COURSE DESCRIPTION:
Practical experience in the techniques of imaginative writing. May include fiction, nonfiction, poetry, screenwriting, or drama. (3 Lec.)

COURSE PREREQUISITES: ENGL 1301 and ENGL 1302 and have met TSI standards in reading and writing.

COURSE MATERIALS/SUPPLIES NEEDED: 0

Text:
No textbook required. All course materials and readings will be provided as digital sources and links within Blackboard.

CORE OBJECTIVES AND STUDENT LEARNING OUTCOMES (SLOs):
Upon successful completion of this course, students will: 1. Demonstrate knowledge of individual and collaborative creative writing processes. 2. Analyze, interpret, and evaluate a variety of texts (from professional and student writers) for logical, ethical, and aesthetic uses of the elements of creative writing. 3. Write in a style that clearly shows (not tells) a significant content/message of the human condition, applies appropriate genre structure, and is error-free in mechanics (grammar and punctuation). 4. Develop ideas and
apply the major elements of poetry, short story, and memoir within focused drafts, including one or more publication-submission-ready manuscripts. 5. Apply the conventions of publisher’s style requirements for specific creative writing genres (poetry, short story, memoir) in final drafts (publication-submission ready manuscripts).

**Course Outline:**
This course is available through eCampus Blackboard. This is a course management software platform for use by students and faculty. Course information, communication, and grades will be accessible through this system. Students must have an email address to access the eCampus system. Email addresses may be acquired for FREE through a variety of sources.

Students are NOT REQUIRED TO OWN A COMPUTER. You ARE REQUIRED to utilize a computer for this course. As a student enrolled in the DCCCD, you have access to computers that are located in areas designated for student use.

It is your responsibility to become familiar with eCampus and check it regularly. Please note that if you have trouble with eCampus you must call technical support at: 972-669-6402.

The content for this course is arranged in Lessons in eCampus Blackboard:

- Lesson 1  Introduction to Creative Writing
- Lesson 2  Memoir
- Lesson 3  Short Story
- Lesson 4  Poetry
- Lesson 5  Editing and Revising

Assignments and corresponding due dates are located at the eCampus location with the content area labeled Lessons. Assignments are to be submitted electronically.

**Evaluation Procedures:** Evaluation Techniques and Grading Legend
All assignments for this course are structured as discussions. Each discussion assignment is worth 100 points. Therefore, all graded activities are of equal value/weight when calculating your final grade.

**Late work will not be accepted. You must submit all work on time by the posted deadlines.**
LETTER GRADE LEGEND

At the end of the semester, a final letter grade will correspond to the following point averages:

A: 90-100
B: 80-89
C: 70-79
D: 60-69
F: 0-59

INSTRUCTOR ATTENDANCE POLICY:
Students must begin attendance in all classes of enrollment. No exceptions. Financial Aid will not be granted to students who have been certified as not attending, by the certification date. For this lecture course, your physical participation in class, on or before the certification date will allow you to receive credit for FA purposes. For certification dates, check with the division or FAO for further information. Students, who are not certified as beginning class, are responsible for any payments due as a result of non-certification, to include the dropping of courses.

Whether you are enrolled in a face-to-face, hybrid or online course, attending class is important. In a face-to-face course, sometimes a student is physically there, but mentally "somewhere else." In an online course, there is little social pressure to be there or pretend to be there, but if you don't visit the course site regularly, you won't get much from the course and will find it difficult to get a good grade.

In this Fine Arts Appreciation course, content is available online. Here are some ideas to keep in mind.

Check the course site regularly.
Even if you don't have specific assignments to complete, check the course site and your email regularly. Your instructor will make announcements, new postings will appear in discussion forums, and other plans may undergo subtle changes. Regular checks will help you remember all that you need to get done.

Plan on spending at least two hours of work time for every credit hour that the course receives.
As a general rule of thumb, a course assumes that you will attend for as many hours are listed in the credit hours, then do homework and prepare in an equivalent number of hours during each week. In an online course, the distinction between attendance and study hours is removed, but the same amount of time is necessary. This is a minimum amount of time. In actual practice, many courses will take many more hours of study.

Your instructor can tell if you are visiting the course site.
There are tools in Blackboard Course Info that allow your instructor to get general statistics about how often you visit the course site. Sometimes, they can even tell you have visited specific parts.

You will have to show your instructor the quality of your participation.
Statistical tools in Blackboard won't let your instructor know if you understand what you read, if you enjoy or dislike aspects of the course, or if you are succeeding as a
student. That is up to you. Your assignments, postings, and instructor communication will show the quality of your work.

