

“Art is not something you can take or leave, it is a necessity of life.”

–Oscar Wilde

### About the Course

*Course Name:* Creative Writing I

*Course Code:* ENG-221-DS21

*Prerequisite:* ENG-121 (Comp I)

*Credits:* 3.0

*Semester:* Spring 2013

*SYN number:* 71559

*Start Date:* Jan. 14, 2013

*No-Show Date:* Jan. 22, 2013

\*If you have not completed introductory assignments in Canvas **before 11:59 PM on Tuesday, Jan. 22**, you will be reported to CMC administrators as a “no-show” and be dropped from the course. The resultant loss in credit hours may cause a reduction and/or cancellation of financial aid award. After being dropped, neither financial aid awards nor class reinstatement can occur without significant documented extenuating circumstances. If you have concerns about this, contact your campus financial aid specialist:  
[http://coloradomtn.edu/web/admissions/financial\\_aid/contact](http://coloradomtn.edu/web/admissions/financial_aid/contact)

*Refund Date:* Jan. 30, 2013

*Withdraw Date:* April 7, 2013

*End Date:* May 3, 2013

### About the Instructor

*Name:* Erin Beaver

*Office Hours:* Tuesdays, 5:30-6:30 PM – Glenwood Center, 3<sup>rd</sup> floor  
Wednesdays, 9-noon & 1:30-2:30 – Spring Valley office

*How You Can Reach Me:*

**In-Person** – My CMC office is at the Spring Valley Campus outside Glenwood Springs, Room 107 in the Calaway Building.

**Phone** – 720.340.8221 – This is my Google Voice number. It will ring my office line as well as my cell phone. Please only call between 8 AM – 9 PM.

**Email** – [ebeaver@coloradomtn.edu](mailto:ebeaver@coloradomtn.edu) – Please sign emails with your full name.

**SMS** – 720.340.8221 – Please end texts with your full name. Text any hour of the day or night.

**Online** – We will use Canvas for most online correspondence; however, if you also use social media, you can find me at the following locations:

→ **Skype:** My Skype name is erinebeaver.

→ **Facebook:** You can find me at <http://www.facebook.com/erinbeavercmc>

→ **Google Chat:** You can chat with me by adding [profbcmc@gmail.com](mailto:profbcmc@gmail.com) to your Gmail contacts.

Except during school holidays and weekends, you can expect a response from me within 24 hours.

### Course Location

This course is an online course. Nearly all of our course interactions will take place through Canvas, the online learning management system (LMS) used by Colorado Mountain College. These interactions include but are not limited to, accessing course announcements, documents, research links and library resources; submitting assignments/assessments; and communicating via discussions, web conferences, and email. Canvas is accessible via most web browsers (i.e., Mozilla/Firefox, Chrome, Safari). For instructions on how to access your Canvas account and answers to other frequently asked questions, please visit [http://www.coloradomtn.edu/web/departments/information\\_technology/help\\_for\\_canvas](http://www.coloradomtn.edu/web/departments/information_technology/help_for_canvas).

If you have general questions about online learning, contact Colorado Mountain College Online Learning at 970-947-8341, email [virtual@coloradomtn.edu](mailto:virtual@coloradomtn.edu), or visit [http://coloradomtn.edu/web/classes/online\\_learning](http://coloradomtn.edu/web/classes/online_learning)

### Course Orientation

You do not need to know how to navigate the Canvas learning management system prior to entering this class; however, you should have a thorough understanding of the operating system on your computer, be comfortable using your CMC email account (for help with email access, go to [http://www.coloradomtn.edu/web/student\\_services/it\\_service\\_desk](http://www.coloradomtn.edu/web/student_services/it_service_desk) and click on “Student Gmail”), and have basic word processing skills. When the course begins, enrolled students will receive an email with an orientation to the course.

### Computer Access

Online courses require frequent computer use and Internet access. To be successful in this course, it is **HIGHLY RECOMMENDED** that students have daily access to a personal computer with reliable Internet access. If you need to use a computer at your local CMC campus, you may do so during open lab hours. Check with your campus for times. NOTE: CMC labs are not available for web conferences due to the verbal interaction involved.

