SPC St. Petersburg College

COURSE SYLLABUS

Course Title: Creative Writing
Course Number: CRW2001
LIVE ONLINE

Syllabus Addendum: www.spcollege.edu/addendum

INSTRUCTOR
Name: Jennifer Haber
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Phone: (727) 712-5778 (Office) or (727) 743-7901 Text or phone
Office and Online Chat Hours: By appointment.
Office Location: Tarpon Springs, Lyceum 138
Instructor Web Page: https://webapps.spcollege.edu/instructors/id/haber.jennifer

REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION
Required Textbook: Janet Burroway's Imaginative Writing 5th ed. Boston, ISBN: 9780137674039

Bookstore: www.spcollege.edu/textbooks
Library: www.spcollege.edu/libraries

LEARNER SUPPORT
Accessibility: www.spcollege.edu/dr
QM 7.2: Describe accessibility policies and services.
Academic Support Services: www.spcollege.edu/support
On-Campus Support: www.spcollege.edu/tutoring/#tab=2
Online Support: www.spcollege.edu/tutoring/#tab=3
QM 7.3: Describe how academic support services and resources can help learners succeed in the course and how to obtain it.
Student Services and Resources: www.spcollege.edu/services
QM 7.4: Describe how student services and resources can help learners succeed in the course and how to obtain it.

ATTENDANCE

For this class, you are required to attend LIVE online sessions and log in and complete work weekly. At the end of the semester, you will be a part of a week-long trip to London, England, May 9-15th, 2025. For more information, see https://blog.spcollege.edu/international/category/england-2025/

GRADING

GRADING SCALE:

90-100% A
80-89%   B
70-79%   C
60–69%   D
<60%   F

Distribution:

Discussions	450 points
RRs	100 points
Journal	150 points
Portfolio	300 points

Please review the General Course Information for information about each of the above areas.

ASSIGNMENTS AND DUE DATES

See the course calendar in My Courses and the "Calendar of Due Dates" in a separate document which has more details.

STUDENTS' EXPECTATIONS AND INSTRUCTOR'S EXPECTATIONS

Online Student Participation and Conduct Guidelines: www.spcollege.edu/addendum/#onlineguide

Academic Honesty: www.spcollege.edu/academichonesty

Communication and Response Times

Both students and instructors will use the Email tool in the Communicate menu in My Courses. Please send your instructor any questions you may have about the course as it proceeds. Your instructor will attempt to answer your questions within 24 hours under normal circumstances. Check the News items on the Course Home page each time you log in for class announcements.

Discussion forums and essay responses will be returned with feedback and grades within 1-3 days after the deadline. Working ahead is not recommended because this is not a self-paced course, and some assignments require collaboration and communication with your classmates.

Netiquette:

When communicating on the Internet, it is essential to observe certain rules of behavior. Effective communications are governed by netiquette (internet etiquette). Netiquette refers to rules of behavior governing the use of all internet services, including communicating with discussion groups, creation of web pages, and connecting to FTP and telnet sites. Some of the basic rules of e-mail netiquette include the following:

1. Never say anything you don't want made public. Think before you post a message. Always make sure you really want to send what you have written. Messages may easily be forwarded or saved for retrieval later. E-mail messages are not secure. Most organizations archive all e-mail messages that pass through their servers. Messages may also be intercepted en route.
2. Don't post to discussions or use e-mail when you are emotional. If you are angry, you can sound abusive or threatening. Be careful when expressing humor and sarcasm because it can be misinterpreted. With most systems, you can't get the message back after you click the send button.
3. Do not use emoticons to express emotion. Emoticons can appear in many different ways depending on the software interface. Use your words carefully and professionally.

See "Netiquette" details in My Courses in the Begin Here tab.

STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement. Your instructor values and seeks your feedback.

TECHNOLOGY

MINIMUM TECHNOLOGY REQUIREMENTS**:** Students need access to the Internet to use *MyCourses*, the Learning Management System at SPC. *MyCourses* tutorials are available to students new to this LMS and are located at the beginning of the course. Most features on My Courses are accessible on mobile devices. Students are permitted to use mobile devices for email and discussion as well as course contents, but not quizzes, tests, and essays.

Students should know how to navigate the course and use drop boxes to submit assignments as attachments. Essays and essay responses need to be submitted as word attachments (doc or rtf format only, **no PDF files**) so they can be graded and returned as attachments. If an attachment cannot be opened, students will be required to re-save and re-submit an assignment so it can be evaluated and returned.

Minimum Technical Skills: To succeed in the course, you must be able (at minimum) to: (1) know how to use a computer and internet; (2) know how to open basic files; (3) know how to use a computer keyboard; (4) know how to use e mail; (5) know how to compose essays using a word processing program (like WORD, etc.).

Accessibility of Technologies:
MyCourses (Brightspace by D2L) Accessibility Statement:
www.brightspace.com/about/accessibility

Privacy:
MyCourses (Brightspace by D2L) Privacy Statement:
www.brightspace.com/legal/privacy