



Course Syllabus  
Atlanta Metropolitan State College  
School of Arts & Sciences

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**Intro to Creative Writing**  
**CRN 80341, Fall 2025**

**The University System of Georgia (USG) institutions encourages all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible.**

**Professor Jamie Butler-Wilcox:**

Office Location: Science Lecture Bldg. 100, Room 151

Office Number: (404) 756-4695

Student Help Hours:

- In Person: Tuesdays and Thursdays: 2:00 pm – 5:00 pm
- Virtual: Wednesdays: 12:00 pm – 4:00 pm
  - **Virtual Office (Microsoft Teams): Meeting ID: 213 757 355 530 1**  
**Passcode: Ts6W5wf6**

**Preferred Email: Brightspace**

AMSC Email: [jbutler@atlm.edu](mailto:jbutler@atlm.edu) (emergencies only)

**Important Dates:**

- ❖ Attendance Verification: Oct. 16
- ❖ Last Day to Reinstate: Oct. 27
- ❖ Last Day to Withdraw w/out Penalty: Nov. 17
- ❖ Midterms: N/A to this course
- ❖ Last Day of Class: Dec. 6
- ❖ Final Exams: Dec. 9 - 11

**"Creativity is intelligence having fun." Albert Einstein**

***"A true piece of writing is a dangerous thing, it can change your life." Tobias Wolff***

Welcome to Intro to Creative Writing! In this course, there is an emphasis on composing creative nonfiction, fiction, and poetry. In other words, we will study the main genres of creative writing in fiction, creative nonfiction, and poetry. After we go over the genre characteristics and you have read several examples, you will have the opportunity to write

an example of that genre. So, you will write a piece of creative nonfiction, a piece of fiction, and poems.

**Prerequisites:** Exit or exemption from Learning Support English, Reading, and English Composition 1101.

**Required Textbook:** Our required textbook is free and has been uploaded to Brightspace under the 'Resources' module. Therefore, you do not have to pay for a textbook in this class. The textbook we are using is called "Introduction to Creative Writing" by Linda Frances Lein. This textbook is an Open Educational Resource.

**General Education Learning Outcome:** In this course, students will experiment with poetry, prose, and/or drama in the development of their own writing style, using representative works as a guide.

**Email Response Time:** I will respond to your emails within 24 hours during the week and the next business day on weekends.

**Course Delivery Method:** This is an online course and does not meet virtually.

**Attendance Policy:** Students are required to log into the class regularly and submit assignments on Sundays at 11:59 p.m.

**Withdrawal:** Withdrawal from a course is solely the responsibility of the student. Instructors will not initiate student withdrawals. A student who wishes to withdraw from a course MUST submit a completed Withdrawal Form (Schedule Reductions Form) to the Registrar's Office before mid-term to receive a grade of "W" for the course.

**Enrollment Status:** Students are ultimately responsible for ensuring that the course(s) in which they enroll are included in the approved degree plan and program map for their program of study. Students must periodically check their enrollment status in this course during the semester. The student is responsible for determining changes in enrollment status and taking necessary steps (e.g., pursuing reinstatement in this course) following those outlined in the AMSC catalog.

**Abandoning a Course:** It is normal and common to experience unexpected situations. If you are experiencing challenges, contact me during my student help hours so we can develop a plan for your success. Abandoning a course should be avoided at all costs since it will result in an F grade at the end of the semester.

**Time Commitment:** I understand that we have competing priorities outside of school, so try your best to set aside time to study your notes and complete assignments. Students can expect to spend 3 - 6 hours per week on this course.

**Course Culture:**

- Treat everyone in the class with respect.
- Be curious and ask questions.
- Log in regularly to check messages from your instructor and other students.
- Check the course calendar, Brightspace email, and AMSC email regularly.
- Read, study, and complete weekly assignments by Sunday at 11:59 p.m.

**Conduct:** We will engage in discussion forums in our class. You are expected to refrain from profanity, crudeness, and slurs of any kind. Proper conduct applies to all forms of communication in the course. The penalty for not complying with these guidelines is removal from the course.

