



ENGLISH 578.01W MEMOIR COURSE SYLLABUS: FALL 2015

Instructor: Dr. Robin Anne Reid
Office: Hall of Languages 125
Office Hours: Online: 10:00 a.m.-11:30 a.m.
Face to Face: Wednesdays 2:00 p.m. -3:30 p.m.
Thursdays 3:00 p.m. -4:30 p.m.; and by appointment

Time Zone: Central United States

Office Phone: 903-886-5268
Office Fax: 903-886-5980
Email: Robin.Reid@tamuc.edu (Preferred form of communication)

I check my email several times a day during the week and at least once a day on weekends.

I have online office hours for checking the Virtual Office in my classes and/or communicating with learners via email. Questions posted in the Virtual Office will be answered within 24 hours during the week.

I have face/face office hours two days a week for students who wish to meet with me.

If students are not free during that time, they may email to make an appointment for another time when we are both free.

COURSE INFORMATION

Required Textbooks

No textbook is required. With the wealth of information available online (about the process of writing, about publishing and selling one's work, not to mention all the online creative outlets plus professional organizations), I have prepared a (growing) list of online resources for my creative writing students which I provide in class rather than assigning textbooks.

Course Description

English 578 is a workshop in writing poetry, fiction, non-fiction prose, or screenplays. Extensive writing and peer critiques. May be repeated for credit with the emphasis changes.

The genre focus Fall 2015 is MEMOIR.

The reason this course is "memoir" rather than "autobiography" is that memoirs tend to can focus on one or two important selected events rather than try to cover an entire life. For the purpose of this course, I also allow flexibility in the type of memoir learners choose to write: a traditional memoir (about their own lives); a fictional memoir based on another's life, such as an ancestor, fictional character (their own, or some other creator's—fanfic is allowed), or historical character.

The only restriction on the fictional memoirs is that writers *may not* write a memoir about anyone who is living today for reasons of personal privacy and ethics.

Learning Outcomes

Learners will demonstrate they can:

1. Engage in a writing process that incorporates revision based upon instructor and peer feedback.
Assessed by: Changes in selected writing assignments from first to final draft and self-assessment in writing journals.
2. Critique their classmates' rough drafts by identifying structural elements using correct terminology, describing the impact of the drafts on themselves as reader, and offering constructive criticism for revision.
Assessed by: Selected peer responses.
3. Understand and use basic literary conventions of the genre of memoir in their own work.
Assessed by: the Writing Journal and the final drafts.
4. Research, evaluate, and describe three appropriate markets to which they could submit work for publication in the future.
Assessed by: Market Reports.

5. Engage in a process of critical self-reflection about their work and learning and writing processes.
Assessed by: Writing Journal.

Course Requirements

Learners will:

- ✓ Access and follow all course instructions found in the content area (navigation bar) of the online course platform.
- ✓ Read all online materials (assignments, handouts, and instructor feedback and rubrics in the gradebook).
- ✓ Complete and submit assignments electronically using the online course platform's tools/tabs for the Dropbox.
- ✓ Use the Writing Workshops in the external program, Dropbox.com, to give feedback to classmates.
- ✓ Access their grades in the Pearson LearningStudio (eCollege) gradebook, including the rubrics in the gradebook and comments on drafts uploaded to the assignment Dropboxes.
- ✓ Use the Virtual Office to post questions about class assignments.

COURSE STRUCTURE

This is a fully online course led by the instructor. The class schedule in this syllabus identifies due dates for assignments.

The course is composed of weekly learning units and a series of assignments and assessments to assist learners in achieving the course learning objectives.

The assignment handouts found on the course shell in the Home Page and in the Weekly Units contain detailed information on due dates, objectives, required content, format, structure, along with information on resources, and grading rubrics. I expect those handouts to be studied, whether online or via a hard copy that is printed out, read, and annotated if necessary.

Any questions about the assignments should be posted in the Virtual Office.