You are expected to communicate with both the instructor and your classmates. Don't wait to be asked to communicate. Send your instructor questions. Post messages to other students. Ask questions and share your ideas.

**CELL PHONES, ELECTRONIC DEVICES:**
Students are expected to turn cell phones to silent during class time. Use of cell phones and laptops will be incorporated into class activities as directed by professor.

**ACADEMIC HONESTY:**
Academic honesty is expected, and integrity is valued in the Dallas County Community Colleges. Scholastic dishonesty is a violation of the Code of Student Conduct. Scholastic dishonesty includes, but is not limited to, cheating on a test, plagiarism, and collusion. See section headed “Plagiarism” for instructor’s policy.

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**Plagiarism**
Your instructor will submit your essays to SafeAssign for a plagiarism check. Plagiarism is a serious offense that can have significant impact on your status as a college student. If your work reflects plagiarism, it will not be counted and will be assigned a grade of zero.

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As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the DCCCD Code of Student Conduct published in the DCCCD Catalog. More information is available at [https://www1.dcccd.edu/catalog/ss/code.cfm](https://www1.dcccd.edu/catalog/ss/code.cfm).

**INSTITUTION POLICIES: 9.1**
Students with Disabilities: If you are a student with a disability and/or special needs, or if you think you may have a disability, please contact the college Disability Services Office (DSO). Please note that all communication with DSO is confidential. If you are eligible for accommodations, please request that the DSO send your accommodation letter to me as soon as possible (students are encouraged to contact DSO at the beginning of the semester). For more information regarding the College Disability Services Office, please visit the Student Services website: dcccd.edu/DS Offices or contact DC-CCD Office of Institutional Equity at (214) 378-1633. For information at Mountain View call 214-860-8677.

A Note on Harassment, Discrimination and Sexual Misconduct: We are committed to assure all community members learn and work in a welcoming and inclusive environment. Title VII, Title IX and DCCCD policy prohibit harassment, discrimination and sexual misconduct. If you encounter harassment, sexual misconduct (sexual harassment, sexual assault, stalking, relationship violence, stalking), retaliation or discrimination based on race, color, religion, age, national origin, disability, sex, sexual orientation, gender identity, and/or gender expression, please contact your College Title IX Coordinator or the Office of Institutional Equity. We treat this information with the greatest degree of confidentiality possible while also ensuring student welfare and college safety.

- College Title IX Coordinators: Mountain View College: Regina Garner TitleIX-MVC@dcccd.edu 214-860-8561
Please visit http://www.mountainviewcollege.edu/Academics/Documents/InstitutionalPolicies.pdf for a complete list of institutional policies (Stop Before You Drop; Withdrawal Policy; Repeating a Course; Financial Aid; Academic Dishonesty; Americans with Disabilities Act Statement; Religious Holidays; and Campus Emergency Operations Plan and Contingency Plan.).

**DISCLAIMER RESERVING RIGHT TO CHANGE SYLLABUS:**
The instructor reserves the right to establish the guidelines for the ONLINE, HYBRID, and/or FACE-TO-FACE class settings. The instructor reserves the right to maintain decorum and to remove from class anyone who behaves in a manner that disturbs the instruction process.

The instructor is charged by the college with the responsibility for maintaining the classroom environment and the instructor’s decision is final. Any student having problems with the course should consult the instructor. Rudeness, disrupting the class, disrespecting other students or the instructor will result in the student being removed from the class. If that occurs, the student will be required to have a personal conference with the instructor.

**ONLINE CLASSROOM POLICIES**

These are applicable for student activities within the eCampus or other directed online environments for online sections, hybrid sections, and face-to-face sections.

Discussion Board responses, emails, and all other correspondence among faculty and students enrolled in this class are expected to conform to the level of conduct that would be expected in a regular classroom. Students should feel free to express disagreement with the instructor and other students but it must be done in a manner which is not verbally abusive, threatening, or harassing. Communication among students is encouraged but must end if one of the parties requests that it be terminated.

Students will not send unsolicited email espousing a cause, religion, or activity to other class participants and will not add other class participants to any listserves or other entity which distributes unwanted email or material.

Violation of these guidelines may result in disciplinary action against the offending student. This action can include termination of the student's participation in the class and a grade of F.