**Late Policy:** Sometimes we fall behind due to unforeseen circumstances. Therefore, I do allow late work. Students have **one week after the due date** to submit their work and will be subject to a **10% decrease in the earned grade**.

**Late Discussion Posts:** Since discussions promote class engagement, students cannot make up discussion forum assignments. However, note that initial discussion posts are due Fridays at 11:59 p.m., and responses to your classmates' posts are due Sunday at 11:59 p.m.

### **Methods of Assessment**

Coursework	50% / 750 points
Discussion Forums	30% /150 points
Final Project	20%/ 100 points

### **Grading and Standards**

100% - 90% of maximum points awarded = A

89% - 80% of maximum points awarded = B

79% - 70% of maximum points awarded = C

69% - 60% of maximum points awarded = D

Below 60% of maximum points awarded = F

### **Course Schedule**

Week 1	Introductions/The Writing Process & Finding Focus
Week 2	Fiction and Descriptive Writing
Week 3	Creating Characters and Building a Setting
Week 4	Writing Dialogue
Week 5	Writing Poetry
Week 6	Sound and Rhythm in Poetry
Week 7	Form in Poetry
Week 8	Develop Final Poetry project

**Grievance with Grades:** Problems related to the grading policy should first be brought to the professor's attention for the course. A resolution of unsettled issues or concerns may be pursued by following the grievance procedures outlined in the AMSC Student Handbook and the Academic Catalog.

**Grade turnaround time:** All assignments and assessments will be graded within one week from the assignment's due date. The instructor will provide comments along with the grade as necessary for feedback.

### **Class Cancellation:**

- Procedure regarding long-term emergency closure of the college: In the event of an emergency that forces the college to close for an extended period, students **MUST** contact the instructor of this class within 48 hours using the contact information (e.g., email address in BrightSpace) on the syllabus to obtain directions for

- continuing the course. The instructor will provide instructions for transmitting and submitting course assignments and course assessments, including due dates.
- The student is responsible for submitting valid, accurate contact information, including an active AMSC email address, to the instructor by the end of the first week of the course. Students can obtain an Atlanta Metropolitan State College Student email address in the Academic Support Center on the third floor of the Library Building.
  - If the instructor for the course cannot be reached within the specified period (within 48 hours), the Dean of the School of Social Sciences and Humanities will be responsible for the course and can be reached at the email address posted on the college's website.

**American Disability Act (ADA) Statement:** Your success in this class is important to me. We will all need accommodations because we all learn differently. Atlanta Metropolitan College is committed to providing support for all students and making their college experience an enriching opportunity. In compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, The Department/Office of Counseling and Accessibility Services, located in the Student Services & Success Center, building 650-Suite 252, oversees the coordination of services for students with documented disabilities. The Coordinator of Disability Services collaborates with faculty and staff to offer provisions for reasonable accommodations to students who meet the requirements.

It is the policy and practice of AMSC to make all Web information accessible to students with disabilities. As a student with a disability, if you have difficulty accessing any part of the course materials for this class, please notify the instructor immediately. Accommodations cannot be provided until a reasonable accommodation plan is in place. To the greatest extent possible, all college representatives shall observe confidentiality.

**Office of Counseling and Accessibility Services:** The Office of Counseling and Accessibility Services operates under the Americans with Disabilities Act (ADA) laws to assist in leveling the playing field for students who have disabilities with those who do not. The amended ADA, otherwise known as ADAAAA, defines "disability" as a physical or mental impairment that substantially limits one or more major life activities. If you feel that you have a disability or impairment that may limit your academic functioning, don't hesitate to contact Dr. Dorothy Williams, the Counseling and Accessibility Services Coordinator, at 404-756-4016 or at <https://www.atlm.edu/students/counseling-and-disability-services.aspx>.

The Coordinator of Counseling and Accessibility Services reviews all accommodation requests. To receive accommodations, the student's illness or disability must be verified in writing by a physician, psychiatrist, or other healthcare provider or specialist. Students choosing to access disability support services should contact the Coordinator as soon as possible after acceptance to AMSC. Please be aware that late notifications may result in complications for establishing accommodations in a timely fashion.