COURSE ASSESSMENT

Each assignment will be assessed according to the criteria on the assignment handouts. I will complete the rubrics and enter the grades, and include feedback on drafts on how to revise.

Any questions about grades should be sent to me at my university email.

Brainstorming exercises and rough drafts are graded entirely on effort on effort: turn your draft in on time and receive full credit as long as the draft shows some effort has been made to address assignment requirements.

Revisions are graded partially on effort and on evidence of global revision (meaning that changes on the paragraph level or greater have been made, including cutting, writing new material, moving or restructuring material, rather than surface editing of grammar, mechanics, or style).

Final drafts are graded on the quality of the work produced and the effectiveness of the revision including both global revisions and editing (grammar, style, and mechanics).

Learners should prioritize work based on the amount of points each assignment is worth and the number of criteria used in evaluation. The higher the percentage and greater the number of criteria, the more time needs to be spent on the assignment. Remember time for revision is built into the course.

GRADING

The final class grade is based on the number of points earned. You will be able to access your grade, see the points earned, and read feedback on the assignments you've turned in as soon as I grade the work and enter the points. I email the class and post an announcement when I have graded a group of assignments.

The gradebook function in our course shell also will give you the percentage of points you have earned. The points will be translated to a final letter grade using the following equivalencies:

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

NOTE: To access the rubric and feedback for your work, click on the blue hyperlink grade to access the Dropbox where I've uploaded drafts with

comments. These comments give you suggestions for revision and editing the drafts. Be sure to review them before turning in a revision.

If at any time you have a question about the comments or concern about your grade (which only you and I can access), please contact me (by email) or come to visit me during my office hours. If we are unable to resolve your concern, you may then wish to meet with your program director (see the **Department Grievances Procedure** on p. 18-19).

Please do not post about grades in the Virtual Office which is a public space.

Methods of Evaluation

Assignments in a creative writing class reflect the activities published writers do to develop a project: brainstorming, getting feedback, writing drafts, getting feedback, revising after feedback, revising further, researching potential publication markets, revising some more, preparing submissions, and sending work off to editors.

In this class, you will be doing all of the activities listed except for the last two: I do not require you to send work off to editors. The reason I do not require those last steps is because a semester long class is not sufficient time to create a work that is ready to submit. If you will finish this class with a promising draft that you could develop in the future and submit if you wish, I consider that a success.

"Grading" creative writing is difficult especially if one is devoted to the philosophy of process which is that that good writing comes from multiple revisions. A grade shuts down revision.

In the real world, of course, writing is never graded, but readers make judgments all the time: to read or not to read, often after only a paragraph or two. Editors have only two grades: pass (they'll print it) or fail (they reject it). Perhaps some will print it after you do some revisions.

The ideal writing workshop would not grade writing, but a class in the university system requires a final grade.

I grade learners in this class on effort, participation, quality of peer responses and self-reflection, market research, and improvement in their work as well as on the quality of the revised draft.

Assignment Categories and Points

Intro & Syllabus Discussion	100 points (Extra Credit)
Brainstorming Discussion	500 points
Rough Drafts (2 @ 500)	1000 points
Revision (1)	1000 points
Final Draft	2000 points
Peer Responses	3000 points
Writing Journal	1000 points
Market Report	1000 points

The assignment handouts in LearningStudio contain detailed information on due dates, objectives, required content, format, structure, along with information on resources, and grading rubrics. I expect those handouts to be studied, whether online or via hard copy that is printed out, read, and annotated if necessary.

The assignment handouts are posted in the appropriate unit (at the unit home page, on the assignment Dropbox or in the discussion associated with the assignment). Please ask any questions you have about the assignment handouts in linked discussion: there is also the Virtual Office Discussion, at the top of the Navigation Tree, for questions about class that may not be associated with any specific handout.

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled browser. For PC users, the suggested browser is Google Chrome or Mozilla Firefox. For Mac users, the most current update of Firefox is suggested.
- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.

