

# *Creative Writing*

Tappan Zee High School  
Ms. Sarah McMane

## **Course Description:**

In Creative Writing, we will study and practice various forms of writing including poetry, memoir/personal narrative, and short fiction. We will use the writer's workshop format in order to gain an understanding of various genres of literature, and to develop skills as editors of our own work and of others. Classroom journals will be kept as part of our focus on the writing process, which will center on developing various thoughts, memories, and ideas into finished pieces of creative writing. Class participation will serve a major function in the class, as all writers are expected to share their work with others for peer evaluation. At the end of each quarter, every student will submit a minimum of two pieces of creative writing to *Tones*, the TZHS literary magazine.

## **Course Goals and Objectives:**

- To read literature from a writer's perspective
- To draft and revise writing
- To develop the writer's craft

## **Student Responsibilities:**

1. Arrive on time and prepared for class each day.
2. Participate daily.
3. Maintain a class journal.
4. Work effectively and respectfully with peer groups and teacher.
5. Share written work with peers.

\* Sharing one's writing takes a great deal of courage; this classroom must be a place where everyone feels comfortable sharing.

6. Seek help from your teacher as soon as you realize help is needed.
7. Follow the school rules.
8. Take responsibility for all missed work due to absence or lateness.

## **Supplies:**

You will require the following for this class:

1. A jump drive or email accessibility to transfer work from here and home
2. A journal of your choosing (more instruction will be given about this)
3. Loose-leaf paper
4. Writing utensils (blue or black ink only please)

## **Assignments:**

All assignments should include your name, the date, and the class period in the heading. Final drafts of all major writing assignments must be *typed* with standard margins, in a clear 12pt font. If you have home computer problems, use the school computers. If you have printer problems, please bring your assignment to school on disk and print it **BEFORE** class in the library or computer lab. "My printer is broken" is not a valid excuse for a late assignment.

## **Evaluation:**

Your grade will be based on:

Class participation and homework	25%
Writing assignments and projects	75%

**\*Submitting work to our literary magazine, *Tones*, is a major goal of this course. Students who fail to submit work to *Tones* will not receive a grade above an 80. Please note: Submission to *Tones* is not a guarantee of publication.**

Assignments are weighted according to the significance of the assignment and the amount of time allowed for each. Class Participation includes all items listed under **Student Responsibilities**.

Your final grade for the class will be calculated based on:

your quarter 1 grade	42%
your quarter 2 grade	42%
your final project (in lieu of an exam)	16%

**Homework Grades:**

You will be graded on a scale from 1-3 for every homework assignment you complete. Please refer to this rubric. Keep in mind that your answers do not have to be correct to receive full credit; you are given homework credit based on the level of effort you put into the assignment. Homework should be completed independently and will be collected periodically to ensure integrity. When working with a friend, please keep this in mind; use your own words and ideas. Working with a partner or group doesn't mean copying.

Any student caught plagiarizing will face disciplinary consequences, which may include suspension and/or denial from honor societies.

Every couple of weeks, homework grades will be tallied and entered into Power School based on the number of assignments that have been given. For example, if you received full credit on 10 assignments, you will receive a score of 30 out of 30.

<b>3</b>	<b>2</b>	<b>1-0</b>
<p><b>ALL</b> parts <b>thoroughly</b> completed</p> <p>Follows all assignment directions</p>	<p><b>ALL</b> parts completed, but not thoroughly</p> <p>May include incomplete sentences</p> <p style="text-align: center;"><b>OR</b></p> <p>Most parts completed thoroughly, but may have skipped or missed some of the assignment</p>	<p>Some, but not all parts completed</p> <p style="text-align: center;"><b>OR</b></p> <p>Answers are simple, one-word, silly, or inappropriate</p>
<p>Shows effort and time spent on assignment</p>	<p>Shows some effort and time to complete assignment</p>	<p>Shows little to no effort or time to complete assignment</p>

### Class Participation:

Participation grades will be given approximately every two weeks based on the following rubric.