**The Writing Center:** The Writing Center is open year-round to support students, staff, and faculty at AMSC. We offer one-on-one remote and in-person tutoring for various projects (essays, applications, reports, theses, etc.) at any stage of the writing process (from brainstorming to final revisions). The tutors in the Writing Center will work with students on idea development, structure, use of sources, style, grammar, and more. We offer strategies and resources to help students compose, revise, and edit their work. We also

support the literacy needs of ESOL Students. The Writing Center is located in Room 211, Building 100. You can contact them through email at [writingcenter@atlm.edu](mailto:writingcenter@atlm.edu)

### **Academic Honesty:**

- Only the epitome of professionalism is expected of each student. Cheating or the abetment of cheating is not tolerated
  - Per page 91-93 of the 2019-2020 Atlanta Metropolitan State College Catalogue the Penalties for Academic Misconduct states:
    - In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose a penalty.
    - Types of penalties may include, but are not limited to, the instructor assigning a grade of "F" for the assignment, the instructor not accepting the work, the student being assigned additional work, or the student receiving a grade reduction for the assignment.
    - **The maximum penalty the instructor may impose is a grade of "F" for the course.**

Turnitin plagiarism software has been enabled in Brightspace. Students must submit all assignments through this system. Any instances of academic dishonesty will be met with penalties.

### **Examples of Academic Dishonesty are:**

- Improper citing of work
- Improper paraphrasing or summarizing
- Submitting a paper in this class that you have previously submitted in another class
- Passing off papers purchased, borrowed, or stolen from another source or the internet as your own

Academic dishonesty is not limited to plagiarism or cheating on exams. I encourage you to get assistance with any aspect of research writing the Writing Center, [tutor.com](http://tutor.com), or other sources, so you do not make an error of plagiarism.

Please note the following penalties that may occur in cases of cheating or plagiarism.

**The information is from page 57 of the Atlanta Metropolitan State College Catalog:** In cases where a student is found guilty of cheating or exhibiting academic misconduct involving an instructor-generated assignment or examination, the instructor may impose the penalty. The types of penalties may include but are not limited to an 'F' for the assignment, the instructor's not accepting the work, the student's being assigned additional work, or the student's receiving a grade reduction for the assignment. The maximum penalty the instructor may impose is a grade of 'F' for the course.

### **Frequently Asked Questions and Helpful Links**

<b>I need:</b>	<b>LINK</b>
D2L/BrightSpace Student Orientation	<a href="https://www.atlm.edu/downloads/advisement/Brochure%20-%20Student%20Orientation%20to%20Desire2Learn.pdf">https://www.atlm.edu/downloads/advisement/Brochure%20-%20Student%20Orientation%20to%20Desire2Learn.pdf</a>

For help with password and other technical support issues	<a href="https://d2lhelp.view.usg.edu/">https://d2lhelp.view.usg.edu/</a>
ADA Accommodations	<a href="https://www.atlm.edu/students/counseling-and-disability-services.aspx">https://www.atlm.edu/students/counseling-and-disability-services.aspx</a>
Academic Support and Advising	<a href="https://www.atlm.edu/academics/CAAS.aspx">https://www.atlm.edu/academics/CAAS.aspx</a>
To Make a Student Complaint	<a href="https://atlm-advocate.symlicity.com/public_report/index.php/pid810499?">https://atlm-advocate.symlicity.com/public_report/index.php/pid810499?</a>
To Make a Grade Appeal	<a href="https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf">https://www.atlm.edu/downloads/advisement/CAAS%20Grade%20Appeal%20Brochure.pdf</a>
To Know the Campus Carry/HB 280 Policy	<a href="https://www.usg.edu/hb280/additional_information">https://www.usg.edu/hb280/additional_information</a>

**Disclaimer:** Information contained in this syllabus and schedule was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the semester. The instructor reserves the right, acting within the policies and procedures of AMSC, to make changes to the content or instructional techniques.