- *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. [Browser Check](http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browsset)
http://help.ecollege.com/LS_Tech_Req_WebHelp/en-us/#LS_Technical_Requirements.htm#Browsset

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (*version 17 or later*)
<https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.
- For additional information about system requirements, please see: [System Requirements for LearningStudio](https://secure.ecollege.com/tamuc/index.learn?action=technical)
<https://secure.ecollege.com/tamuc/index.learn?action=technical>

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx). <http://www.tamuc.edu/myleo.aspx>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit [Pearson 24/7 Customer Support Site](http://247support.custhelp.com/) <http://247support.custhelp.com/>

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson LearningStudio Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat or by phone.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems.

These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support

Go to the following link [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/)- created to serve you by attempting to provide as many resources as possible in one location.
<http://www.tamuc.edu/admissions/onestopshop/>

Go to the following link [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/)- focused on providing academic resources to help you achieve academic success.
<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.ls.phone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

LEARNINGSTUDIO NOTIFICATIONS

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

COURSE, DEPARTMENT & UNIVERSITY POLICIES

NOTE: Unless marked as [Department of Literature and Languages] or [Course], the policies below are Texas A&M University-Commerce Policies.

By staying in the class after reading this syllabus, you are obligated contractually to meet class requirements and follow *all* class, department, and university procedures.

Please note that the Department of Literature and Languages and Texas A&M-University-Commerce have implemented new procedures relating to student grievances and academic dishonesty.

The full text of the relevant materials has been uploaded to Document Sharing (in the Policies and Procedures Folder) for students to review. The brief summaries provide in this syllabus are provided for basic information and do not replace the full university documents.

Academic Dishonesty

The text below is copied from the university procedure: 13.99.99.R0.10

Graduate Academic Dishonesty Definitions

Academic dishonesty includes the commission of any of the following acts.

This listing is not, however, exclusive of any other acts that may reasonably be called academic dishonesty.

Clarification is provided for each definition by listing some prohibited behaviors

ABUSE AND MISUSE OF ACCESS AND UNAUTHORIZED ACCESS: Students may not abuse or misuse computer access or gain unauthorized access to information in any academic exercise.

CHEATING: Intentionally using or attempting to use unauthorized materials, information, notes, study aids or other devices or materials in any academic exercise. Unauthorized materials may include anything or anyone that gives student assistance, and has not been specifically approved in advance by the instructor.

COMPLICITY: Intentionally or knowingly helping, or attempting to help, another to commit an act of academic dishonesty.

FABRICATION: Making up data or results, and recording or reporting them; submitting fabricated documents.

FALSIFICATION: Manipulating research materials, equipment, or processes, or changing or omitting data or results such that the research is not accurately represented in the research record.

FORGERY: Making a fictitious document, or altering an existing document, with the intent to deceive or gain advantage.

MULTIPLE SUBMISSIONS: Submitting substantial portions of the same work (including oral reports) for credit more than once without authorization from the instructor of the class for which the student submits the work.

PLAGIARISM: The appropriation of another person's ideas, processes, results, or words without giving appropriate credit. [See the Department of Literature and Languages Plagiarism Statement for further details and information on the requirements for MLA attribution which apply in this course and the Course Policy on Plagiarism.]

SPECIAL NOTE REGARDING GROUP PROJECTS: If someone in a group commits academic misconduct, the entire group could be held responsible for it as well. It is important to document clearly who contributes what parts to the joint project, to know what group members are doing, and how they are acquiring the material they provide.

UNIVERSITY RULES ON RESEARCH: Students involved in conducting research and/or scholarly activities at Texas A&M University-Commerce must also adhere to standards set forth in 15.99.03.R1 Ethics in Research and Scholarship.

VIOLATION OF DEPARTMENTAL OR COLLEGE RULES: Students may not violate any departmental or college rule relating to academic matters.

