

The Driftwood

WRI 216 Creative Arts Journal Workshop

Point Loma Nazarene University

Fall 2016

1 credit hour

Meeting times: Wednesdays 4:30- 5:30 pm, BAC 151

Text : Handouts TBA

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Objectives: To produce, promote, and distribute a scholarly and professional literary journal that complements the mission of PLNU while providing students the opportunity to be involved in and directly responsible for each step in the process.

OFFICIAL LJML COURSE LEARNING OBJECTIVES: *Students who complete WRI216 will be able to*

1. produce a professional literary journal that complements the mission of PLNU;
2. engage aspects of editing and publishing through evaluation of multi-genre works submitted for publication;
3. collaborate with others to accomplish the shared task of bringing a publication to completion
4. develop a greater understanding of the issues faced by Christian writers and artists; ensure a means of student expression and publication on the PLNU campus.

Activities: Due to the workshop orientation of this course, learning will evolve from hands-on activity in all aspects of producing a literary journal, including organization, publicity, reading, selecting entries, copy-editing, marketing, sales, and other activities required and/or sponsored by *Driftwood* 2016. Guidance, direction, and leadership will be provided by the professor/advisor and editors.

General Expectations and Attendance Policy: Weekly, one-hour, full-staff meetings and/or editorial staff meetings will be held at a regular time. Other department meetings will be required as necessary. Each staff member should be on at least one editorial committee and one production committee. Students are entitled to **one absence per semester**; further absences will lower the course grade. **Three** absences may result in **de-enrollment**. IT IS EXTREMELY IMPORTANT THAT STUDENTS MAKE ALL CLASS AND STAFF MEETINGS. Call the editor and the professor IN ADVANCE if you are not able to attend a class or staff meeting.

Organizational Flow: Staff members are responsible for completing assigned tasks on schedule. Innovation and self-motivation at staff level are the keys to the publication's success. Problems and concerns should be reported ASAP to the editors or advisor. Group leaders need to stay in close regular contact with the editors, who have authority to organize groups, appoint group leaders, assign miscellaneous tasks, schedule meetings, and make policy decisions in consultation with the professor /advisor. The professor /advisor will be responsible for all funds disbursement and course grades and will advise the editors on major policy and organizational decisions.

Evaluation: Letter grades will be based on attendance, initiative, participation in staff meetings, and completion of assignments. For best results, do all the assignments and attend all sessions.

Driftwood Administration and Staff Responsibilities

<p>Staff Members (Report to Editor in Chief) Responsibilities: Actively encouraging entries: class visits, department visits, word-of-mouth Sorting through entries Determining which entries will go into book in consultation with the editors and advisor Selecting a top five for the assigned category Selling ads, at least one individually Designing posters for contributions and open house Drafting acceptance and condolence letters to the entrants Working on committees for the fall open house: set-up, food, decorations, tear-down, multimedia Soliciting membership for the Benevolent Society Checking names of entrants according to the student directory Checking names and credit of pieces according to the entrance forms Assisting with layout as needed First round of copy-editing Time commitment: <u>average</u> of 2 to 3 hours per week</p>	<p>Layout Manager (Report to Editor in Chief) Responsibilities: Working with the editors in consultation with the advisor to craft a theme proposal and layout plan Creating a template for the entire book, including: copyright page, title page, dedication page, staff page, letters from the editors page, table of contents, section header pages, biographies of entrants and judges, advertising In consultation with the editors and advisor, designing a cover, including a logo Entering all content Producing Word document printouts for copy editing Creating PDFs of the files for the printer Cropping and arranging photographs and art according to need Creating DVD and/or CD of music and film with cover Time commitment: <u>average</u> of 3-5 hours per week; less in the beginning of the semester, more toward the end when the issue is readied for press and this course must assume top time priority</p>	
<p>Faculty Advisor (Report to Media Board and Dean) Responsibilities: Professor of record for the WRI216 course Treasurer and CFO Liaison with administration and media board Advice and consent on all financial and all major editorial decisions Final content approval</p>	<p>Assistant Editors (Report to Editors in Chief) Responsibilities: Taking attendance Overseeing publicity: delegating flier responsibilities, maintaining contact with campus publicity, including caf flier, chapel slides, newspaper Assisting in finding section judges Booking acts for the fall open house and spring awards party: music, poetry, film, etc. Monitoring the selling of advertising: keeping staff members accountable Directing sales staff and overseeing stocking locker with copies, monitoring money from both individual and collective sales, keeping inventory Second round of copy-editing</p>	<p>Editor in Chief[s] (Report to Faculty Advisor) Responsibilities: Directing all production aspects Overseeing all staff members Overseeing attendance and assignment records and sending weekly reports, or delegating the assistant editor to do so Maintaining communication between advisor and all staff members Leading the class sessions or delegating the assistant editor to do so Overseeing the maintenance of the Driftwood email account Overseeing the writing of campus-wide emails to solicit contributions and advertise events Overseeing the management of entries and distribution to section editors Making content decisions in consultation with the advisor Coordinating the search for section judges Overseeing judges' contributions Delegating staff to contact Benevolent Society members Overseeing organization and hosting the fall open house Writing a letter from the editor Final copy-editing in consultation with the assistant editor and advisor Time commitment: <u>average</u> of 4- 6 hours per week; less in the beginning of the semester, more toward the end when the issue is readied for press and this course must assume top time priority</p>

