to pay attention to critiques and use what they feel is useful.
4. Rough drafts must be typed. (Final drafts, of course, must be typed).

### **Composition Foci**

1. Central Idea
2. Organization
3. Sentence Structure
4. Diction
5. Mechanics
6. Creativity/Originality

### **Grades**

- (20%): rough draft completion
- (10%): workshop participation
- (58%): Creative Portfolio
- (12%): Final Reading

### **Grading Policy**

- A = 90 - 100
- B = 80 - 89
- C = 70 - 79 (Class credit is only given for a grade of "C" or above.)
- D = 60 - 69
- F = 59 or below

### **Course Requirements**

1. Be on time and regularly attend class (See "Attendance Policy")
2. Be responsible for the learning process, including preparation for class, such as reading and homework; participation in class discussions, including asking relevant questions; getting assignments and/or notes if absent; and accepting responsibility for not understanding an assignment or failing an assignment
3. Be responsible for having an appropriate attitude and using appropriate language in academic environments; not use condescending, inflammatory or profane rhetoric, whether verbally or in written form, in academic environments

4. Have respectful behavior toward instructor and classmates in order to contribute to the atmosphere necessary for learning
5. Be responsible for courteous actions to others, **especially by putting away cell phones** (see “Cell Phone Policy”) and other distractions while in class
6. Be responsible for writing down all grades and applying them to the grading scale used for the class, which is shown in the course’s policy statement/syllabus
7. Submit all assignments in accordance with due dates, formats, and requirements
8. Avoid all forms of cheating and plagiarism on all assignments, including improper collaboration
9. Ask questions when something is unclear.

### **Cell Phone Policy**

- Please turn your phone to silent/no-vibration while in class.
- Please do not answer your phone during lecture or discussion time.
- Please do not text during lecture or discussion time.
- All mobile devices are to be put away during quizzes and tests.
- If non-adherence to this policy becomes consistent and/or constant, you will be asked to leave the class and be assigned an absence for each infraction.

*\*\*I realize emergency situations occur. Please let me know before class if you are expecting an important message or call, and exit the room in order to answer your device.*

### **Class Attendance/Missed Work Policy (for courses with scheduled meeting times)**

Students in English 2307 are expected to be on time. *If you are late to class, then you are considered absent* but will be allowed to stay in class and submit assignments due that day for full credit. If you are late to class and choose to stay, please enter quietly and take your seat. If a quiz has already begun, you will be allowed to complete **ONLY** the questions you were present for.

When an unavoidable reason for class absence arises, such as illness, an official trip authorized by the college or an official activity, the instructor may permit the student to make up missed work. It is the student’s responsibility to complete work missed within a reasonable period of time as determined by the instructor. If emailed to the instructor **ON** the day missed, the following absences are excused with the proper notices:

1. **Doctor Visit** (Doctor note FOR THE DAY MISSED must be emailed to [smsanders@southplainscollege.edu](mailto:smsanders@southplainscollege.edu) ON that same day)
2. **Funeral** (funeral MUST be on day missed and a funeral bulletin/handout picture MUST be emailed to [smsanders@southplainscollege.edu](mailto:smsanders@southplainscollege.edu) on the day of the funeral)
3. **Official S.P.C. absence** (picture of note from dean and/or professor for absence must be emailed to [smsanders@southplainscollege.edu](mailto:smsanders@southplainscollege.edu) BEFORE you are absent)

Students are officially enrolled in all courses for which they pay tuition and fees at the time of registration. Should a student, for any reason, delay in reporting to a class after official enrollment, absences will be attributed to the student from the first class meeting.

Students who enroll in a course but have “Never Attended” by the official census date, as reported by the faculty member, will be administratively dropped by the Office of Admissions and Records. A student who does not meet the attendance requirements of a class as stated in the course syllabus and does not officially withdraw from that course by the official census date of the semester, may be administratively withdrawn from that course and receive a grade of “X” or “F” as determined by the instructor. Instructors are responsible for clearly stating their administrative drop policy in the course syllabus, and it is the student’s responsibility to be aware of that policy.

It is the student’s responsibility to verify administrative drops for excessive absences through MySPC using his or her student online account. If it is determined that a student is awarded financial aid for a class or classes in which the student never attended or participated, the financial aid award will be adjusted in accordance with the classes in which the student did attend/participate and the student will owe any balance resulting from the adjustment.

### **Due Dates**

All assignments are due on the days listed on the syllabus calendar. ***Late assignments will not be accepted (see above).*** If, for some odd reason, the calendar must be changed, then it will be noted in class.

### *Compositions*

All compositions are due on the dates on the course calendar. No final draft of an essay will be accepted without its planning work and rough draft.

### *Final Reading*

Attendance of--and participation in--the final reading is required. The only exception is an illness accompanied with a physician's note, in which case an additional 2000 word essay will stand in for the reading's grade.

### **Student Code of Conduct Policy**

Any successful learning experience requires mutual respect on the part of the student and the instructor. Neither instructor nor student should be subject to others' behavior that is rude, disruptive, intimidating, aggressive, or demeaning. Student conduct that disrupts the learning process or is deemed disrespectful or threatening shall not be tolerated and may lead to disciplinary action and/or removal from class.

