

**2211G 650: Fundamentals of Creative Writing—Distance Studies, Winter 2023**

*Western University is located on the traditional territories of the Anishinaabek, Haudenosaunee, Līnaapéewak, and Chonnonton Nations, on lands connected with the London Township and Sombra Treaties of 1796 and the Dish with One Spoon Covenant Wampum.*

**Course Description and Objectives**

Students will explore the fundamentals of creative writing and challenge their creativity through the writing of fiction, literary non-fiction, and poetry. In a workshop setting, students will share their work and provide critical feedback on the work of their peers. Use of basic elements such as image, dialogue, character, voice, plot, theme, and setting will be discussed. Students will consider technique, inspiration, influence, revision, and process through reading, writing, and workshop participation.

**Learning Objectives**

Upon successful completion of this course, the student will have demonstrated the ability to

- identify the fundamental elements of creative writing (plot, character, dialogue, etc.)
- analyse and discuss published fiction, poetry, and creative non-fiction
- write in three genres
- provide classmates with critical feedback
- incorporate feedback into revisions
- communicate with clarity, respect, and care in class forums and written work

**Required Textbook**

Writing 2211G Custom Course Pack available at The Book Store at Western

**Course Requirements**

Method of Evaluation	Grade Value	Due Date
Poem	15%	Unit 3 – Final Draft
Creative Nonfiction	20%	Unit 4 – Group Workshop Unit 6 – Final Draft
Short Story Workshop Draft	10%	Units 7-10
Short Story Assignment with Revision Notes	35%	Units 7-10 – Group Workshops Unit 12 – Final Draft
Forum Discussions	10%	Ongoing
Workshop Responses	10%	Ongoing
Total	100%	

### **Assignment Format**

All assignments must be word-processed in a 12-point font; single space your poetry and double space your prose. The title of your assignment, your name, the course, and my name must appear in the top right-hand corner. Please include page numbers, and submit assignments to OWL as Doc files only.

### **Submitting Assignments**

Assignments are due on the date specified in the weekly schedule. **Late assignments will be penalized 2% per day unless you have been granted an extension.** Extensions from me will be **at most 2 days**; longer extensions will require official accommodation (see guidelines below). You must talk to me about extensions *ahead* of the due date and provide a valid reason; extensions are not automatic and cannot be granted retroactively.

In this course, you will be required to submit the final version of each of your written assignments electronically (*.doc files only*), through OWL, to Turnitin.com. No hard copies are required. Do not fax or email assignments; do not drop off assignments anywhere on campus. Also, be aware that you are responsible for keeping copies of all assignments submitted.

**Due Dates for Assignments:** All assignments must be submitted by 9 a.m. on the Monday of the week that they are due.

**Due Dates for Workshops:** All drafts of creative works must be posted in the workshop forums by 9:00 a.m. on Monday of the week that the workshop is taking place. Students will have a full week to offer feedback on each other's assignments. That feedback must be posted by the following Monday at 9:00 a.m.

**Due Dates for Weekly Discussions:** This course is entirely online and asynchronous, so you will be required to participate in weekly OWL discussion forums. These mandatory class discussions are based on the weekly readings and function as the equivalent of class attendance. You will have one week to post your response to the weekly discussion. For example, in week one, you have until the beginning of week two (the following Monday at 9:00 am) to submit your post to the forum discussion on OWL.

**NOTE: the use of racist language, or any language that works against the values of Equity, Diversity, and Inclusion, will not be tolerated.** Before posting, please review all your OWL comments to ensure that they are respectful and appropriate.

### **Office Hours/Email Policy**

I check email on a regular basis Monday to Friday, and will respond to emails within 24-48 hours. I do not check email on weekends.

### Course Ethos

Our class will honour the principles of equity, diversity, and inclusion. We will use each other's preferred and chosen names and pronouns; we will engage in respectful and generous conversation with each other; we will avoid language that is hurtful, violent, or exclusive. My goal is to create an atmosphere of trust, community, and mutual responsibility, where each of us can feel heard and respected.

Please feel welcome to contact me with any concerns you might have during this class.

### Scholastic Offences, Including Plagiarism

Scholastic Offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, which can be found here:

[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.

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 Western and Turnitin.com <http://www.turnitin.com>.