Academic Dishonesty Reporting Procedure

Procedure 13.99.99.R0.10 Graduate Student Academic

The faculty member will submit a copy of the Graduate Student Academic Dishonesty Form to the Office of Graduate Studies with copies sent to the student, student's major Department Head/Director, the Academic Dean/Director of School, and the Provost's office as soon as is practicable, preferably within ten (10) university business days of discovery of the alleged incident.

If the Office of Graduate Studies determines this alleged incident is a first offense, the faculty member will be notified. If student accepts responsibility for charge, and accepts/agrees with penalty (as determined by faculty member which may be a grade reduction for course, a zero for the assignment, requirement for extra requirements or training, or a combination of the above), then that concludes the disciplinary action.

The faculty member must send the records of the penalty by submitting the Faculty/Staff Adjudication of First Offense of Graduate Student Academic Dishonesty Form to the Provost Office, Academic Dean/Director of School, and Department Head/Director as soon as practicable, preferably within five (5 days) of the agreement.

A student may appeal the charge or the penalty by writing to the Department Head/Director, and then to the Academic Dean/Director of School. The decision of the Academic Dean/Director of School regarding the student's appeal of a first offense is final. The Academic Dean/Director of School must include the decision on the Student's Appeal of First Offense of Graduate Academic Dishonesty Form, submit the form and a copy of the

records of the appeal for the first offense to the Provost Office as soon as practicable, preferably within five (5) university business days of the appeal decision.

If the Office of Graduate Studies determines that the student has a previous finding of academic dishonesty on file, the disciplinary process will immediately be transferred to the jurisdiction of the Academic Dean/Director of School. (See section 2.8). A second offense may result in separation (suspension or expulsion) from the University. The Academic Dean/Director of School adjudicates all such cases via the hearing process in section 3 and may impose less severe sanctions if the circumstances warrant.

Drop Policy: The university drop procedure allows for an online process.

Students who are eligible may drop their classes through their myLeo with a "Q" drop grade without Instructor approval.

This procedure does not apply to students with advising holds (Athletes, International Students, Honor Students, University College students etc.). If you have an advising hold, you will have to complete a Drop/Add form and get approvals manually and turn the form in to the Registrar's Office for processing.

NOTE: The process of dropping is manually done at the Registrar's office and is not automatically posted when you submit the form through myLeo.

The Drop/Add form is located online at: [TAMUC Drop Form](#)

<https://www.tamuc.edu/admissions/registrar/documents/2012DropForm.pdf>

The deadline to drop with a "Q" drop grade can be found on the Academic Calendar at: [TAMUC Academic Calendar](#)

<http://www.tamuc.edu/admissions/registrar/academicCalendar.aspx>

The drop process steps are:

- Go to myLeo
- Go to Registration, Records & Grades
- Registration
- Register/Add or Drop Classes
- Select a Term
- Under "Action", click on Course Drop
- Click on "Submit Changes" at bottom form

If you only are enrolled in one class or need to drop all your classes, you will not be able to drop through the online procedure. The Withdrawal Form is available at: [TAMUC Withdrawal Form](#)

<http://www.tamuc.edu/admissions/registrar/documents/studentWithdrawal.pdf>

These forms must be turned in to the Registrar's Office for processing.

Incomplete Grades: The Incomplete grade is reserved for those students who have been active in class and have maintained a passing grade until nearly the end of the course. If circumstances in the last two weeks of the semester (following the final course drop deadline) make it impossible for a student to hand in the last assignment(s), then the Incomplete can be granted. The student must request the incomplete grade and supply documentation concerning the circumstances that have made it impossible for course work to be completed.

Students who have failed to turn in assignments in earlier weeks are *not* eligible for an Incomplete and will not be granted one. Anyone who is unable to complete the work in the semester they are enrolled will not be able to do it alone in the following term.

If the missing work is not handed in by the end of the following year, the grade automatically goes to an F in accordance with university policy. There is no appeal for that grade change.

