

# The Driftwood

## WRI 2016 Creative Arts Journal Workshop

Point Loma Nazarene University

Fall 2020

1 credit hour

**Meeting times:** Wednesdays 4:30- 5:30 pm, Zoom

**Text :** *Driftwood 2020*, other materials on Canvas

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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.

**COURSE LEARNING OBJECTIVES:** *Students who complete WRI2016 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;
5. 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*. 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. Staff members 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 STAFF MEMBERS MAKE ALL CLASS AND STAFF MEETINGS. Email 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><b>Staff Members (Report to Editor in Chief)</b>  <b>Responsibilities:</b>          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  <b>Time commitment: average</b> of 2 to 3 hours per week</p>		<p><b>Layout Manager (Report to Editor in Chief)</b>  <b>Responsibilities:</b>          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          Coordinating audio visual materials between print magazine pages and digital media (YouTube)  <b>Time commitment: average</b> 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><b>Faculty Advisor (Report to the Chair/Dean)</b>  <b>Responsibilities:</b>          Working as professor of record for the WRI216 course          Serving as treasurer and CFO</p>	<p><b>Assistant Editors (Report to Editors in Chief)</b>  <b>Responsibilities:</b>          Taking attendance          Overseeing publicity: delegating flier responsibilities, maintaining contact with</p>	<p><b>Editor in Chief[s] (Report to Faculty Advisor)</b>  <b>Responsibilities:</b>          Directing all production aspects          Overseeing all staff members          Overseeing attendance and assignment records and sending weekly reports, or delegating an assistant editor to do so          Maintaining communication between advisor and all staff members</p>

<p>Communicating with administration Serving on the media board Advising and approving all financial and all major editorial decisions Approving final content</p>	<p>campus publicity, including caf flier, chapel slides, newspaper Assisting in finding section judges Booking acts for the fall open mic 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 Copy-editing in the second round</p>	<p>Leading the class sessions or delegating an assistant editor to do so Overseeing the maintenance of the <i>Driftwood</i> 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 mic Writing a letter from the editor Copy-editing for the final round in consultation with the advisor <b>Time commitment: average</b> 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>
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**Driftwood Lesson Plans – Tentative Schedule**  
Fall 2020

<p>Week 1 Aug 19</p>	<p>Welcome! Introductions Discuss syllabus, review due dates</p>
<p>Week 2 Aug 26</p>	<p>Open Mic planning and advertising Make posters asking for submissions Introduce ad assignment (Due Week 4) Introduce submission-seeking assignment ~ share in 5 places (Due Week 3)</p>
<p>Week 3 Sep 2</p>	<p>Review ad assignment, answer questions Track progress on submission-seeking assignment Email Driftwood Benevolent Society Form genre reading groups &amp; criteria Finish open mic plans</p>
<p>Week 4 Sep 9</p>	<p><b>Open Mic this week!</b> Track ad assignment progress</p>
<p>Week 5 Sep 16</p>	<p>Continue making calls for submission Brainstorm and contact outside judges in each genre <b>Submission-seeking assignment due</b> <b>Ad assignments due</b></p>

Week 6 Sep 23	Evaluate submissions
Week 7 Sep 30	Track remaining ads in progress Evaluate submissions Solicit submissions in under-represented genres <b>Submission due date: ~ Sep 30</b>
Week 8 Oct 7	Evaluate submissions <b>Submission Extension: ~ October 7</b>
Week 9 Oct 14	Evaluate submissions & miscellaneous Determine top five from each category Send top pieces in each genre to outside judges
Week 10 Oct 21	Draft acceptance & condolence letters to entrants Copy-edit accepted writing Send final version to layout editor
Week 11 Oct 28	Visiting Editor Talk
Week 12 Nov 4	Visiting Editor Talk
Week 13 Nov 11	Draft and send emails to award winners
Week 14 Nov 18	Copy-edit final proof from layout editor
<b>Week 15 Nov 25</b>	<b>Thanksgiving Break</b>
Week 16 Dec 2	Finals Week. Send 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: Contact a department on campus. Speak to the department assistant, present a quick request in front of at least one class, make and share department-specific posters.</p>
	<p>Evaluating Submission: Serve as a member of one of the groups and meet between regular staff meetings to complete evaluations 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 mic committees and facilitate between staff meetings – music, poetry, refreshments, venue and equipment, advertising. (This will mostly be participation in planning and advertising for our virtual semester.) Show up for and participate in the open mic.</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 ASB and donations, and distributed to current students, faculty, administration, alumni, parents, and prospective students. Consequently, the magazine should reflect the values and spiritual principles of our community as well as 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, *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 are simply not the right publication venue. We would not argue against the proposition that some of them deserved publication. All we are saying is that PLNU’s community creative arts 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 word 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 thousands of literary magazines published across the country. In any case, we encourage PLNU writers to keep writing.

#### SUBMITTING WORK AS A *DRIFTWOOD* STAFF MEMBER

In order to keep the judging process as fair as possible, and to make sure all students have a chance to showcase their work, we ask that you submit no more than 3 pieces total as a staff member of the *Driftwood* team.

## IMPORTANT STATEMENTS FROM PLNU AND LJWL

### COURSE DESCRIPTION

Hands-on production of PLNU's literary magazine, from theme to finished product. Open to all students. JRN 2015, WRI2016, JRN 2017, JRN 2018 and COM 2075 may be repeated up to a combined total of eight units.

Prerequisite(s): Fulfillment of the College Composition requirement.

### WRITING PROGRAM LEARNING OUTCOMES

*Students who complete the WRITING program will be able to:*

1. apply artistry and advanced skills in various forms and genres of writing.
2. demonstrate knowledge of the conventions and terminology of various forms and genres of writing.
3. engage in writing and editorial processes in a professional environment.
4. present written work to live audiences, demonstrating strategies for audience engagement and oral communication.

### PLNU Mission Statement

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.

### LJWL Department Mission Statement

Welcome to the Department of Literature, Journalism, Writing, and Languages. Embodying the core values of a Christian liberal arts education in the Wesleyan theological tradition, and focusing on the power of language and story to shape us and our world, the LJWL Department and programs will provide students with knowledge, skills, and experiences to equip them to understand, interpret, analyze, evaluate, and create texts as linguistic and/or artistic expressions of diverse human experiences. We value reading, writing, researching, speaking, and discussing as profound means of participating in the redemptive work of God in all of creation. The following document will provide you with the information sources and information guidelines to University and Departmental policies that apply to all courses taken in this Department.

### Final Examination Policy

Successful completion of this class requires taking the final examination **on its scheduled day**.

The final examination schedule is posted on the [Class Schedules](#) site. No requests for early examinations or alternative days will be approved.

### 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.



### **PLNU Academic Honesty Policy**

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

*Note:* For our class's purposes, writing is collaborative, and writers share and borrow from each other all the time. There are ways to do this that are acceptable (such as taking suggestions from others or writing in response to another piece), but there are also ways to use other people's ideas or words in a way that is considered plagiarism (such as passing off somebody else's words or ideas as your own). We will discuss this further in class.

### **PLNU Academic Accommodations Policy**

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center. (DRC@pointloma.edu or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 (a) prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

### **PLNU Attendance and Participation Policy**

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class

sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

### **Asynchronous Attendance/Participation Definition**

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

### **Spiritual Care**

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#).

### **Use of Technology**

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information.

Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student is in need of technological resources please contact [student-tech-request@pointloma.edu](mailto:student-tech-request@pointloma.edu).

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.

### **State Authorization**

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

