



LJWL(es)

WRI3022 sec 1 (3)

Creative Writing Fiction – Short Story

FALL 2020

Meeting days: T/R	Instructor title and name: Breeann Kyte Kirby
Meeting times: 9:30am – 10:45am	Office: BAC 122
Meeting location: BAC 104	E-mail: bkirby@pointloma.edu
Final Exam: 12/3 10:30am – 1pm	Office hours: R/ 9:30 – 10:45 (or by appointment)
GroupMe: WRI3022 FA2020	Instagram: @naturenarratives
	Zoom: https://pointloma.zoom.us/j/3179624189

PLNU Mission

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 is an expression of faith. Being of Wesleyan heritage, we strive to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

FAQ

COURSE DESCRIPTION

What am I going to learn in this class?

WRI3022 is an upper division undergraduate creative writing elective you can choose as part of your writing degree (or for fun if you aren't a writing major). This class is a writing class; thus, you will write often and diversely, learning how to go from brainstorming a nascent idea to a final product. As such, you will spend time both in and outside of class reading and writing. Further, you will spend time workshopping each other's drafts which will teach you not only to respond and give outside critique but also to look at yours and others' works with an eye for grammar, narrative clarity, aesthetics, entertainment, and inspiration. Finally, good writers are good readers; though we have two books that will cover the mechanics of writing and the creative life, we will also read various stories that implement these craft techniques.

This course is the short story writing class. Short stories run from 2000 – 7500 words. I chose this format because a) they are good practice for fiction writing techniques over a sustained

length and b) they are easier to publish than longer pieces. Your stories for this class will be a minimum of 2500 words and a maximum of 5500 words. That's the sweet spot for publishing.

The PLNU catalog states that WRI3022 is

Comprehensive instruction and guided workshop in writing fiction. Attention is also given to methodology in teaching fiction writing and to finding publication. May be repeated once for major credit with instructor's consent.

The **Writing Program Learning Outcomes** are as follows:

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.

During the course of the semester, we will touch on aspects of all five of these outcomes. The specific **Course Outcomes** are as follows:

1. Gain a broader understanding and appreciation of intellectual/cultural activity.
2. Develop creative capacities.
3. Develop in expressing yourself orally or in writing.
4. Develop specific skills, competencies, and points of view needed by professionals in the field most closely related to this course.

Why do I have to take this course?

You are taking this course because you need a writing elective for your major OR because you want to write fiction.

REQUIRED TEXTS AND RECOMMENDED STUDY RESOURCES

Where do I have to spend my money for this class?

1. Burroway, Janet *Writing Fiction*
ISBN: 9780226616698
2. Shawl, Nisi and Cynthia Ward *Writing the Other*
ISBN: 9781933500003
3. Printouts from Canvas as well as your essays—plan accordingly
4. Various office supplies (lined paper, highlighters, pens, stapler, Scotch tape);
5. (Optional) Notebook/Journal for in-class free writing.

In the interest of lightening the financial burden of college education, I have placed our additional readings on Canvas rather than constructing a course reader. **You must read this material before class AND either bring in printouts of the pages or a NON CELL PHONE device to read them on. If you do not, I will sweetly ask you to leave class to retrieve the materials (including books on the days we read the above books).** 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. However, any use of those materials outside the class may violate the law.

Are there any resources I can use online and/or on campus to help me?

Yes. The following are a few of my favorites.

Tutorial Services (i.e. tutoring, paper editing, review sessions & Academic Coaching) will be offered virtually during the 2020/21 academic year via *Brainfuse* and select Review Sessions will be conducted in Canvas. *Brainfuse* allows students to be tutored by faculty-recommended PLNU tutors and non-PLNU tutors. Tutorial services via *Brainfuse* include live tutoring, writing labs, and language labs for foreign languages. Tutoring in *Brainfuse* has the capabilities of screen sharing, smartboards, and audio/video capabilities. You can contact tutorial services at TutorialServices@pointloma.edu.

The Library has not only many books but also databases that allow you to do specific searches for any topic you want. Further, it also contains very helpful librarians who can assist you.