In this course, students are permitted to use AI tools **only** for information gathering and preliminary research purposes. These tools are intended to enhance the learning experience by providing access to diverse information sources. It is essential, however, that students critically evaluate the obtained information, exercise independent thinking, and engage in original research to synthesize, develop, and articulate their own ideas, arguments, and perspectives. The use of AI tools can serve as a starting point for exploration, but students are expected to uphold academic integrity by appropriately attributing all sources and avoiding plagiarism in any form. Note that for all assignments completed outside of class, the instructor can require you to attend an in-person interview to discuss your work before a mark is finalized. Assignments should always reflect students' own thoughts and constitute independent written work. By adhering to these guidelines, students contribute to a responsible and ethical learning environment that promotes critical thinking, supports independent inquiry, and encourages original written contributions. **Do not use AI to generate rough drafts of creative assignments.**

### Intellectual Property and Copyright

All instructor-written materials (e.g., PowerPoints, lecture notes, oral lectures) for this course are created solely for students' personal use within the course and remain the instructor's intellectual property. Further reproduction, fixation, distribution, transmission, dissemination, communication, or any other uses without securing the consent of the copyright owner (the course instructor) may be an infringement of copyright. You may not distribute, email, or otherwise communicate these materials to any other person. These limitations extend to recording, photographing, or sharing lectures (online or in-person) and lecture material without

permission. Posting the instructor's content from this course to online course sharing sites like OneClass or Course Hero without permission is both an infringement of intellectual property law and a violation of academic integrity guidelines. The instructor will pass these cases on to the Western University Ombudsperson or their Department Chair as appropriate.

### **Prerequisites**

**Ensuring you have the correct prerequisite(s) is your responsibility.** 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 this course is: at least 65% in one of [Writing 2101F/G](#), [Writing 2125F/G](#) (or the former Writing 2121F/G), [Writing 2111F/G](#), [Writing 2130F/G](#) or [Writing 2131F/G](#); or at least 65% in one of [Writing 1000F/G](#), [Writing 1030F/G](#), or [Writing 1031F/G](#); or at least 65% in each of [MIT 1020E](#) (or both of [MIT 1021F/G](#) and [MIT 1022F/G](#)) and [MIT 1025F/G](#); or permission of the Department (consult the Undergraduate Program Director, Writing).

### **Academic Accommodation**

Senate language requires all requests for accommodation for a grade component of **10% or more** to go to academic counselling. That same section, however, allows for (and encourages) instructors to deal directly with accommodation requests for grade components less than 10%. Here's the relevant Senate language:

**Accommodation by Instructor for work worth less than 10% of the overall grade in a course:** Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility. A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline.

In arranging accommodation, instructors will use good judgement and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean's office, who will make the determination whether accommodation is warranted. Given the University's Official Student Record Information Privacy Policy ([https://www.uwo.ca/univsec/pdf/academic\\_policies/general/privacy.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf)), **instructors may not collect medical documentation.**

### **Medical Accommodation**

The University recognizes that a student's ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these

matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student's overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean's office (the Office of the Dean of the student's Faculty of registration/home Faculty) together with a request for relief specifying the nature of the accommodation being requested. These documents will be retained in the student's file and will be held in confidence in accordance with the University's Official Student Record Information Privacy Policy. Once the petition and supporting documents have been received and assessed, appropriate academic accommodation shall be determined by the Dean's Office in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty. Academic accommodation shall be granted only where the documentation indicates that the onset, duration, and severity of the illness are such that the student could not reasonably be expected to complete their academic responsibilities. (Note – it will not be sufficient to provide documentation indicating simply that the student “was seen for a medical reason” or “was ill.”)

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner.”

#### **Documentation from Family Physicians/Nurse Practitioners and Walk-In Clinics**

A Western Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. An SMC can be downloaded at [http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf).

#### **Documentation from Student Health Services**

At the time of illness, students should make an appointment with a physician/nurse practitioner at Student Health Services. During this appointment, request a Student Medical Certificate from the Physician/Nurse Practitioner.

#### **Documentation from Hospital Urgent Care Centres or Emergency Departments**

Students should request that an SMC be filled out. Students may bring this form with them, or request alternative Emergency Department documentation. Documentation should be secured at the time of the initial visit to the Emergency Department. Where it is not possible for a student to have an SMC completed by the attending physician, the student must request documentation sufficient to demonstrate that their ability to meet their academic responsibilities was seriously affected.”

**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 with disabilities work with Accessible Education** (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here:

[https://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/Academic%20Accommodation\\_disabilities.pdf](https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic%20Accommodation_disabilities.pdf)

**Students who are in emotional/mental distress** should refer to MentalHealth@Western: (<https://www.uwo.ca/health/psych/index.html>) for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519-661-3030 (during class hours) or 519-433-2023 after class hours and on weekends.

### **Religious Accommodation**

Students should consult the University's list of recognized religious holidays and should give reasonable notice in writing (email), prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar.

### **Statement on Gender-based Sexual Violence**

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced gender-based or sexual violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts, [here](#). To connect with a case manager or set up an appointment, please contact [support@uwo.ca](mailto:support@uwo.ca).

### **Other Student Support Services**

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>