

VICTORIA UNIVERSITY OF WELLINGTON
Te Whare Wānanga o te Ūpoko o te Ika a Māui



INTERNATIONAL INSTITUTE OF
MODERN LETTERS
Te Pūtahi Tuhi Auaha o te Ao

CREATIVE WRITING PROGRAMME

CREW 257 CREATIVE NON-FICTION WORKSHOP Second Trimester 2006

Staff

Coordinator: Harry Ricketts
Location: Room VZ 906 [OR room 404, 16 Wai-te-ata Road]
Tel: (W) 4636814 (H) 4753997
On class days, messages may be left for Harry at the IIML, tel 463 6854
E-mail: harry.ricketts@vuw.ac.nz .

There will also be visits from writers, editors and other bookworld professionals.

Class Times

Workshops take place 9.30am – 12.30pm on Fridays in the International Institute of Modern Letters, 16 Wai-te-ata Road.

Any further information about CREW 257 is made available in class.

Aims, Objectives and Content

CREW 257 gives recognition to creative work in creative non-fiction writing, including autobiography, memoir, short life, personal essay, and travel writing. By the end of the workshops each member of the course should have developed:

- their individual achievement and potential as a writer of creative non-fiction
- their understanding of craft elements in creative non-fiction writing
- their skills as a reader (as well as writer) of creative non-fiction

These goals are achieved through

- regular writing exercises (weekly during the first half of the course)
- workshop presentation and discussion of written work
- production of written assessments of others' work

- consistent, steady work towards the workshop's assessment folio

Exercises will explore particular subject and craft aspects of non-fiction writing, but will also try to develop individual voice and range.

In addition, by the end of the course, students should have acquired some understanding of the New Zealand literary marketplace – the nature of local publishing, the various media outlets for writers, literary magazines, agents, and so on.

Course Materials

There is one set text for this course, a Course Reader, which includes a range of examples of creative non-fiction writing from here and overseas. This is available from the Student Notes shop in the Student Union Building at a cost of \$14.30. Otherwise our course texts will be produced, week by week, by members of the workshop group.

Note This means that photocopying will be an additional expense for you. You will need to bring **thirteen** copies of each piece of work to workshop meetings (this includes a copy for yourself).

Assessment

Assessment in CREW 257 is based on the portfolio you submit at the end of the course. Two typewritten or printed copies of your folio must be submitted by Friday 20 October. Two examiners (the workshop teacher and one external assessor) will read each folio. After assessment is completed, one copy of your folio will be returned to you, along with the written reports of the two readers.

Note CREW 257 is assessed on a pass/fail basis only. If you pass the course, you will receive Grade H (Ungraded Pass).

The Folio

In CREW 257 folios should be 6,000 - 12,000 words and will normally consist of **three** pieces of creative non-fiction plus a short introduction. **One** of your pieces should be in **two** versions: an early draft and the finished text.

Mandatory Course Requirements

In CREW 257, you must attend **all** workshops and complete **all** the prescribed exercise work and commentary writing. If you do not meet these requirements, your folio will not be assessed, and you will automatically fail the course.

Workload

It is hard to assess the workload for this course. CREW 257 is formally a 22 point undergraduate course, but many students tend to treat it as a fulltime undertaking. You should certainly expect to be busy. Fulltime undergraduates should expect to spend an average of 15 hours per week on this course (this figure includes workshop hours).

Workshops

The first workshop is on Friday 14 July 2006.

At workshops you present weekly exercise work for group discussion and (in at least one session) one of the pieces from your folio work-in-progress. You will also be asked to produce written commentaries on work-in-progress presented by other members of the class.

Towards the end of the workshop programme, each student will have an individual conference with the workshop convenor to discuss the contents and format of their final folio.

Workshop Timetable

Our first six meetings will focus on discussion of weekly exercise work. From Sept 8 we will focus on folio work.