Canvas will contain this syllabus, the assignments, lecture videos, some readings, and other fun sundries throughout the semester. Sometimes you might have to print them for class. Please check Canvas regularly.

OneLook is an online database of dictionaries www.onelook.com.

Wikipedia is an online encyclopedia www.wikipedia.org. Though this site can have errors from time to time, it is a wonderful place to look up any person, place, or event you encounter in your reading that you do not know. While I love Wikipedia for its ability to quickly provide information, DO NOT use this as a source for your papers.

Me I am available to answer any questions you may have. You can schedule appointments to see me in class or email me—**please include “WRI3022-1” in the subject** line of your emails to me.

ASSESSMENT AND GRADING

How do I pass this class?

1. Come to class
2. Do all the assignments
3. Turn them in on time

What specifically does that look like?

This is an upper division writing class. As such, you will read some and write A LOT. I have accounted for the reading and writing in the points system and hours you must spend to meet the required 112.5 - 125 hours for this course. Like all of 2020, this semester will probably be a bit like a rollercoaster. You will get the benefit from this course in proportion to how much you engage with the content. I expect you to read, engage with the texts, and have thoughts about it. This isn't to scare you but to let you know the pacing of the course.

Since the writing is critique of others writing and fiction short stories does that mean it can be some sort of stream of consciousness string of words I wrote five minutes before it was due?

Nope. Nor can any other writing you do for me.

Unless done in class, anything you submit to me needs to be

- a. Typed and double spaced in the appropriate format (the default is MLA);
- b. Demonstrate you have been thinking about the problem/topic you are writing about;
- c. Be free of typos.

So I have to have perfect grammar or you will fail me?

No. Typos are not grammar mistakes. Typos are ignoring the things that you already do proficiently in your writing on social media, email, and texting. Things like not putting a period at the end of a sentence Or not capitalizing my name, which is breeann Kirby (another typo is spelling my name wrong—or your name, for that matter). Or when you are writing.¹ You need to have complete thoughts. Typos are one of my HUGE pet peeves. They are not just mistakes but a sign of disrespect to me and your peers who will be working with your writing. Most typos can be easily caught if you read through your paper at least once before you turn it in (pro tip: read your paper out loud. You'll catch a lot of stuff that way.) Because no one is a perfect proofreader, I will allow one typo every page (meaning if you have a five-page paper, you may have up to five typos total on any of the pages in that work).

What are the specific assignments?2

Contract (10points): You will write a contract for the grade you wish to earn in this class and evaluate yourself with regards to the contract at the middle of the semester.

Three short stories (120points): Over the course of the semester, you will write three original short stories of 2000 – 4500 words.

***/**Revised short story (30points):** This will be a revision of a short story of your choice.

Peer Critique Letters (400points): These will be 250 – 400 words each. You should have about 24 (three for each classmate) of these by the end of the semester.

Reading Log/Exploratory Journal

Workshop (110points): We will do workshops as a whole class throughout the semester. During workshops, we will thoroughly read, mark up, and discuss your stories. Your workshop grade will be based on your written critiques as well as active participation and engagement with your peers' works.

Final Exam (25points): For your final, you will give a practiced, polished reading of a story of your choice you wrote this semester. You will be graded on the quality of your introduction to and delivery of the story. 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.

****Three Journals for Publication (20points):** Browse the lists of literary journals on www.pw.org. Visit some journals' websites, read sample stories, and look at their submission guidelines. Choose three journals that seem to fit your own or a classmate's aesthetic. For this assignment, you will contribute to a collaborative handout that gives your colleagues an overview of each magazine's aesthetic (including preferred writing styles), masthead (relevant editors), past writers of note (if any), submission guidelines, web address, and contact info. This may be a print journal or an online journal.

¹ Note the three typos here.

² * denotes a B grade assignment/ ** denotes an A grade assignment.

Course Participation (500points): Effective learning happens in a dynamic environment.