	<b>4</b> <b>100-90</b>	<b>3</b> <b>89-80</b>	<b>2</b> <b>79-70</b>	<b>1</b> <b>69 and below</b>
<b>**Attendance</b>	You are rarely late.	You are sometimes late.	You are frequently late.	You are very often late.
<b>*Frequency of participation</b>	Your hand is often raised to participate. You share your work readily and easily.	Your hand is sometimes raised to participate and/or you are able to contribute when called on.	Your hand is rarely raised to participate and/or you are sometimes able to contribute when called on.	You do not volunteer to contribute to the class and/or are unable to participate when called on.
<b>*Quality of participation</b>	You make insightful, meaningful, and/or profound comments in class discussion. You participate actively in workshop sessions.	You make thoughtful and relevant comments in class discussion. You participate in workshop sessions.	You are able to offer answers to some questions, but rarely provide insight beyond objective answers to the questions posed.	You rarely participate and/or distract others during discussion.
<b>Preparation for class</b>	You bring all necessary materials to class every day. You are ready to work when the bell rings.	You almost always bring necessary materials to class. You are ready to work when the bell rings.	You sometimes bring necessary materials to class and/or you are only sometimes ready when the bell rings.	You frequently have to ask to borrow materials. You are rarely ready to begin when the bell rings.
<b>Focus</b>	You are on task during group, paired, or individual work the entire time	You complete group, paired, or individual work in the allotted time and rarely need to be reminded to stay on task.	You often need to be reminded to stay on task during group, paired or individual work.	You put forth minimum effort during group, paired, or individual work and are often off task.
<b>Listening &amp; Respectfulness</b>	You always listen to the teacher and classmates. You always treat teacher(s) and students with respect.	You almost always listens to your teacher and classmates. You almost always treat teacher(s) and students with respect.	You sometimes listen to your teacher and classmates. You sometimes treat teacher(s) and students with respect.	You rarely listen to your teacher and classmates. You rarely demonstrate respect towards teacher(s) and students.
<b>Helpfulness</b>	You always help other students and/or the teacher in order to help things run smoothly.	You often help other students and/or the teacher in order to help things run smoothly.	You sometimes help other students and/or the teacher in order to help things run smoothly.	You rarely help other students and/or the teacher in order to help things run smoothly.
<b>Responsibility</b>	Work is always on time; you always make up any missed work due to absence or lateness without being reminded.	Work is usually on time; you usually make up any missed work due to absence or lateness without being reminded.	Several assignments have been submitted late; you sometimes fail to make up missed work due to absence or lateness.	Work is often submitted late or incomplete; you often fail to make up missed work due to absence or lateness.

\*\* If you are late three or more times in a two-week period, you cannot score above a 70.

\*These qualities are rated most heavily.

**Policies Concerning Absence:**

1. Any work previously assigned is due on the day you return. Extenuating circumstances will be handled at the teacher's discretion.
2. You are responsible for making up the class work and homework assigned during your absence. This work must be made up and submitted within one week of your return. It is **YOUR responsibility to find out exactly what you have missed and to COMPLETE it without having to be reminded**. When you are absent, call another member of your class to get your assignments. When you return, be sure to check the absentee folder for missed work. **Failure to make up work within the allotted time will result in a zero for that assignment.**
3. NO WORK MAY BE MADE UP IF THE ABSENCE IS A CUT. YOU WILL RECEIVE A GRADE OF ZERO ON THESE ASSIGNMENTS.
4. Any absences for school-related reasons (music lessons, field trips, appointments with the nurse, guidance and/or another teacher) must be approved in advance.

**Policies Concerning Late Work:**

1. Homework will NOT be accepted late. If it's not in class, it's a zero. Extenuating circumstances will be handled at the teacher's discretion.
2. Writing assignments must be handed in on or before the due date. If you are in school, but miss class on the date the assignment is due, you are still responsible for handing the assignment to your teacher on that day. If you are absent on the date the assignment is due, the assignment **must** be handed in on the day you return.

**Penalties:** 5 Points will be deducted for each day the assignment is late.

**Re-write policy:** Any assignment may be re-written within a week of its return to you provided:

- the first draft was handed in on time
- you schedule a writing conference to discuss the revision with me

**Caution:** Copied or plagiarized work will result in a zero for all parties concerned. **Work that you have completed for another class CANNOT, under any circumstances, be turned in for credit in this class; any attempts to do so will be treated as plagiarism and will result in a zero.**

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**CREATIVE WRITING**  
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Dear Student,

This information has been presented to avoid any future problems or misunderstandings -- not to alarm you, but to increase your awareness of your responsibilities. I wish you much success in this course. If you ever need any extra help, do not hesitate to ask.

Sincerely,

Ms. Sarah McMane

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Declaration:

I have read the above requirements and understand my responsibilities in Creative Writing.

\_\_\_\_\_  
(Student's name)

\_\_\_\_\_  
(Student's signature)

I have read the above requirements for Creative Writing.

\_\_\_\_\_  
(Parent/Guardian's name)

\_\_\_\_\_  
(Parent/Guardian's signature)

Home phone number: \_\_\_\_\_

Work number: \_\_\_\_\_

\*e-mail: \_\_\_\_\_

**Please keep the course requirements for your own reference** and return this signed sheet to your teacher.

**\*E-mail is especially helpful in maintaining parent/teacher contact.**