

The Creativity Workshop: Rules, Guidelines, & Expectations

Each Marking Period of this class will feature one major creative project. The project for MP1 is a creative portfolio.

During Marking Period 1, we will reserve every Monday and Tuesday for Creativity Workshop. Rules, Guidelines, and Expectations are below.

Each class is broken into two parts:

- 1.) Mini-lesson – Most sessions begin with a 10-15 minute lesson or writing exercise. These exercises can be inceptions to pieces that will eventually become “final” products. Mini-lessons are about writing techniques, professional writers, and various styles & genres of creativity.
- 2.) Workshop time—The heart of the class is the open workshop. During these sessions, you may write in your notebook, self-edit, peer-edit, free write or brainstorm ideas for new pieces. You may create mind maps, read samples of writing, or collaborate with a classmate. There is a multitude of ways to utilize workshop time but the goal is clear: *advance your work!*

This workshop is about creating work that is meaningful and personal. **You may not submit work that you wrote for another class.**

The grades that you receive for the workshop and the portfolio are largely up to you. Please be mindful of the Goals & Deadlines sheet as well as the Submission Tracking sheet. Procrastination is a bad thing.

Each week, I will present various writing lessons. You will use your workshop time to fulfill your portfolio requirements. **You may not use this time for unrelated work.** There are very specific rules on how to prepare your written pieces prior to the portfolio hand-in day.

Guidelines for Submission

1. A major emphasis of this class is on the writing process. That process involves editing, revising, and sharing. No piece of writing should go from first draft to submission. You will send each piece through the process. Do NOT write a piece Monday night and submit it Tuesday morning! Writing needs time to breathe, to develop, to mature. Show it to people, re-read it and edit it yourself. Print it up and write on it in red ink!

After your piece—whether a poem, a memoir, an artistic piece, or other creative work—has been through multiple edits, you will hand it in to me. Each piece that you submit to me should have evidence of the drafting process stapled behind it. It could be an edit done by a classmate, a family member or another teacher. It could be a self-edit. Attach anything to the piece that documents the process it has been through. Have multiple people edit your pieces. **Ask your editors to sign and date the copy that they mark up.**

When you are ready for my feedback, place your pieces in the lovely basket in the front of the room. Monica Hollenbeck decorated that basket last year. I will edit student work every day and return written pieces in the stacked baskets in the front of the room. The baskets are separated by period. You should check the basket whenever you are expecting something back from me.

Addendum: You must write an addendum for each piece. This could be a sentence or two that explains what you are going for with the piece and what you hope the reader gets out of it. It may also include any background information that will be pertinent to the editor. The addendum may be handwritten under the poem or typed and stapled to it. Addendums can be as lengthy or as brief as you want. Take a look at the student samples in the classroom.

Example addendum: “This is a piece I wrote after having a fight with my mother. We were arguing over my right to drive—which she is keeping me from! I was trying to capture some of the dialogue we said to each other. Even though we were really mad, I ended the poem with us splitting a piece of cheesecake because she had just made a delicious dessert and we made up while eating.”

Label: In the upper right corner of each piece, please note which level in the process it is:

- a) Inceptions (the very beginning ideas)
- b) Self-edit
- c) Peer edit by _____

Evaluating Writing: I don’t grade your writing; I edit it. I will give you one of the following evaluations:

- a) Teacher-Edit – This means that you must revise your written piece. Take into account my comments and any other editorial comments, then make a new draft. Staple your new draft on top of all old drafts – so you show the entire process. You will continue to hand in your revised work until you receive the FINAL stamp.
- b) Final – Once I mark a piece as “FINAL,” you can let it rest until it’s time to hand in your portfolio.

2. You may make no more than one submission in the same day. The spirit of the class is that each piece will go through THE PROCESS. **Last-minute rushes are not appreciated.**

3. Early drafts may certainly be handwritten, but final copies must be typed. Essays, memoirs, newspaper articles, and other lengthier prose works must be double-spaced. Poetry submission should be typed, unless artistic considerations demand the piece be handwritten.