Therefore, you must interact with the instructor and the other students regularly. If you wish to earn your participation grade, you must have a good attitude; you must read all of the readings; you must do the participation assignments on Canvas or in class; and you must speak out. Make it your goal to come up with one good thought for every module and to share it. If we meet face-to-face, you must turn off your cell phones when you enter the classroom; use of cell phones will not be permitted unless you have an academic accommodation OR I give you specific permission. Other electronic reading devices are allowed on the days we have comics in digital format; **however, if you use your device to disengage from course discussion, I will sweetly ask you to leave that day and try again next time.**

For all of these assignments, further instructions will be given on Canvas and/or in class

There are a lot of people in this course and I am shy about speaking or sharing my writing publicly. Do I really have to talk and share my work? And if I do, how do I know that I will not be treated unkindly?

First, I feel you. I actually have a strong sense of stranger danger and hate talking in front of people. I am nervous every time I teach, but practice has made it easier and easier.

Second, it is important for you to practice speaking and sharing writing publicly now when you are in a safe space with an advocate (me); again, practice will make it easier and easier. Respect in this course is a must. Again, this course is a safe space. As we discuss and analyze each other's works that may address potentially emotional topics, we will encounter many different viewpoints within the course. Much of the work we will do in this course is cooperative. You should think of all your reading, writing, and speaking for and in course as public, not private, discourse. **By continuing in this course, you acknowledge that your work will be viewed by others in the course.**

For those of you who are already strong and confident in your opinions and abilities, be sensitive to others who are not. Sometimes take the lead in recognizing when others want to talk, asking them for their opinion and feedback. In order to be a good participant in this course, you must be sensitive to your fellow learners, recognizing them as human just as you are.

As we share our work, personal insults and comments will not be tolerated. I will ask you to leave the discussion or class if you cannot be kind. If you aren't sure how to phrase your opinion, please ask me.

For all of us, assume the best about the person speaking. Sometimes we need to hear what we are saying before we understand exactly what we are saying. Ask for clarification; respectfully disagree. The best rule to follow: **be kind.**

A lot of course discussion seems to come from our outside experiences and opinions, do I need to take notes?

Absolutely. Note taking is a valuable skill in every discipline and should be practiced whenever possible. Sometimes I may SPEAK information during lecture that is important. It is your responsibility as an active participant to take notes.

IF WE MEET F2F: This is COVID-times, will I be required to wear a mask in class?

Absolutely yes. I know that different groups of people have differing opinions about masks, and I respect the conclusions that all of us have come to about this highly unfashionable and uncomfortable item of clothing. However, I'm going to follow PLNU's official policy that while we are face-to-face all of us will wear masks give each other at least 6 feet of social distance. Even if you aren't masking and distancing elsewhere, I'm asking you to respect these requirements while you are in my course. If you don't want to wear a mask, I respect that choice, but I will ask you to leave our gathering and complete the participation via the online options that I have provided.

Here is some official PLNU language about COVID-19 safety in class:

Everyone in class will wear a face covering, unless there is a documented health related issue. If so, students should work with the Disability Resource Center to discuss their needs. The instructor can also use a face shield in place of a mask if at least 6ft distanced from everyone, if closer instruction is needed, they must use a face covering, either by itself or under their face shield.

A face shield is not an acceptable replacement for students, unless worn over a face covering. Faculty are being allowed this adjustment to aid students who may be hearing impaired and facial gestures or reading of lips is needed.

If a student arrives in class and is not wearing a face covering, the faculty will ask them to wear one. If the student refuses, the faculty will ask the student to excuse themselves from class. If the student refuses, the faculty member will call campus safety to escort the student. In either refusal case, a conversation should be scheduled between the chair of the department and student. Failure to follow communicated health guidelines will be considered a violation of the Student Handbook and can result in student conduct sanctions up to and including loss of housing privileges or suspension. These sanctions will be communicated by a Resident Director or the Dean of Students.

How will I know my grade in the class?