As this class is an online class you should be aware of the following university policy: You will be required to complete the course outside of the Pearson LearningStudio (eCollege) platform. The class platform is available for student access for only two weeks after the close of each semester.

Late Work: Late work is penalized 25% of the total points the assignment is worth.

In this class, "late" means any time after the No Penalty Zone (NPZ) **without a documented medical or technological excuse.**

As all the writing assignments are weighted toward rewarding effort and allow revision, your best strategy for success in the class is to turn all your work in on time, not trying to revise the brainstorming and rough drafts before turning them in, understanding that rough drafts are graded on effort

not quality; that revision is built into the class, and that later grades are based in part on the amount and quality of revision.

No Penalty Zone (NPZ): The No Penalty Zone is a concept I created for my online courses. The NPZ is an automatic extension of the writing assignment and presentation deadlines.

The deadline for turning work in is 11:30 p.m. U. S. Central Time on the assignment date. The NPZ is an automatic extension (you do not need to ask) of 24 hours for an "on time due date" of 11:30 p.m. the next day.

As long as the work is turned in within that 24 hours period, it is "on time" in terms of grade criteria (and qualifying for a peer response).

However, if problems keep you from completing work by the NPZ, email me with the explanation by the NPZ and tell me when (within three days) the assignment will be submitted.

Late work may not be graded as quickly because I prioritize work that has come in on time over late work, but there will not be a late penalty as long as you have communicated with me.

The only way to fail in this class is to fail to turn in work or to fail to do any revision.

NOTE: If you have a medical condition, emergency or some other situation (professional or personal) which affects your ability to do the work for this class, please email me as soon as possible, and I will allow further short extensions.

If this situation is short-term (3-4 days), no external documentation is needed. If it will affect your work for seven days or more, then please submit documentation.

WARNING: Always aim to complete your work by the official deadline. Then, if life intervenes, you have a safety net.

Plagiarism

Department of Literature and Languages Policy: Instructors in the Department of Literature and Languages do not tolerate plagiarism. Instructors uphold and support the highest academic standards, and learners are expected to do likewise. Penalties for learners guilty of plagiarism can

include disciplinary probation, suspension, and expulsion. (Texas A&M University-Commerce Code of Student Conduct 5.b [1, 2, 3])

Creative Writing and Plagiarism Issues

The standard guidelines for research and citation do not apply in a creative writing course. However, there are still ethical and legal implications for authors of fiction and memoirs including some memorable recent cases about "fake" memoirs. Those guidelines are worth keeping in mind for this class, and for your future submissions.

Dierking, Rebecca. "Creative Copying, or in Defense of Mimicry." *The Quarterly* 24.4 (Fall 2002). Online at *National Writing Project*
<http://www.nwp.org/cs/public/print/resource/448>

Hansen, Ron. "The Ethics of Fiction Writing."
<http://www.scu.edu/ethics/publications/submitted/fiction.html>

Review of *Fan Fiction and Copyright: Outside Works and Intellectual Property* by Aaron Schwabach. *Journal of Transformative Works*
Reviewer: Stacey M. Lantagne
<http://journal.transformativeworks.org/index.php/twc/article/view/418/278>

The Department of Literature and Languages defines plagiarism as occurring when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source both in the text of the essay or paper and in a Works Cited page.

Writers (and other artists) often allude to other works or engage in transformative or parodic creations (and I allow fan fiction in my creative writing courses because I believe such work is valid). Writers and other artists also discuss the ethics and methods of such creative acts.

For this class, I will ask that if you are creating a fictional memoir that you clearly identify it in the title or at the beginning of the work.

If you are using historical research for a memoir of an historical character, include an annotated Works Referenced list at the end of your drafts: the annotations need not be lengthy or overly formal. Simply tell us what ideas from the work inspired what parts of your fictional memoir. If you are writing a memoir of your own fictional character (from a larger project), say so at the start; if you are writing a fictional memoir of a character from another author's work, make that clear at the start.

