

## SYLLABUS

Creative Writing  
QSI Virtual School

Term: 2022/23  
Asynchronous

### Instructor Information

Instructor: Chelsea Utecht

Email: [chelsea-utecht@qvs.qsi.org](mailto:chelsea-utecht@qvs.qsi.org)

Online Office Hours: Monday & Wednesday 11-1pm, (GMT +3) or by appointment. [TEAMS LINK](#)

Preferred Method of Communication: Email or Teams chat

### Course Description

The Creative Writing course is an elective course for the student wanting to master higher levels of a variety of specialized fiction and nonfiction writing genres. The course begins with a unit focusing on the creative writing process, which should remain open throughout the year, and culminates in a personal writing portfolio, which will likely play an important role for students who plan to pursue higher education (or a career) in the humanities.

Alternatively, the course can be differentiated for secondary-level intensive English students seeking graduation credits. There are no prerequisites to this course, so enrollment is open to all secondary students.

Mastery of the course requires the completion of ten units. There are five “Essential Units” and five “Selective Units”, which are chosen by the teacher.

### Course Prerequisites

None

### Required Materials

All necessary materials will be provided by the teacher.

### Technology Information and Requirements

Computer with internet access

Microphone

### Course Grading

#### Assignment Grading

There are two types of assignments:

- 1) Formative assignments to help the student learn will be graded as “Complete” or “Incomplete”
- 2) Summative assignments that will be used to determine whether the student has mastered the necessary skills for that unit. These will be marked as “A-level mastery” for those mastered at a high level, “B-level mastery” for those mastered at the standard level, or “Attempted” for those assignments submitted but not yet at the mastery level.

## Unit Grading

Units are graded at A, B or D. An A or B will be based off of the rubrics at the start of each unit. A student may receive a D for a unit grade if they have plagiarized material (please read further on this in the QVS handbook) or if they have failed to show sufficient effort to complete the unit.

## Grading Turn Around Times

My goal is to provide you with timely feedback on your work.

- 1) During the week, I will endeavor to provide feedback/grades *within 24 hours*.
- 2) If you submit an assignment Friday, over the weekend, or during a QVS break, I will return it after 24 hours of a working day. (Keep in mind that we may be in different time zones so this may impact when you receive feedback).
- 3) If you submit a large amount of work or many students happen to submit at the same time, this may not be possible. In this instance, I will communicate this fact with you and keep you updated on my progress on getting you feedback.

## June Grading

Because Mastery Learning allows students to upgrade their work and, to some extent, work at their own pace, there may be opportunities to turn work in after the initial due date. However, in order to ensure that teachers can provide sufficient feedback and have time to grade all work before final grades are due, students may not complete more than 2 units in June.

## Course content

Essential Units:

The tasks listed below are summative assignments. There will additionally be formative assignments throughout in order to help build the skills necessary to be successful.

### E01 – The Writer’s Notebook and Portfolio

**Summative Assessments:** Writer’s notebook maintained throughout the year with reflections on the writing process

### E02 – Fiction: Characterization

**Summative Assessments:** Analysis of various mentor texts, character study and excerpt using developed skills (this may be a complete short story, but is not necessarily required)

### E03 – Fiction: Setting

**Summative Assessments:** Analysis of various mentor texts, excerpt using developed skills (this may be a complete short story, but is not necessarily required)

### E04 – Fiction: Point of View, Structure and Audience

**Summative Assessments:** Analysis of various mentor texts, presentation comparing points of view in writing, a complete short story using skills from this and previous units

### E05 – Poetry

**Summative Assessments:** Analysis of various mentor texts, a portfolio of poetry using a variety of poetry formats

Selective Units:

**S01 – Scriptwriting**

**Summative Assessments:** Analysis of one teacher-chosen script, analysis of student-chosen script, original one act stage play script

**S02 – Copywriting**

**Summative Assessments:** Analysis of various examples of copy, creation of three or more original pieces of copy

**S03 – Graphic Narrative**

**Summative Assessments:** Analysis of various mentor texts, original graphic narration of two or more pages (note that this will be graded for writing and not for artistic ability)

**S04 – Folk Literature**

**Summative Assessments:** Analysis of various folk literature, analysis of folk literature from the student's home or host culture, original story emulating an example of folk literature with self-analysis (written or oral)

**S08 – Portfolio/Project**

**Summative Assessments:** Final portfolio/project from work throughout the year (this will include publishing and presentation choices)

## **Tentative Course Schedule**

Students complete IOL prior to being enrolled into their main QVS course.

The below schedule is tentative and is subject to minor changes as necessary.

### **Unit E01 – The Writer's Notebook and Portfolio**

This unit is open for the entire academic year.

### **Unit S02 – Copywriting**

Sep 5-Sep 23

### **Unit E02: Fiction: Characterization**

Sep 26-Oct 28

[FALL BREAK] Oct 29-Nov 6

### **Unit E03 – Fiction: Setting**

Nov 7- 25

### **Unit E04 – Fiction: Point of View, Structure, and Audience**

Nov 28-Dec 16

[WINTER BREAK] Dec 17-Jan 8

### **Unit S04 – Folk Literature**

Jan 9-Feb 3

### **Unit S01 – Scriptwriting**

Feb 6-Mar 3

### **Unit S03 – Graphic Narrative**

Mar 6-Apr 7

[SPRING BREAK] April 8-16

**Unit E05 – Poetry**

Apr 17-May 19

**Unit S08 – Portfolio/Project**

May 15-June 9

(This unit will collect work from the entire year and will be worked on throughout. However, this space will be dedicated time to finish up the final project)

**Attendance Policy**

5 periods per week, (equivalent of 225 minutes per week)

Students are expected to submit work and communicate daily. When assignments are submitted in bulk, feedback time increases.

**Classroom Behavior expectations**

For synchronous communication:

School appropriate attire, Camera on at all times, Microphone muted on login

For asynchronous communication:

Be polite and respectful in responses to forum posts of other students, bullying will not be tolerated. Upload only appropriate pictures, not sure about the wording

**Academic honesty**

Refer to the QVS School Handbook @ <https://qvs.qsi.org/academics/school-handbook>

**Other Information**

I understand that we will be working with a variety of time zones. I am additionally available for scheduled meetings at other times and am happy to meet with parents. I will respond within 1 work day (excluding weekends and breaks listed here).

I am available for meetings with parents through Zoom as well. Please don't hesitate to reach out with any questions you may have.