### **Plagiarism and Cheating**

Students are expected to do their own work on all projects, quizzes, assignments, and papers. Failure to comply with this policy will result in an F for the assignment and can result in an F for the course if circumstances warrant.

*Plagiarism violations include, but are not limited to, the following:*

- Turning in a paper that has been purchased, borrowed, or downloaded from another student, an online term paper site, or a mail order term paper mill;
- Cutting and pasting together information from books, articles, other papers, or online sites without providing proper documentation;
- Using direct quotations (three or more words) from a source without showing them to be direct quotations and citing them; or
- Missing in-text citations.

*Cheating violations include, but are not limited to, the following:*

- Obtaining an examination by stealing or collusion;
- Discovering the content of an examination before it is given;
- Using an unauthorized source of information (notes, textbook, text messaging, internet) during an examination, quiz, or homework assignment;

- Entering an office or building to obtain unfair advantage;
- Taking an examination for another;
- Altering grade records;
- Copying another's work during an examination or on a homework assignment;
- Rewriting another student's work in Peer Editing so that the writing is no longer the original student's;
- Taking pictures of a test, test answers, or someone else's paper.

### **Syllabus Calendar**

All the due dates for work are on the course calendar. And, while the due dates probably will not be moved, the teacher reserves the right to make changes to the calendar because of unforeseen events and the havoc they might wreak upon the schedule. In most cases, though, refer to the calendar for the dates assignments are due. If you don't know the day any given assignment is due, then ask the teacher.

### **Email Policy**

Due to privacy concerns, the teacher will not discuss grades through email. If you would like to talk about your grades or assignments, please make an appointment (using email, if necessary) for this purpose. (See the teacher schedule at the beginning of the syllabus.)

## **S.P.C. Faculty Handbook References:**

### **4.1.1.1. Diversity Statement**

In this class, the teacher will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By promoting diversity and intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

### **4.1.1.2. Disabilities Statement**

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302 or 806-296-9611.

### **4.1.1.3 Non-Discrimination Statement**

South Plains College does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

### **4.1.1.4 Title IX Pregnancy Accommodations Statement**

If you are pregnant, or have given birth within six months, Under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a Title IX pregnancy accommodations request, along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email [dburleson@southplainscollege.edu](mailto:dburleson@southplainscollege.edu) for assistance.

### **4.1.1.5 Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked Questions, please refer to the Campus Carry page at: <http://www.southplainscollege.edu/campuscarry.php>

### **COVID Course Syllabus Statement**

While South Plains College does not mandate COVID vaccinations or face masks, it is **HIGHLY RECOMMENDED** for students, faculty, and staff to be both vaccinated in order to prevent spreading and catching COVID-19.

### **COVID guidelines**

Consistent with the latest CDC recommendations, we have revised our guidance for students, faculty, and staff who have a known exposure or have tested positive. Anyone with a known exposure should wear a mask for 10 days and should seek a COVID-19 test on day five after exposure. If you test positive or develop symptoms, you should immediately self-isolate and seek a COVID-19 test. Please immediately notify your instructor, supervisor, and DeEtte Edens, Associate Director of Health and Wellness, any time you test positive for COVID-19. Anyone who tests positive is required to self-isolate for five days. Following the five-day isolation period, if you are asymptomatic or your symptoms are resolving, you may return to work or class but should wear a mask for five additional days. **If you are still symptomatic, please contact DeEtte Edens at [dedens@southplainscollege.edu](mailto:dedens@southplainscollege.edu) or 806-716-2376 prior to your return date.**

### **Teleconferencing (Zoom meetings) Policy:**

*While you are attending class on Zoom, please obey these policies:*

- Dress appropriately for the classroom (if it's not socially appropriate to wear in face-to-face classes, please do not wear it on Zoom)
- Do not smoke or vape.
- Do not drink alcoholic beverages.

- Do not consume any illicit and/or illegal substances.
- You must be present on Zoom. (I will take attendance AND I will do random camera checks.)
- **The Zoom classroom will be locked 1 minute after the official beginning of class time. If you are late, you will not be admitted.**

**In order to attend virtual classes, please note the following conditions:**

1. You must join Zoom on YOUR OWN Zoom instance (and not sit in on another student's instance of Zoom).
2. Lack of technology will not be an acceptable excuse for missing class via Zoom (if you find your phone or computer to be unable to access Zoom, I suggest signing in at the SPC-Levelland Technology Center lab, SPC-Levelland Library lab, or the computer labs at the Lubbock, Reese Center, and Plainview campuses.)
3. Your attendance will only be counted in class if you are on your own Zoom instance under your own legal name (nicknames or the like are not allowed, neither will an instance labeled only "iPhone").
4. Your work will only be accepted in a given day if you are on your own Zoom instance under your own legal name (see item #3 for unacceptable Zoom instance names).
5. Failure to adhere to these conditions will result in removal from the class that day, and if continued, removal from the course.

**COURSE AGREEMENT:**

**Remaining enrolled in this class constitutes agreement with this syllabus.**