Driftwood Lesson Plans – Tentative Schedule
2016-2017 School Year, Fall Semester

Week 1	Welcome, introductions, syllabus, introduce ads, make posters for submissions
Week 2	Discuss ad assignment, email Driftwood Benevolent Society, review submission-seeking assignment, form judging groups
Week 3	Ad progress. Plan open mic. Make posters
Week 4	Judge any submissions, track ad sales, continue planning open mic
Week 5	Open Mic this week, judge submissions.
Week 6	Ad progress; Judge submissions
Week 7	All ads in. Judge submissions. Submission due date: ~ October 7
Week 8	Judge submissions & miscellaneous
Week 9	Judge submissions, consider sending last-minute submission requests
Week 10	Judge submissions & miscellaneous
Week 11	Copy-edit printouts & miscellaneous
Week 12	Copy-edit printouts & miscellaneous
Week 13	Thanksgiving Break
Week 14	Copy-edit printouts & miscellaneous
Week 15	Copy-edit printouts & miscellaneous
Week 16	Finals Week. Book to Printer

Fall Assignment Grid

Complete all five tasks satisfactorily to receive an A, four tasks to receive a B, three tasks to receive a C, and two tasks to receive a D.

	<p>Submission-seeking assignment: Visit a department on campus. Speak to the department head, present a quick request in front of at least one class, make and hang department-specific posters.</p>
	<p>Judging: Serve as a member of one of the groups and meet between regular staff meetings to complete judging by deadlines. Keep a list of entrants and their entries, rate all submissions, determine the top five, format all included submissions accordingly (text in 12-point Times New Roman font in a Microsoft Word document, photos saved to a CD or flash drive).</p>
	<p>Open mic committee: Serve on one of the open house committees and facilitate between staff meetings – music, poetry, refreshments, venue and equipment, advertising. Show up for open mic setup/breakdown.</p>
	<p>Advertisement: Sell at least one advertisement, e.g. to a local business or document at least five onsite sales calls with persons authorized to buy ads. Business card size \$30, quarter page \$50 half-page \$80, full page is \$100. Commission for additional sales.</p>
	<p>Copy-editing: Copy-edit proofs in addition to in-class assignments. Check entrant names according to the student directory, check contents according to committee lists, check spelling and grammar.</p>

DRIFTWOOD EDITORIAL GUIDELINES

The Driftwood is the literary voice of the entire PLNU community, funded by the University and distributed to current students, faculty, administration, alumni, parents, and perspective students. Consequently, the magazine should reflect the values and spiritual principles of our community rather than the subjective artistic tastes of staff members. This stance also follows all professional magazine norms and is by no means “censorship” since PLNU writers are free to submit their work to any magazine without censure.