**DISCUSSION BOARD POLICIES**

COMMENTS BY USERS ARE NOT ENDORSED BY DCCCD: The DCCCD does not necessarily endorse, support, sanction, encourage, verify, or agree with the comments, opinions, or statements posted on the Discussion Board. Any information or material placed online, including advice and opinions, are the views and responsibility of those who post the statements.

**USE OF THE DISCUSSION:**

In this course, your right to use the Discussion Board is limited to class activities. You may not give or supply your password or ID to others to use. You may
not authorize others to use the Discussion Board, and you are responsible for all use of the Discussion Board in your name. You agree not to use any obscene, indecent, or offensive language or to place on the Discussion Board any material that is defamatory, abusive, harassing, or hateful. Further, you may not place on the Discussion Board any material that is encrypted, constitutes junk mail or unauthorized advertising, invades anyone's privacy, or encourages conduct that would constitute a criminal offense, give rise to civil liability, or that otherwise violates any local, state, national or international law or regulation. You agree to use the Discussion Board only for lawful purposes of this online course and you acknowledge that your failure to do so may subject you to academic, civil and criminal liability. You are responsible for ensuring that any material you provide to or post to the Discussion Board, including but not limited to text, photographs, and sound, does not violate the copyright, trademark, trade secret or any other personal or proprietary rights of any third party or is posted with the permission of the owner(s) of such rights. Music files etc. may not be distributed in this Discussion Board or within this course. Material on the Discussion Board is for your academic course use only. The Discussion Board contains copyrighted and other proprietary information. You may not in any way make commercial or other unauthorized use, by publication, re-transmission, distribution, performance, caching, or otherwise, of material obtained through the Discussion Board, except as permitted by the Copyright Act or other law. You agree neither to disrupt or interfere with the Discussion Board, nor to alter or tamper with any information or materials on or associated with the Discussion Board. You acknowledge that your Instructor may review and archive the content of all discussions and sites linked to and from this Discussion Board and that you are responsible for the content or actions of any other sites linked to or from this Discussion Board. Your linking to the Discussion Board is restricted to sites pertinent your online course assignments.

USE OF MATERIAL SUPPLIED BY YOU:
Postings to and communications with the Discussion Board are not private. You grant MVC the unrestricted right to use, reproduce, archive, translate, transmit and distribute any material you supply or communicate to the Discussion Board.

MATERIALS POSTED BY OTHERS:
You agree that the Instructor is not responsible, and shall have no liability to you, with respect to any information or materials posted by others, including defamatory, offensive or illicit material.

INDEMNIFICATION:
You agree to indemnify MVC and its affiliates, agents and representatives, and to hold them harmless, from any and all claims and liabilities (including attorneys fees) which may arise from your submissions, from your unauthorized use of material obtained through the Discussion Board, or from your breach of this Agreement, or from any such acts through your use of the Discussion Board.

EDITING AND DELETIONS:
Your course Instructor reserves the right, but undertakes no duty, to review, edit, move, or delete any material provided for display or placed on the Discussion Board, in its sole discretion, without notice.

DISCLAIMER OF WARRANTY AND LIMITATION OF LIABILITY:
You acknowledge that you are using the Discussion Board at your own risk. Your Instructor and MVC and its affiliates do not represent or warrant that access to the discussion board will be uninterrupted or that there will be no failures, errors or omissions or loss of transmitted information, or that no viruses will be
transmitted on the Discussion Board. You should have a virus check program installed on your computer.

**TERMINATION:**
Your Instructor has the right to terminate your ability to access the Discussion Board, for any just reason, without notice. Contact your instructor immediately if this occurs.

**COURSE CALENDAR**

The due dates for assignments and other activities are located within your course site in eCampus Blackboard.

Introduction discussion (Lesson One): 22 January, Monday, 11:55pm

Introduction responses to classmates (Lesson One): 29 January, Monday, 11:55pm

Memoir submission (Lesson Two): 12 February, Monday, 11:55pm

Memoir responses to classmates (Lesson Two): 19 February, Monday, 11:55pm

Short Story submission (Lesson Three): 5 March, Monday, 11:55pm

Short Story responses to classmates (Lesson Three): 19 March, Monday, 11:55pm

Poetry submission (Lesson Four): 2 April, Monday, 11:55pm

Poetry responses to classmates (Lesson Four): 9 April, Monday, 11:55pm

Editing and Revising submission (Lesson Five): 30 April, Monday, 11:55pm

Editing and Revising responses to classmates (Lesson Five): 7 May, Monday, 11:55pm