To eliminate grade anxiety, I've set this course up on a contract grading model. This model means that you can **choose** which grade you would like to earn right now at the beginning of the semester and then **allocate your time** wisely to earning that grade. A written contract is due the third week of class that states the grade you intend to earn in the class as well as the work you will do to meet contract; I will then ensure you meet your learning goals. At two other points in the semester, you will evaluate your contract and contribution to the course. You are free to change your mind during the semester about what grade you wish to earn, but we must then meet to negotiate your new contract.

I will not accept work that is unfocused and rife with grammatical and logical errors and typos. If you happen to submit an assignment that appears to be the product of lazy engagement with the material, you risk not meeting the conditions of our grade contract; I will allow you the opportunity to redo two assignments if they do not meet the standards of your contract, not including quizzes, midterm and final exams. **If I accept your work, it means you met contract and are earning the grade you chose.** I assume that none of you want a grade of D or F; if you are interested in a grade lower than a C, please meet with me to discuss your options.

A note on points: you may have noticed that each assignment is worth a certain number of points. These points are how much time I expect an assignment to take you. For example, I expect each contract writing and review to take no more than 30 minutes; thus, I've allotted 1 hour (10points) for you to do these two things. To meet accreditation, you are expected to spend 112.5 - 125 hours on this course (~37.5 hours per unit). Below is the breakdown of hours to reach that goal:

Hours	Activity	
15	Reading	
29	Class Participation (including meeting, workshop, and listening to lectures)	
77.5	Assignments	
	Contract	1
	Stories	12
	revision	3
	Three Journals	2
	Critique Letters	40
	Participation Activities	17
TOTAL HOURS	Final	2.5
121.5		

Of course, some of you will take shorter or longer to do a particular activity. The goal here isn't to be perfectly accurate, just fair in assessment of how long an activity should take you. I've multiplied the hours by 10 so that the points look a little more like we are used to, but I will not be giving partial credit for activities: you either get full credit or not at all (in which case, I will give you an opportunity to try again).

So how many hours/points do I need to get for a contracted grade?

70-79%: C

To earn a C grade in this course, you will:

1. Carefully read each assigned text (150points);
2. Create a contract for your grade, evaluating it midsemester (10points);
3. Contribute to general course discussion and lectures (50points);
4. Complete the participation activities marked (Everyone) required for a C-grade (50points);
5. Do critique letters for all of your colleagues' stories (400points);
6. Participate in workshops (110points);
7. Write three short stories with a minimum of 2000 words (120points);
8. Perform a reading of a story at the Final Exam (25points).

**For a grade of C+, you will produce high-quality work and be an active and positive contributor to our classes, offering a respectful spirit and coming up with insightful ideas and worthwhile feedback both in the classroom and on Instagram.*

I will not accept work that does not meet with the quality expected of a C. If you do not do C-quality work, then I will not accept it. The fluctuation in the percentage allows that there can be variable effort and quality put in at the C level. Thus you can earn a C- or a C+.

80-89%: B

To earn a B grade in this class, you will:

1. Carefully read each assigned text (150points);
2. Create a contract for your grade, evaluating it midsemester (10points);
3. Contribute to general course discussion and lectures (180points);
4. Complete all participation activities (170points);
5. Do critique letters for all of your colleagues' stories (400points);
6. Participate in workshops (110points);
7. Write three short stories with a minimum of 2000 words (120points);
8. Heavily revise a story of your choice (30points);
9. Perform a reading of your revised story at the Final Exam (25points).

**For a grade of B+, you will produce high-quality work and be an active and positive contributor to our classes, offering a respectful spirit and coming up with insightful ideas and worthwhile feedback both in the classroom and on Instagram.*

I will not accept work that does not meet with the quality expected of a B. If you do not do B-quality work, then I will not accept it. The fluctuation in the percentage allows that there can be variable effort and quality put in at the B level. Thus you can earn a B- or a B+.

90-100%: A

To earn an A grade in this class you will do all of the assignments listed for **B grade** as well as

1. Research and present three journals for story submissions (20points);

**For a grade of A, you will be an active and positive contributor to our classes, offering a respectful spirit and coming up with insightful ideas and worthwhile feedback.*

I will not accept work that does not meet with the quality expected of an A. If you do not do

A-quality work, then I will not accept it. The fluctuation in the percentage allows that there can be variable effort and quality put in at the A level. Thus you can earn an A- or an A (sorry there are no A+s, but you are all A+ in my heart).