## Course Description

In this course, students learn techniques for creative writing and explore imaginative uses of language through creative genres (fiction, poetry, and literary nonfiction). Emphasis is placed upon student's own unique style, subject matter, and needs.

## Student Learning Outcomes, Competencies & Skills

I have designed this course to help you improve your abilities as a writer and hone your writer's eye. More specifically, by the time you finish this course, you should be skilled in the following:

- Reading closely, recognizing the subtle and complex differences in language use.
- Examining the structure of creative writing genres.
- Analyzing style.
- Demonstrating a writer's understanding of how form and content work together to create literary meaning.
- Experimenting with techniques of creative writing.
- Critiquing creative writing (your own, the work of your peers, and the work of professionals).
- Applying the writing process to achieve a polished final work.

## IDEA (Individual Development and Educational Assessment) Objectives

The IDEA Student Ratings of Instruction system focuses on student learning. As noted on the IDEA Center's Web site, this system "solicit[s] students' feedback on their own learning progress, effort, and motivation, as well as their perceptions of the instructor's use of . . . instructional strategies and teaching methods."<sup>1</sup> Near the end of this course, you may be asked to evaluate this course based your achievement of the following IDEA objectives:

- Developing creative capacities
- Gaining a broader understanding and appreciation of intellectual/cultural activity (e.g., creative writing)
- Developing skill in expressing oneself orally or in writing

## Required Course Materials

Burroway, Janet. *Imaginative Writing: The Elements of Craft*. 3<sup>rd</sup> ed. Boston: Longman, 2011. [ISBN: 9780205750351]

Lamott, Anne. *Bird by Bird: Some Instructions on Writing and Life*. New York: Anchor, 1994. [ISBN: 9780385480017]

USB flash drive or comparable method for storing course work

CMC Library Card – If you do not already have one, please complete the request form at the following Web page:

<http://library.coloradomtn.edu/content.php?pid=349163&sid=2944414>

Daily access to a computer with:

- 1) reliable Internet connection
- 2) an up-to-date web browser (e.g., Firefox, Safari, Chrome)
- 3) word processing software (MS Word, preferred)<sup>2</sup>
- 4) an internal or external microphone (most of today's laptops are built with internal mics) for synchronous meetings
- 5) Adobe Reader, for viewing documents [Free download at <http://www.adobe.com/downloads/>]
- 6) Adobe Flash Player, for viewing videos [Free download at <http://www.adobe.com/downloads/>]

Accounts with the following services/programs:

(Tutorials for account creation/management will be provided. Please do not create accounts until instructed to do so within the course.)

- Google: <https://accounts.google.com> – As a CMC student, you already have a Google account; however, you may choose to use a personal account instead of your CMC account for interaction in assignments that utilize Google Drive.
- VoiceThread: <http://voicethread.com/>

### Ordering Books

Colorado Mountain College has partnered with Follett Virtual Bookstores to operate textbook services. You will find the official textbook list for CMC courses at: [www.coloradomtn.bkstr.com](http://www.coloradomtn.bkstr.com).

If you wish to use Financial Aid funds to purchase your texts from the CMC Online Bookstore (Follett), you may do this with a CMC Flex Pay account. You will need to contact the Accounts Manager at your local CMC campus for instructions and username/password information. If you are not close to a CMC site, contact CMC Online Learning at 970-947-8341 or [virtual@coloradomtn.edu](mailto:virtual@coloradomtn.edu).

**NOTE:** You MUST have your texts no later than the second week of the course. **I will not provide copies of assigned texts beyond that time. If necessary, pay for expedited shipping or work with a classmate to get copies of assigned reading.**

Students can sell back books anytime online or in-person at Follett's CMC buyback events. Join the online store's email list at [www.coloradomtn.bkstr.com/email](http://www.coloradomtn.bkstr.com/email) for more information on future buyback dates/times and to receive other important messages from Follett.

If you have online bookstore questions, email [coloradomtn@fvb.follett.com](mailto:coloradomtn@fvb.follett.com) or call 800-621-4088.