4. Pieces vary in length –that is the nature of writing. Do not consider length—consider your art and what you want to convey with each piece.

Goals of the Class

- 1) Students will generate their own original topics.
- 2) Students will determine the genres of their own pieces—yet, attempt many styles.
- 3) Students will take pieces through a process: from inception to final draft.
- 4) Students will share writing.
- 5) Students will utilize workshop time to begin work, advance pieces, abandon pieces, contemplate topics, and confer about writing.
- 6) Students will complete portfolios of their polished and edited original writing.

Mandatory Materials: Check Date is Monday, September 14

- 1) Thin-tipped magic markers. You must get your own set!
- 2) Double-sided folder (one side for handouts, one side for your writing.)
- 3) Any art supplies (optional).

Plagiarism Policy

This class teaches the importance of CREATING your own work. Submitting material that has been written by another person – student or professional – is absolutely unacceptable. The penalty for plagiarism could be an F for the portfolio.

Unacceptable submissions:

- 1) Writing created by a professional or amateur that isn't you.
- 2) Writing you created previous to the first day of this class.
- 3) Writing created for another class.

If you have any questions about a piece – if you think it even borders on breaking one of these rules – please discuss this piece with me before submitting it.

There are acceptable methods to integrating professional writing and/or older pieces you have written into this class. The key is to talk to the teacher about your ideas. DO NOT print up a poem written by someone else, stick your name on it, and throw it on the pile hoping I won't notice. Come and talk to me!

Basic Rules of the Class

- 1) Always have an open notebook, pens, pencils, and magic markers on your desk.
- 2) No erasing, crossing out, or throwing away writing. Save everything. Today's bad writing could turn into something decent in two weeks.
- 3) Date and label everything. Label your journal entries, drafts, exercises, and even your doodles.
- 4) Use your workshop time effectively and appropriately.

Technology

- a) Cell phones – Forbidden from ringing in class. Avoid texting and emailing, but you may use them to advance your work in class.
- b) iPod- You are encouraged to listen to music if it helps with your creative process. But, you must keep the volume at a level where others cannot hear it.
- c) iPads and Laptops – Bring them and use them!

Exams and Your Grade

- There is at least one open-notes quiz. Be prepared by taking good notes and staying organized.
- The classwork grade is determined by how much writing you accomplish during the submission period and how much you put into the overall workshop process. This includes how much you help other students.
- The portfolio rubric is on the Goals sheet.

Final Grade: Your Portfolio

The portfolio is a showcase of your accomplishments and reflections. It is very important that you save all your work on a computer, and make back-up copies. Save all of your hard copies in your writing folder, as a last resort. The portfolio must be material with no red ink or editing—it should be a polished, pristine book. Keep this in mind—and save all your work! The portfolio is an enormous portion of your MP1 grade. You must hand in a portfolio. If your computer crashes, you lose all

your writing, and you are hospitalized—you are STILL expected to complete the portfolio.

Class Participation

<u>Positive</u>	<u>Negative</u>
Notebook always out, always writing, always prepared for class.	No notebook. No magic markers. Doing work for other classes.
Cell phone is not a distraction.	Cell phone rings, buzzes, or vibrates. You play games, text-message, or are distracted by your phone.
No tardies, no absences, no illegal absences.	Frequently tardy, absent, or illegally absent.
Sign off as an editor for other students.	You fail to collaborate with others.

E-mail

Submissions may not be sent by e-mail or any other electronic means. Hard copy writing must be submitted in class. You are definitely welcome to contact me or ask questions via email: khkrieger@gmail.com.

One-on-One Conferencing

You are encouraged to sign up for 1-on-1 time with me for any reason you desire. However, it is not mandatory. Sign up on the sheet in room 416.

The Creativity Workshop Process

- 1) First Energy – Freewriting, inceptions, lists.
- 2) First Draft – Turn the first energy into something.
- 3) First Editing – Polish up the first draft by yourself.
- 4) Second Editing, Third Editing – done by others
- 5) Final product – Produce a “final” piece.