It's halfway through the course, and I haven't had any emails from you about my grade. How will I know if I am awesome and still on contract? Should I be nervous?

First, you are awesome! Never doubt that. Your grades do not make you an awesome person; how you engage in life does. But I know we all care about grades, so second, if you are doing the assignments according to one of the contracts listed above and you have not heard from me about them, it means that you are doing a great job and are on track for your contracted grade. The only time I will initiate contact about your grade is if you are NOT meeting your contract. However, you are always welcome to ask me about your grade or performance in course at any time in the semester.

Will you assign extra credit?

During a given semester, opportunities for extra credit may arise. These assignments are often difficult and give you a chance to make up elements of our contract; therefore, they require *extra* effort.

How do I contact you?

At the top of the syllabus, all of my contact information is listed. If you choose to email me or DM via Instagram, please indicate WRI3022-1. If you don't, I will sweetly remind you to format your email correctly.

Also, I have set up a GroupMe for our class. You can join here:

https://groupme.com/join_group/60937495/h45FIJNo or through the email invitation I sent you.

You may text me through that as well. You are welcome to text me at any time; however, I will commit to being responsive to your texts between the hours of 9am and 8pm, Monday-Thursday. If you text outside of those hours, I may or may not respond right away.

A	93-100 Percent
A-	90-92
B+	89-88
B	87-83
B-	82-80
C+	79-78
C	77-73
C-	72-70
D+	69-68
D	67-63
D-	62-60
F	Below 60

INCOMPLETES AND LATE ASSIGNMENTS

What if I turn in a late assignment?

All assignments are to be submitted/turned in by the time indicated on in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

The class is designed so that you are doing consistent work throughout the semester. Officially, I do not accept late work; if you do miss an assignment, we will need to meet to discuss your contract. I do know that sometimes life happens and we miss deadlines. Come talk to me if you know that you miss an assignment ahead of time OR contact me immediately if you do miss one. Remember to put **WRI3022-1** in the subject of your email, or I will sweetly request that you do so before addressing your concerns.

What if you don't accept an assignment?

If your assignment does not meet the standard of our contract, I will hand it back to you. You will then have until the next class period to revise it to meet contract.

What if I don't turn in an assignment at all?

I will still like you. However, failing to do assignments (or adequately revising any ones I request) will result in a voided contract and a letter grade of D or F for the course. Of course, you should chat with me about any circumstances that maybe had you miss an assignment because we may be able to revise your contract to a satisfactory end.

PLNU ATTENDANCE AND PARTICIPATION POLICY

What if I have to miss a class or participation activities?

You must participate to pass the class. However, I do understand that emergencies do come up. If you do choose to skip a portion of the course, you are responsible for the material covered and assignments given/due. **You must get this information from another student (not your instructor).**

As PLNU notes,

*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.

Distracting and disruptive behavior will be considered an absence.

Okay, Prof. Kirby, that's all well and good but it is COVID-times, so what if we aren't meeting as a class or I catch the Rona or I have clearance to take this class fully online?

Because this is COVID-times and things get squirrely fast, I have tried to build in flexibility within our course for the contingency that we won't be meeting face to face. Thus, lecture content is recorded on videos and our face-to-face time will be reserved for group discussion of the text, clarification of lecture content, and other participation activities. These participation activities and discussion opportunities will also have a counterpart on Canvas just in case we don't meet. I will expect you to watch the videos **BEFORE** you attempt any participatory activities.

This reminds me, it is COVID-time, how is this class working as a hybrid? I've never taken one of those kinds of classes before except for last semester which totally sucked.

I've never taught a hybrid course before, and last spring was my first attempt at online. So we are in the same boat. I've spent the summer doing a lot of learning about how hybrid and online courses function and I have definitely learned: **IT WILL NOT BE THE SAME AS A FULLY FACE-TO-FACE COURSE.** I think it's important for us all to note and mourn that there is an element of connection and accountability that will be lost in this format. At times, it may feel weird and lonely. But deep breath. We are in this together and I've set up some things that I hope will ensure your success in the class.