<sup>1</sup> "Student Ratings of Instruction." *The IDEA Center*. The IDEA Center, 2008. Web. 13 Aug. 2009.

<sup>2</sup> Microsoft Word is the standard word processing program for CMC faculty, and this is the program installed on computers within CMC computer labs. If you do not have MS Word on your personal computer, you can create Word-compatible documents using FREE programs such as Google Drive (<http://drive.google.com>) or Open Office ([www.OpenOffice.org](http://www.OpenOffice.org)). Please note, however, that if you choose to work in an application other than Microsoft Word (e.g., Microsoft Works, Pages, Open Office, etc.), you must ensure that you are saving your files in a Word-compatible version.

## Course Schedule

Below, you will find an abbreviated schedule that provides an overview of the work you will complete in this course along with important dates within each unit. Module due dates are tentative and may change as the course progresses. **Always adhere to the assignment instructions and deadlines as they are posted in our Canvas site.**

	Modules/Description	Important Dates
<b>WELCOME</b> Jan. 14-27	1.1: Course Orientation 1.2: Orientation to Canvas & Course Technologies 1.3: The Habit of Writing	Jan. 14 – Course begins Jan. 22 – No-Show Date *Students who fail to complete introductory assignments by this date will be reported as a “no-show” and dropped from the course.
<b>THE GENRES</b> Jan. 28-March 3	2.1: Introduction to Genre 2.2: Creative Nonfiction 2.3: Fiction 2.4: Poetry 2.5: Wrap-Up	Jan. 30 – Refund Date *Students dropping this class on or before this date will usually receive a full refund.
<b>DEVELOPMENT &amp; REVISION :: PREPARING FOR WORKSHOP</b> March 4-17	3.0: Developing & Revising Manuscripts	March 11-15 – CMC Spring Break *No assignments will be due during this period; however, some students may choose to use this time to continue developing & revising their manuscripts for the first writers’ workshop.
<b>WORKSHOP</b> March 18-22	4.0: Writers’ Workshop	
<b>CHAPBOOK</b> March 22-May 3	5.0: Defining the Chapbook 5.1: Individual Consult with Instructor 5.2: Developing & Submitting Items for Chapbook	
<b>ELEMENTS OF CRAFT</b> March 22-April 21	6.1: Image 6.2: Voice 6.3: Character 6.4: Setting 6.5: Story	April 7 – Drop/Withdraw Date *Students remaining on the roster after this date will be assigned a letter grade at the end of the semester. April 13-20 – One-on-one meetings with instructor
<b>WORKSHOP</b> April 21-28	7.0: Writers’ Workshop	
<b>FAREWELL</b> April 29-May 3	8.0: Course Closure	May 3 – Chapbook components due

## Course Expectations

Below, you will find an abbreviated list of expectations I have of students enrolled in this course. These expectations will be explained in more detail within the opening modules of our course.

- MAKE THE TIME:** The “rule of thumb” for college courses is that you should spend 2-3 hours outside of class for every hour spent inside of class. So, for a 3-credit hour class, you should spend between 6-9 hours outside of class time studying, reviewing material, reading, etc. However, as an online class, our “inside class” time is similar to “outside class” time. Thus, I expect students to **spend between 9-12 hours each week** on work for this course.
- COMMIT TO THE CRAFT:** Writing is not a magical ability that some people just have and others just don’t. Writing is a skill, and like any other skill – playing the piano, learning a new language, tiling a floor – it can be acquired through dedicated practice.
- LOG IN:** Maintaining your virtual presence in an online class is vitally important. At a minimum, login to our Canvas course **3 times/week**, preferably 4-5 times/week. Always login at the start of each module to review the tasks/assignments for that segment of our course.
- SET NOTIFICATION PREFERENCES AND CHECK FOR MESSAGES:** Make sure your Notification Preferences in Canvas are accurately set up (tutorial will be provided in first week of the course). It is vitally important that you have your Canvas Notification Preferences set up so that you can appropriately receive course notifications/updates. Recommended settings and a tutorial will be provided in the orientation module.
- STAY ORGANIZED:** Successful online learners are those who organize their time and work effectively.
- SHARE:** This online learning class is not an independent study; it is a learning community. I expect all students to be active participants in all aspects of the course.