Keep in mind that copying text, word for word, or changing the text only slightly, still counts as plagiarism even in a creative piece.

The first instance of plagiarism on a draft will result in a 0 for that assignment. However, the student may turn in any revision associated with the assignment as long as they complete the Plagiarism Prevention Exercise supplied by the faculty member along with the revision.

The second instance of intentional or unintentional plagiarism will result in the faculty member filing the form required by the **Academic Dishonesty Reporting Procedure** described above.

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See current Student Guidebook).

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)
<http://www.albion.com/netiquette/corerules.html>

Student Grievances [Department of Literature and Languages]

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution.

Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141).

In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

Departmental Chain of Command:

Graduate ENG courses:

1. Professor
2. Director of Graduate Program:
 - a. MA/MS-English: Dr. Susan Stewart
 - b. MA/MS-Applied Linguistics with TESOL emphasis: Dr. Lucy Pickering
 - c. PhD-English: Dr. Donna Dunbar-Odom
3. Dr. Susan Stewart, Assistant Department Head or Dr. Hunter Hayes, Department Head

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: Rebecca.Tuerk@tamuc.edu

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

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Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

CLASS CALENDAR

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

Any changes to the class calendar will be announced on the course website in advance of the week in which the change will occur and will be sent out by the class email.

Fall 2015 University Holidays

Labor Day	1	Sept. 7, 2015
Thanksgiving	2	Nov. 26-27, 2015
Christmas-New Year	7	Dec. 24, 2015-Jan. 1, 2016

The due date for all work during a week is Friday, 11:30 p.m. The No Penalty Zone is Saturday, 11:30 p.m.

Drafts are considered "on time" and eligible for peer response as long as they are uploaded to the Writing Workshop in Dropbox.com for peer response *and* to the individual Dropbox folders in LearningStudio (eCollege) for instructor feedback ***by the No Penalty Zone.***

Week One Aug. 31-Sept. 4

Intro and Syllabus Discussions

Week Two Sept. 7-11 Sept. 7 Labor Day Holiday

Brainstorming Discussion (three posts)

Join Dropbox.com and complete practice comment on test document

Week Three Sept. 14-18

Response to Brainstorming Discussion (respond to all posts by five classmates)

Week Four Sept. 21-25

No work due: work on rough draft(s).

Week Five Sept. 28-Oct. 2

Rough Draft #1 Due

**Upload to LearningStudio Individual assignment
Dropbox for instructor feedback and grade and also in
the shared class folder titled Dropbox.com Writing
Workshop Rough Draft #1. Peer responses will be given in
Dropbox.com**

Week Six Oct. 5-9

Respond to five classmates' Rough Drafts

Week Seven Oct. 12-16

Rough Draft #2 Due

**Upload to LearningStudio Individual assignment
Dropbox for instructor feedback and grade and also in
the shared class folder titled Dropbox.com Writing
Workshop Rough Draft #2. Peer responses will be given in
Dropbox.com**

Week Eight Oct. 19-23

Respond to five classmates' Rough Drafts

Week Nine Oct. 26-30

First Draft Market Report
Writing Journal #1

Week Ten Nov. 2-6

No work due: work on revision.

Week Eleven Nov. 9-13

Revision Due

**Upload to LearningStudio Individual assignment
Dropbox for instructor feedback and grade and also in
the shared class folder titled Dropbox.com Writing
Workshop Revision. Peer responses will be given in
Dropbox.com**

Week Twelve Nov. 16-20

Respond to five classmates' drafts

Week Thirteen Nov. 23-27 Nov. 26-27 Thanksgiving Holiday

No work due.

Week Fourteen Nov. 30-Dec. 4

Final Draft Market Report

Week Fifteen Dec. 7-11

Final Draft Memoir Due

Week Sixteen Dec. 14-18

Writing Journal #2 Due