Friday	July 14	Introductory
Friday	July 21	Workshop Exercise 1
Friday	July 28	Workshop Exercise 2
Friday	August 4	Workshop Exercise 3
Friday	August 11	Workshop Exercise 4
Friday	August 18	Workshop Exercise 5

Mid trimester break: no workshops Friday August 25 or Sept 1

Friday	Sept 8	1 st Folio Workshop
Friday	Sept 15	2 nd Folio Workshop
Friday	Sept 22	3 rd Folio Workshop
Friday	Sept 29	4 th Folio Workshop
Friday	Oct 6	5 th Folio Workshop
Friday	Oct 13	6 th Folio Workshop
Friday	Oct 20	Folios due

Exercise One

'Beginnings'

Write 3 versions of the opening of your autobiography. These versions should be distinctly different in some way (ie not simply rewrites of each other) and should, if possible, add up to a whole. Give the piece an overall title.

Limit 600-800 words. Bring 13 copies to the July 21 workshop (this includes a copy for yourself!)

CREW 257: Some Talking Points

- Names & addresses
- History
- Voice
- Reading
- Course folios: contents; assessment procedures
- Workshops
 - Times & dates
 - Exercises
 - Work in Progress
 - Written commentaries
 - Use of coursebook
 - Occasional handouts, visitors
- Practicalities
 - Always bring 13 copies of all pieces of work (this includes a copy for yourself)
 - Use a typewriter or printer
 - Tea, instant coffee, milk and sugar are provided by the IIML. Dishes.

- Vicbooks gives a 15% discount during the year of study. Discount cards will be handed out at the first workshop.

Enjoy yourself.

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General University policies and statutes

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hard copy or under 'About Victoria' on the VUW home page at www.vuw.ac.nz.

Student and staff conduct

The Statute on Student Conduct together with the Policy on Staff Conduct ensure that members of the University community are able to work, learn, study and participate in the academic and social aspects of the University's life in an atmosphere of safety and respect. The Statute on Student Conduct contains information on what conduct is prohibited and what steps are to be taken if there is a complaint. For information about complaint procedures under the Statute on Student Conduct, contact the Facilitator and Disputes Advisor or refer to the statute on the VUW policy website at:

www.vuw.ac.nz/policy/studentconduct

The Policy on Staff Conduct can be found on the VUW website at:

www.vuw.ac.nz/policy/staffconduct

Academic grievances

If you have any academic problems with your course you should talk to the tutor or lecturer concerned; class representatives may be able to help you in this. If you are

not satisfied with the result of that meeting, see the Head of School or the relevant Associate Dean; VUWSA Education Coordinators are available to assist in this process. If, after trying the above channels, you are still unsatisfied, formal grievance procedures can be invoked. These are set out in the Academic Grievance Policy which is published on the VUW website at:

www.vuw.ac.nz/policy/academicgrievances

Academic integrity and plagiarism

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute on Student Conduct and may be penalized severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

www.vuw.ac.nz/home/studying/plagiarism.html

Students with Impairments (see Appendix 3 of the Assessment Handbook)

The University has a policy of reasonable accommodation of the needs of students with disabilities. The policy aims to give students with disabilities the same opportunity as other students to demonstrate their abilities. If you have a disability, impairment or chronic medical condition (temporary, permanent or recurring) that may impact on your ability to participate, learn and/or achieve in lectures and tutorials or in meeting the course requirements, please contact the course coordinator as early in the course as possible. Alternatively, you may wish to approach a Student Adviser from Disability Support Services (DSS) to discuss your individual needs and the available options and support on a confidential basis. DSS are located on Level 1, Robert Stout Building:

telephone: 463-6070

email: disability@vuw.ac.nz

The name of your School's Disability Liaison Person is in the relevant prospectus or can be obtained from the School Office or DSS.

Student Support

Staff at Victoria want students to have positive learning experiences at the University. Each faculty has a designated staff member who can either help you directly if your academic progress is causing you concern, or quickly put you in contact with someone who can. In the Faculty of Humanities and Social Sciences the support contact is **Dr Allison Kirkman, Murphy Building, room 407**. Assistance for specific groups is also available from the Kaiwawao Maori, Manaaki Pihipihinga or Victoria International.

In addition, the Student Services Group (email: student-services@vuw.ac.nz) is available to provide a variety of support and services. Find out more at:

www.vuw.ac.nz/st_services/

VUWSA employs Education Coordinators who deal with academic problems and provide support, advice and advocacy services, as well as organising class representatives and faculty delegates. The Education Office (tel. 463-6983 or 463-6984, email at education@vuwsa.org.nz) is located on the ground floor, Student Union Building.