7. **OWN & RESPECT YOUR OWN VOICE:** You should not enter this course hoping to impress me or your peers with your writing. This course is not a competition to see who is the “best” writer. Instead, enter the class writing to please yourself and engage your readers.
8. **UTILIZE RESOURCES:** In addition to the required textbooks, exploit the many resources at your disposal: classmates, learning lab workshops, tutoring services, instructors, online resources.
9. **PROTECT YOUR WORK:** Save everything, and always keep a back-up copy of work in print and in another digital form!
10. **SUBMIT ON TIME (OR EARLY):** To avoid technical mishaps and undue stress, complete assignments on time or ahead of time.

### Methods of Evaluation

Writing is a learned process; therefore, your final grade in this course will depend upon your participation in the process and on the quality of your writing. I will be *informally* evaluating your writing and progress throughout the semester; however, you should not expect formal grades on your writing until the end of the course. The main criteria used in determining your final grade will be the progress/improvements you’ve made by the end of the semester, the seriousness of your effort, and the quality of your contributions to the class chapbook. In short, your final semester grade depends upon your week-in, week-out commitment to this course.

More specifically, your final grade in this course is weighted by category, and all of the work completed in this class will fall into one of the categories listed below. Please note that no extra credit will be offered; however, in some categories, the lowest grades will be dropped.

**Assignments**      **50%**      Items in the “Assignments” category include writing exercises/assignments, quizzes, surveys/polls, and participation in collaborative activities (e.g., discussions, group work, writers’ workshops, synchronous group meetings, etc.). Essentially, if a graded task doesn’t fit in one of the other categories, it falls under “Assignments.” Many assignments will be graded for completion only; some will be graded based upon published criteria. Your 3 lowest assignment grades will be dropped.

**\*A NOTE ABOUT SYNCHRONOUS MEETINGS:** I will hold numerous synchronous (live) meetings throughout this course. Meetings will take place remotely through web conferencing connected to Canvas. To participate, you must have access to a computer in a quiet space, and the computer must have an internal or external microphone. In some instances, we will meet as a whole class; in others, we will meet in small groups for writers’ workshops. Synchronous meeting dates and times will be published in our Canvas course along with meeting topics, expectations for participation, and grading criteria.

**Journal**            **10%**      You will keep a paper journal for the duration of this course. It will serve as a storehouse for your musings, idea generation, early drafting, and manuscript tinkering. By the end of the course, you will need to provide me with visual evidence of your regular interaction with your journal. Explanation of journal use and evaluation criteria will be provided within the opening modules of the course.

**Chapbook**        **40%**      Throughout the course, you will be developing and revising pieces for selection and inclusion in the class chapbook. At the very end of the semester, you will collaborate with classmates in developing the class chapbook. This will include submission of a polished manuscript as well as a personal reflection on the manuscript. Explanation and evaluation criteria will be provided in module 5.0.

**ON GRADE COMPUTATION/ASSIGNMENT RETURN:** I begin formally evaluating course assignments after module due dates. However, I will be in conversation with you throughout the course, encouraging you to look more critically at texts, motivating you to test out new writing techniques, reassuring you that you’re on the right path. For me, this kind of feedback is more important than how many “points” you have earned. That said, as we progress through the course, please stay abreast of changes to your grades by clicking on the “Grades” link in our Canvas course shell. If you see a discrepancy or have a question about a grade or assignment, please contact me using the “Add a Comment” tool linked to that specific assignment in Canvas. A tutorial showing how to use the “Add a Comment” tool will be provided in the opening weeks of the course.

## Grading Scale & Options

If you have chosen the letter grade option for this course,<sup>3</sup> your final grade will be determined according to the following scale:

A = 90-100%

B = 80-89%

C = 70-79%

D = 60-69%

F = 59% or below

I will consider authorizing an "Incomplete" only if a student has completed at least 75% of the coursework and s/he can complete missed coursework within one month of the course end date.