1. **All online content will be asynchronous.** This will allow those of us who perhaps have to take this course online the breathing room to address whatever else is going on in their lives.
2. **We will meet every THURSDAY** for class discussion. If you are a C-Contract this meeting is optional with a few exceptions.
3. **Notable exception of class meeting time.**
 - a. We are meeting synchronously for the first day of class.
 - b. Everyone must meet the days we workshop.
4. **Critique letters are due 11:59 the day before the person will be workshopped.**
5. **The course is divided into weekly modules.** Each module will open at 10pm on the Sunday of its week and will close at 11:59pm on Saturday. This is to give you a few glorious hours where you have to take a bit of a break in that gap on Sunday.
6. **All Participation Activities are due Wednesdays by 11:59pm.**
7. **All comments on Participation Activities are due by Saturdays 11:59pm.**
8. **Assignments are due Saturdays 11:59pm.**

Though I've done a lot of learning this summer about hybrid courses, abstract learning is not the same as actually doing it. As the course continues, I expect us to have to tweak a few things once we get an idea of how this type of course is best organized. **Your feedback is important!** Please let me know how you are doing in this course and if this structure is working. We can do this together! Let's be flexible and kind to each other as we work through this semester.

Here are some ground rules we can all follow:

1. Be kind to each other. This is super stressful for all of us and a totally new situation. What we need first and foremost is compassion for all of our situations.
2. Be patient and flexible. We may attempt things that don't work out. One of us may come up with a better idea of how to make things work better. Engage. You'll get more out of the class the more you engage. Give me suggestions!
3. Communicate. If something seems off or unclear, please kindly (see point 1) bring it up. My goal is that you all succeed and finish this semester strong, setting you up for your future.

It's noon on Monday, and I can't access WEEK X's module!! What do I do?

All of the modules should be open as soon as I publish them. If one isn't open, please contact me ASAP.

What if I don't have good WIFI or a working computer?

Please let me know. I can't help you if I don't know what your struggles are. While I won't be able to pay for your WIFI, I can direct you to places at PLNU that can help. Both the university and I are committed to your success. Specifically, if you don't have the necessary technology this fall (e.g. a laptop or access to reliable internet), please contact student-tech-request@pointloma.edu.

FINAL EXAMINATION POLICY

Successful completion of this class requires taking the final examination **at its scheduled time**. The final examination schedule is posted on the [Class Schedules](#) site. No requests for early examinations or alternative days will be approved.

PLNU ACADEMIC HONESTY POLICY

What if I want to use other people's writing in my writing?

As Solomon wisely noted, "There is nothing new under the sun." Thus, it is perfectly okay to reference other texts (written or visual) in your own writing. However, you must give credit to any ideas or sentences that are not originally yours or aren't common knowledge. To omit doing this action is an act of plagiarism. Writing is often collaborative, and writers share and borrow from each other all the time (just as I did from other PLNU faculty when I wrote this syllabus). There are ways to do this that are acceptable (such as taking suggestions from a professor or a peer), 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 work—even just a sentence—as your own). We will discuss this further in class.

Plagiarism of any kind will not be tolerated. Any word or idea that is not your own must be cited correctly. As explained in the University Catalog,

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.

If you aren't sure if you are plagiarizing (you sweet, naïve thing), check out the information on the university cheating and plagiarism policy at <http://catalog.pointloma.edu/content.php?catoid=8&navoid=864>

Or you can visit PLNU's library which also has an excellent tutorial on how to avoid plagiarism. Finally, you can always talk to me. If you're wondering if you may have paraphrased too closely, be sure to ask before you turn in the assignment. You will not be penalized if you ask first.

PLNU ACADEMIC ACCOMMODATIONS POLICY

What if I need accommodations in your class?

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. Also, come see me if you think you may need some assistance in passing this class.

This syllabus is a contract. If you continue in this course, then you agree to comply with the class policies as stated here.