Another way to look at it: The campus radio station DJs would not feel obligated to play graphically violent, misogynist, or rabidly anti-Christian songs, even if such music were made by students. Those who schedule the Chapel film series would not feel compelled by any notion of free speech to show unedited R-or X-rated movies, even if PLNU students were to write and/or act in such productions. Along these same lines, The Driftwood is not obligated by any interpretation of “Free Speech” to publish writing that focuses on, or glorifies, or presents as value-neutral any item that offends community standards or repudiates the life-together covenant of this community.

In keeping with these guidelines, we pass on work that contains the following

- (1) gratuitous sex and/or value positive or value-neutral depictions of sex outside of marriage**
- (2) value-positive or value neutral depictions of alcohol and drug use**
- (3) value positive or value neutral depictions of blasphemy or occult practices**
- (4) gratuitous or otherwise graphic violence likely to offend community members**
- (5) humor patently offensive to PLNU community members**
- (6) commonly identified obscene language and vulgar slang likely to be offensive to PLNU community members**

We do not judge the artistic value of such items; we simply set them aside as "outside our range." We would not argue against the proposition that some of them deserved publication. All we are saying is that PLNU's community literary magazine is not the right place to publish them. Again, PLNU writers are free to submit their work to Driftwood and any other magazine without censure from PLNU.

Sometimes work submitted does not blatantly violate the above guidelines, and sometimes writers say that their work is open to other, less controversial interpretations. In these cases we go by this rule of thumb: if it seems likely that a significant number of readers in the PLNU community would interpret a work as outside our range, then we err on the side of common sense. If only a few words or a passage is objectionable, we sometimes ask writers to modify their work slightly; if writers are willing to do this, we reconsider the submission.

We certainly are not perfect judges of anything; but overall, we believe that we keep an open mind and do the best we can to publish as much as possible from our writers. If work does not fit our guidelines, writers might want to try their work with one or more of the hundreds of literary magazines published across the country. In any case, we encourage PLNU writers to keep writing.

OFFICIAL POLICY STATEMENTS FROM PLNU ADMINISTRATION AND THE LJML DEPARTMENT

PLNU Mission Statement: To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

WRITING PROGRAM LEARNING OUTCOMES

Students who complete the WRITING program will be able to:

1. Apply creative and advanced skills in various forms and genres of writing.
2. Demonstrate knowledge of the conventions and terminology of creative and advanced writing within literary and non-literary texts.
3. Demonstrate knowledge of major literary-theoretical perspectives and terminology.
4. Develop connections between the literature and language studied and the contemporary world.
5. Engage in writing and editorial processes through campus publications and external internships.

Official Message from the Vice-Provost on course attendance and changes in registration: *It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.*

OFFICIAL ACADEMIC ACCOMMODATIONS STATEMENT FROM THE UNIVERSITY

"While all students are expected to meet the minimum academic standards for completion of this course as established by the instructor, students with disabilities may require academic accommodations. At Point Loma Nazarene University, students requesting academic accommodations must file documentation with the Disability Resource Center (DRC), located in the Bond Academic Center. Once the student files documentation, the Disability Resource Center will contact the student's instructors and provide written recommendations for reasonable and appropriate accommodations to meet the individual learning needs of the student. This policy assists the University in its commitment to full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities (ADA) Act of 1990, and ADA Amendments Act of 2008, all of which prohibit discrimination against students with disabilities and guarantee all qualified students equal access to and benefits of PLNU programs and activities.

OFFICIAL PUBLIC DISCOURSE STATEMENT: *"Much of the work we will do in this class is cooperative, by nature of the class discussions and general feedback given to written work and/projects; thus you should think of all your writing and speaking for and in class as public, not private, discourse. By continuing in this class, you acknowledge that your work will be viewed by others in the class."*

Official FERPA Statement: "In compliance with federal law, neither PLNU student ID nor social security number should be used in publicly posted grades or returned sets of assignments without student written permission. This class will meet the federal requirements by (each faculty member choose one strategy to use: distributing all grades and papers individually; requesting and filing written student permission; or assigning each student a unique class ID number not identifiable on the alphabetic roster.). Also in compliance with FERPA, you will be the only person given information about your progress in this class unless you have designated others to receive it in the 'Information Release' section of the student portal. See 'Policy Statements' in the undergrad student catalog."

Official PLNU COPYRIGHT POLICY

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.