If you have opted for the Pass/Fail grading option, you will receive a "P" for the class if you earn a 70% or better for the course. An "F" is assigned if you earn anything less than a 70%. Students selecting the Audit grading option receive an "AU" as the final grade. This means only that the student registered for the course; s/he will earn no quality points or credit hours, nor can s/he meet prerequisite requirements through this grading option. However, students registered under the course audit option may re-take the course for credit in a subsequent semester.

Approximately two weeks after the course ends, CMC will mail an official grade report to your permanent mailing address. For additional information about grading options and policies, refer to the CMC catalog: <http://catalog.coloradomtn.edu/>

## Course Policies

### ACADEMIC MISCONDUCT POLICY

As a student of Colorado Mountain College, you are expected to conduct yourself in accordance with generally accepted norms of scholarship and professional behavior. Because of this expectation, the college does not condone any form of academic misconduct. Academic misconduct includes but is not limited to plagiarism, cheating, fabrication, and knowingly or recklessly encouraging or making possible any act of plagiarism, cheating, or fabrication. In order to uphold the integrity of the teaching and learning processes, the following transgressions will NOT be tolerated:

**PLAGIARISM:** Plagiarism is the act of appropriating another person's written, artistic, or musical composition, or portions thereof, or ideas, language, or symbols, and conveying the material as the product of one's own mind, without giving appropriate credit to the originator. Plagiarism may be intentional or unintentional; however, it is still plagiarism. Direct quotations, statements that are the result of paraphrasing or summarizing the work of another, and other information that is not "common knowledge" must be cited. Using actual words from another source, failing to surround those words in quotation marks, and/or failing to provide the appropriate citation is plagiarism. When paraphrasing, the source of the paraphrase must be introduced clearly and be cited accurately. **Any plagiarized work, regardless of source, regardless of intention, may NOT be rewritten for credit.** Be aware that student work may be submitted to Turnitin, an anti-plagiarism program that detects unoriginal content.

**CHEATING:** Cheating is the act of using or attempting to use, in examination or other academic work, material, information, or study aids that are not permitted by the instructor. Cheating includes but is not limited to: using unauthorized materials during a quiz/exam; unauthorized collaboration between two or more students on a quiz/exam, paper, project, or activity; obtaining illegally or attempting to obtain unauthorized knowledge of a quiz/exam; giving or selling to another student unauthorized copies of a quiz/exam; doing research, writing papers, or taking examinations for someone else, or allowing another student to provide these services for you; using a commercially-prepared term paper or project; purchasing a document and presenting it as original work; or submitting large portions of the same work as part of the academic work for more than one course without instructor permission.

**FABRICATION:** Fabrication is the invention of material or its source and its use as an authority in academic work. Fabrication includes but is not limited to: inventing information to support a research paper or other class project; inventing the title and author of a publication in order to use the invented publication as a source; or knowingly attributing material to an incorrect source.

A student judged to have engaged in academic misconduct<sup>4</sup> will, at a minimum, receive a zero for the work in question. The student may also be removed from the class, resulting in a failing grade, and/or be referred to CMC administrators to face additional consequences. As noted in the Student Code of Conduct, "Students may be required to withdraw from CMC for an extended period of time or indefinitely for failing to meet academic standards ..." (16).

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<sup>3</sup> You select your grade option at the time you register for classes. You may change your grade option up to the refund date by contacting the registration staff at your campus.

<sup>4</sup> It is your responsibility to become aware of the academic policies and regulations of CMC. Ignorance of policies is not an acceptable excuse for violating them. Please closely read the "Academic Policies & Requirements" within the CMC Student Handbook, which is available at [http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=650#Academic\\_Policies\\_\\_Requirements](http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=650#Academic_Policies__Requirements). **Note:** A student's intentions will not be the primary consideration in the determination of whether academic misconduct has occurred.

