

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 255 CHILDREN'S WRITING WORKSHOP
SECOND TRIMESTER 2007**

Staff

The co-ordinator of CREW 255 is Eirlys Hunter
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Class Times

Workshops take place 3.10 – 6.00pm on Mondays in the IIML Workshop Room at Glenn Schaeffer House, 16 Wai-te-ata Road.

Course Materials

There is one set text for the course, available from the Student Notes shop in the Student Union Building. Workshop exercises produced by each student will provide further texts from week to week.

Note: This means that photocopying or printing will be an additional expense for you. You will need to bring **nine** copies of each piece of work to workshop meetings.

Aims and Content

CREW 255 requires you to write, read and think critically about fictional work for children.

This is achieved by:

- Writing exercises
- Discussion of written work
- Providing classmates with written feedback
- Keeping a reading journal
- Creating a story bank

- Consistent, steady work towards your assessment folio

The aim of the writing exercises is to explore aspects of the craft of writing for children before you begin on your folio work. They allow you to experiment with your writing voice and to extend your imaginative range.

Reading, thinking about, and discussing each other's writing in a workshop setting allows you to develop insight into what's possible, and what works.

The story bank will be a resource for you to draw on as you work towards your portfolio and in the future.

By the end of the course you should have furthered your development as a writer for children and increased your awareness and understanding of the genre. You should also have gained some practical knowledge of the marketplace for children's literature.

Mandatory Course requirements

You must attend **all** workshops, complete **all** the prescribed exercise work, and keep a reading journal that you submit before you submit your portfolio. If you do not meet these requirements your portfolio will not be assessed and you will automatically fail the course.

Assessment

Assessment for CREW 255 is based on your folio of writing. **Two** printed copies of your folio must be submitted on **Monday 22nd October**. Your folio will be read by the workshop coordinator and by an external assessor. (Only the workshop coordinator will read your reading journal.) After assessment has been completed your reading journal and one copy of your folio will be returned to you, along with reports from the two examiners.

Please note: CREW 255 is assessed on a pass/fail basis only. If you pass the course you will receive a Grade H (Certificate Pass).

The Folio

Your folio should be around 7,000 words, and, unless otherwise negotiated with the course coordinator, must consist of three items. These should all be suitable for children up to 12 years of age.

The folio should have at least one novel extract and one picture-book story.
Choose from the following:

- Picture Book (younger readers) (max 750 words)
- Picture Book (older readers) (max 1500 words)
- Short fiction for 5 – 8 year olds (max 1500 words)
- Short fiction 9 – 12 year olds (max 2,000 words)
- Novel extract for 6 – 9 year olds
- Novel extract for 9 – 12 year olds
- Play, suitable for School Journal, 6 – 8 year olds
- Play, suitable for School Journal, 9 – 12 year olds

The Reading Journal

In addition to your portfolio of writing you must submit a reading journal of at least 3000 words. This is due on **24th September**. **It is mandatory to submit your reading journal in order to pass CREW 255 but the journal will not be assessed.** The guidelines for the journal will be discussed in class.

Workload

Expect to spend at least 15 hours a week on course work, but be aware that many students treat CREW 255 as a full-time undertaking. There is a lot of reading that needs to be done at a steady rate right from the first week.

Workshops

The first workshop is on **Monday 9th July** in the seminar room on the ground floor of Glenn Shaffer House. In the first few workshops students will present exercise work for group discussion. In the second half of the semester two students will present work-in-progress each week.

In addition each student will make a brief (5-10 minute) presentation to the class about one influential children's book.

Towards the middle of the course each student will have an individual conference with the workshop coordinator (about 30 mins). Students should aim to have planned the contents of their folio by this stage.

CREW 255 Timetable 2007

- 9 July Introductions, finding stories, ex 1
- 16 July ex 2 Character
- 23 July ex 3 Voice and pov
- 30 July ex 4 Relationships, dialogue
- 6 August ex 5 play (half). Workshop visitor (Kate De Goldi.)
- 13 August ex 6 play (half). Workshop visitor (to be confirmed)

mid-trimester break no meetings

- 3 Sept: ex 7 Picture book.
- 10 Sept: Folio workshop, book presentation
- 17 Sept: Folio workshop, book presentation
- 24 Sept: Folio workshop, book presentation. Reading journal due
- 1 Oct: Folio workshop, book presentation
- 8 Oct: Final workshop: re-writing and editing
- 22 Oct Evening. Folio hand-in party

TBA: visit to the National Library's children's book collection.



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.victoria.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.victoria.ac.nz/policy/studentconduct

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

www.victoria.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.victoria.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.victoria.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 contacts are **Dr Allison Kirkman, Murphy Building, room 407** and **Dr Stuart Brock, Murphy Building, room 312**. Assistance for specific groups is also available from the Kaiwawao Māori, Manaaki Pihipihinga or Victoria International.

Manaaki Pihipihinga Programme

This programme offers:

- Academic mentoring for all Māori & Pacific students at all levels of undergraduate study for the faculties of Commerce & Administration and Humanities & Social Sciences. Contact Manaaki-Pihipihinga-Programme@vuw.ac.nz or phone 463 6015 to register for Humanities & Social

Science mentoring and 463 8977 to register for mentoring for Commerce and Administration courses

- Postgraduate support network for the above faculties, which links students into all of the post grad activities and workshops on campus and networking opportunities
- Pacific Support Coordinator who can assist Pacific students with transitional issues, disseminate useful information and provide any assistance needed to help students achieve. Contact; Pacific-Support-Coord@vuw.ac.nz or phone 463 5842.

Manaaki Pihipihinga is located at: 14 Kelburn Parade, back court yard, Room 109 D (for Humanities mentoring & some first year Commerce mentoring) or Room 210 level 2 west wing railway station Pipitea (commerce mentoring space). Māori Studies mentoring is done at the marae.

Student Services

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.victoria.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.