### ATTENDANCE POLICY

Your attendance is not only expected, it is vital to your success in this course. Attendance in an online course is more than just submitting assignments. It involves regular, active engagement with the course content as well as collaboration with your peers. Students habitually absent from course discussions, group collaborations, etc., who are impeding the success of their peers may be removed from teams and assigned lengthy solo projects.

### CONDUCT/CIVILITY POLICY

In this course, we learn by exploring ideas. To meet this end, open discussion/collaboration is encouraged; however, this requires being respectful of others' voices, and everyone has a part to play in creating an open and safe learning environment. All communications, even those that challenge the ideas of others, should foster a sense of worth for all voices. Indeed, the CMC Student Handbook notes that all students "have the right to inquire, to discuss, and to express their views by orderly means that do not infringe upon the rights of others or impede the progress of the course" (11). Furthermore, students should work "to promote a sense of cooperation and work to build an atmosphere that will be most conducive to the goals of higher education" (14). Thus, there are some basic ground rules when engaging in conversation/collaboration in this class:

1. Use common courtesy when joining in class discussions/collaborations. [A detailed set of expectations of common courtesy will be provided within the first weeks of the course.]
2. Don't monopolize conversation or attempt to force your opinions on others.
3. Remain open to diverse perspectives. Every student in this course retains the right to freely express and defend his or her ideas. However, comments that degrade or ridicule another, whether based on individual or cultural differences (e.g., race, gender, ethnicity, sexual orientation, ability, or religion) are unacceptable as is harassment in any form.<sup>5</sup>

I value our time in this class, and I expect you to do the same, "act[ing] in accordance with commonly accepted standards of academic conduct" (12).<sup>6</sup> **Classroom behavior that interferes with either (a) my ability to conduct the class or (b) the ability of students to benefit from instruction is not acceptable.** Examples include routinely entering a synchronous meeting late or departing early; failing to comply with oral or written directions of college officials; communicating in a way that is perceived as harassing, intimidating, obscene, abusive to others (e.g., "hate" speech targeted at groups of individuals), or disruptive to class; threatening, attempting, or committing physical violence against or endangering the health, safety, or welfare of self and/or others; operating under the influence of alcohol or drugs (in faculty/staff judgment).

**I reserve the right to remove a student from collaborative portions of our class (discussions, chat, Collaborate meeting, etc.) for violating the class conduct/civility policy.** In addition to losing credit for graded collaboration(s), dismissed students may face further disciplinary action, including being required by CMC administrators to withdraw from the institution for an extended period of time or indefinitely.

### COURSE CONTENT POLICY

I make every effort to limit student exposure to explicit or offensive content. However, you may be required to read/view works containing offensive language or imagery. I do not intend in any way to offend, nor do I necessarily share the views presented in these works. Nonetheless, because these works relate to issues and controversies in the human experience and expose you to multiple perspectives, no substitutions will be provided.

As writers, you should feel free to write as you wish. Aside from the two exceptions below, there is NO CENSORSHIP on writing content in this course.

1. **You may not present work that features your classmates.**
2. **You may not present work that is deliberately offensive or hurtful to others or yourself.**

By enrolling in this course, you are agreeing to be held academically accountable for all required content, regardless of any offensive nature. Students who are unwilling either to read or to think critically about such works are encouraged to drop this course at their discretion.

### DROP/WITHDRAW POLICY

The last date to drop/withdraw from this course is **April 7, 2013**. I will NOT administratively withdraw enrolled students. If your name is on my class roster, you will remain on the roster until the end of the course unless you remove yourself from the roster through CMC's Course Drop process. Moving through that process is an individual student's responsibility. Notifying me, your advisor, or simply not logging into our Canvas shell are not sufficient ways to ensure that you are withdrawn from this course. If you decide to drop the course, you are responsible for completing the necessary Drop Form and submitting it to any CMC site registration office. If you cannot submit an Add/Drop Form to a CMC registration office, you must submit a written request to be dropped. This request must be submitted to a CMC site registration office. The date the written notice or Add/Drop Form is received shall determine your eligibility to drop the class and/or receive any related refunds.<sup>7</sup> Students whose names are on the official course roster at the end of the term will be assigned a grade.

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<sup>5</sup> If you experience any problems of this kind, notify me immediately.

<sup>6</sup> It is your responsibility to become aware of the standards of conduct and rules and regulations. Ignorance of policies is not an acceptable excuse for violating them. The Student Code of Conduct as well as details on the adjudication process and sanctions for misconduct can be found in the Student's Rights & Responsibilities section of the CMC Student Handbook: <http://catalog.coloradomtn.edu/content.php?catoid=3&navoid=650>

<sup>7</sup> Students dropping this class on or before the refund date will usually receive a full refund.

## LATE WORK POLICY

Organizing your time and meeting deadlines are vital in college...and in life. I expect all assignments—readings, discussion posts, writing assignments, etc.—to be completed on time. That said, I also understand that sometimes unexpected life events happen, causing need for additional time to complete an assignment. For this reason, in this course, **each student is granted a period of one-week amnesty for 5 late assignments**. So, in other words, you can submit 5 assignments up to one week past the published deadline and still potentially earn full credit for those assignments. However, once you have used up your 5 late assignments, any work submitted after the deadline will not be considered; it will receive an automatic zero.

The last two weeks of the semester are exempt from the above rules. **I will not accept nor assess late submission of any work in the last two weeks of the semester.**

### EXCUSES...EXCUSES...EXCUSES...

Here are some of the common questions I've been asked regarding late work. Please read my responses so you do not have to fumble to find your syllabus when you repeat a question and my response is, "It's in the syllabus."

#### ***But . . . my computer crashed...my USB flash drive isn't working...my dog peed on my laptop...***

ALWAYS copy your assignments onto a USB flash drive, an external hard drive, or some other back-up system. This includes work saved in the Cloud (e.g., posts in our Canvas course, Google Drive interactions, short answers for quizzes, etc.) A disk error, computer crash, or busy computer labs will NOT excuse a late assignment. PLAN AHEAD! Make sure you arrange to have access to a second computer in the event that your primary computer crashes or your ISP goes down.

#### ***But . . . I have to work a double at work . . . my sister is coming to visit . . .***

Non-tech problems will NOT excuse a late assignment, such as completing assignments for other classes, working mandatory overtime at a job, forgetting, going on your honeymoon, etc. We all have "other lives," but if you are going to take this course, with that comes the responsibility of completing specified tasks on time. Therefore, it is a good idea to plan to submit assignments at least a day or two ahead of schedule to avoid panic and problems.

#### ***But . . . what if Canvas goes down unexpectedly? Are we given extra time to complete assignments?***

I know when the server goes down making it impossible to access our course site. When this happens (very rarely), I will contact the class via email (your CMC email account). In short, yes, you would be given extra time to complete assigned work. However, you are responsible for noting scheduled "maintenance" times and/or periods of "intermittent connectivity" and planning around these published times.

#### ***But . . . I enrolled after the semester started. Will I be able to make up missed work?***

If you were admitted into the course after the course start date, you will be held responsible for missed course materials. You will have 7 days after your entrance into the course to make up all missed assignments.

#### ***But . . . what if I'm hospitalized or have a dreadful disease?***

If you are unable to interact online for an extended period of time due to serious illness, these missed days will be excused only if you provide me with official verification, with dates specified, from a doctor or school official, and you do so in a timely manner. Under those circumstances only, most assignments can be made up. However, work requiring student interaction cannot be made up. If you are absent from timely interactive assignments, you will receive a zero for those assignments.

#### ***But . . . my situation is special...***

While I generally do not distinguish between excused and unexcused absences, I do reserve the right to determine legitimacy of excuses in unique situations. If you are offline due to some such extenuating circumstance, assignment deadlines will only be extended if you provide me with official verification, with dates specified, and do so in a timely manner. However, work requiring timely student interaction cannot be made up. If you are absent from timely interactive assignments, you will receive a zero for those assignments.

## TECHNOLOGY POLICIES

**Appropriate Use:** Use of the college's technology and telecommunications resources is a privilege—not a right. All users of college technology resources are expected to use those resources in a responsible, ethical, efficient, and professional manner consistent with all applicable laws and policies. Violation of these policies may be grounds for loss of privileges, disciplinary action under other college policies, or legal sanctions under federal, state, and local laws. Complete detail of the Appropriate Use of Technology Policy may be obtained through the counseling office at your local CMC campus.

**Logging In & Working on Campus Computers:** You need a username/password to login to campus computers. If this information is not posted within the computer lab, speak with someone at the front desk. When you have finished working on a campus computer, make sure that you have saved your work to a portable storage device (USB flash drive, external hard drive, uploaded to your Canvas Files Repository, etc.). Do not save any work on the computer's hard drive! Work saved on a CMC computer's hard drive is deleted upon logout.

**Email:** All CMC students enrolled in a credit-based class will be assigned a CMC student email address through Google mail (Gmail). Please allow at least 48 hours after you enroll for this account to be activated. To access your CMC student email account and learn more about it, visit the Student page of the "myCMC" portal: <http://mycmccoloradomtn.edu> NOTE: If you choose to

have your CMC email account forwarded to an external provider (e.g., hotmail, yahoo, etc.), you do so at your own risk. CMC has no control over the delivery of email that has been forwarded outside of its domain.

**Document/File Types:** I only accept electronic submission of MSWord-compatible documents or PDFs. If you are working in an application other than Microsoft Word (e.g., Microsoft Works, Pages, Open Office, Google Drive), ensure that you are saving your files in a Word-compatible version or exporting as a PDF. Any student submitting a document/file in an unaccepted format will be given **one chance** to make the correction and re-submit. Once I have notified a student of this error, any subsequent submissions in unacceptable forms will be disregarded and the student will receive a zero for that assignment.

**Technical Assistance:** For technical assistance with Canvas, WebAdvisor, or student email, first consult the resources at [http://www.coloradomtn.edu/web/departments/information\\_technology](http://www.coloradomtn.edu/web/departments/information_technology). If your problem is not resolved, contact the CMC Service Desk at 970-947-8438 or toll-free at 866-642-0495.

## Services/Resources for Students

### DISABILITY SERVICES

If you have a disability protected by the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act and feel you may need accommodations based on the impact of your disability, please contact the Disability Services Coordinator on your campus:

- Edwards and Steamboat Springs: **Deb Farmer** at 970-870-4450
- Aspen, Carbondale, Glenwood Springs (including Spring Valley), and Rifle: **Dr. Anne Moll** at 970-947-8256
- Breckenridge, Dillon, Leadville, and Chaffee County: **Sandi Conner** at 719-486-4200

The Disability Services Coordinator is the only person who can authorize accommodations for you. I cannot provide special services without documentation from the Disability Services Coordinator, so please make contact with her early in the semester. Reasonable accommodations will be provided once the college has been able to evaluate written documentation of your disability. Reasons for all accommodations are confidential and will never be discussed with any instructor, student, or staff without written consent. For more information about Disability Services, please consult:

[http://coloradomtn.edu/web/admissions/disability\\_services](http://coloradomtn.edu/web/admissions/disability_services).

### TUTORING/LEARNING LABS

Tutoring is available for students who need additional help to succeed in a course. The CMC Learning Labs provide extra support in reading, writing, and math; however, if you are struggling in another subject, please consult with your instructor and site counselor. Learning Lab staff offers open lab times where you can work at your own pace and level in small groups or one-on-one with tutors. For a list of open lab times and scheduled workshops, consult the counseling staff at your campus.

### VIRTUAL LIBRARY :: [HTTP://LIBRARY.COLORADOMTN.EDU](http://LIBRARY.COLORADOMTN.EDU)

CMC's Virtual Library is open to you 24 hours a day, 7 days a week, providing you with access to thousands of online journals and newspapers, books and art images, downloadable videos and audio books, career resources, practice tests, and much, much more. You can access the virtual library from within our Canvas shell (CMC Libraries link) or through the myCMC portal. If you need help with the Virtual Library, email [reference@coloradomtn.edu](mailto:reference@coloradomtn.edu) or call 800-621-8559, ext. 2926.