

Creative Writing Capstone Project
Student/Instructor Learning Contract
Creative Writing Certificate

Section One:

Purpose

The purpose of this contract is to help clarify the scope of the creative writing capstone project and aid the instructor and student in developing a mutual understanding of the goals and expectations for the course. Students are required to fill out section 2 and 3 of this contract and return a signed copy to the instructor, Manager (Program Development) and Program Logistics Coordinator. Students are responsible for communicating with the instructor in writing regarding any changes to this contract.

Course Description

The Creative Writing Capstone Project will focus on what it means to take a creative project beyond a first draft. You will significantly revise a creative project of your choice. At the end of this course, students will have a revised 75-page manuscript in prose or a 30-page manuscript in poetry in a genre of the student's choice. The Creative Writing Capstone Project is an individual mentoring course where students are required to find an instructor from the Creative Writing Certificate program to act as their mentor. The course is delivered over ten to fifteen weeks with five meetings with a mentor. The meetings will be hosted using Zoom video conferencing.

Project Start Date/ First Meeting: _____

Project End/Submission Date (10-15 weeks): _____

Assessment: Manuscript Submission (100%)

Email of Assessment Submission: _____

Course Learning Outcomes

By the end of this course, the successful student will be able to:

1. Apply the writing techniques acquired during the Creative Writing Certificate program to create a manuscript.
2. Demonstrate a command of style, grammar and writing mechanics.
3. Apply effective revision strategies.
4. Demonstrate professionalism and good work habits as a writer.

General Information

Instructor/Mentor Name: _____

Student Name: _____

Program Manager: Moncia Darroch
mdarroch@uoguelph.ca

Program Logistics Coordinator:
SCS-logistics@uoguelph.ca

Section Two:

Student Proposed Learning Objectives

This section is to be completed by the student. The purpose of this section is to help your instructor/mentor understand what you are hoping to get out of this experience, so that they can better support you during the Creative Writing Capstone Project.

What are you hoping to learn from this experience? What are your goals and objectives for this course? Describe what you would like to get out of the project.

List your goals here:

Based on your learning goals, what are the proposed outcomes? This could be a product, such as your manuscript, but could also include intangible outcomes, such as enhanced self-confidence or decision-making abilities. Again, this is to help you and your mentor be clear on what the outcome of this project will be. If there are any changes over the course of the 10-15 weeks, please make sure this is communicated with your mentor and they agree with the terms.

List your outcomes here:

Section Three:

Mentoring Meetings

For this course, you will be required to participate in Zoom video conferencing calls, in real-time, with your mentor. You are required to have the technical requirements to participate including having available a webcam (built-in or USB plug-in) and a headset or microphone (built-in or USB plug-in). Your mentor will set-up the Zoom video conferencing calls using a university assigned Pro-Zoom account. You are required to have, as a minimum, a current updated version of the free zoom account. (zoom.us).

Proposed Meetings Dates

You and your mentor must agree to meet a minimum of five times during the Creative Writing Capstone project period. List the dates that you and your mentor have agreed to meet below. If a conflict arises and these meeting dates must change, please make sure you communicate with your mentor well in advance and reschedule.

Mentoring Meeting #1: _____

Mentoring Meeting #2: _____

Mentoring Meeting #3: _____

Mentoring Meeting #4: _____

Mentoring Meeting #5: _____

Section Four:

Criteria for Evaluation

The recommended grade determination for this course is indicated in the following table. By signing this document, the student and instructor/mentor agree on the learning outcomes, assessments and assessment weights presented in Table 1.

Prior to signing this document, please refer to all assessment related policies and procedures attached as an appendix to this document.

Table 1: Capstone Project Rubric for Evaluation

Learning Outcome	Assessment	Comments	Grade
Apply the writing techniques acquired during your course of study to creating a manuscript	• Captures the reader's attention from beginning to end, keeps reader engaged • Uses original and interesting language, vivid character development, imagery and well-written dialogue • Demonstrates variety in sentence structure and vocabulary • Avoids multiple clichés and stereotypes		/25
Demonstrate a command of style, grammar and writing mechanics	• Skillfully develops story and character, building major and minor characters with credible points and insights • Uses a range of techniques to compel the story forward: scene, summary, setting • Writing flows well, no misunderstandings or comprehension issues for the reader • Writing is clear and concise, not confusing or contradictory • Writing contains few or no mechanical errors in grammar usage, punctuation or syntax		/25
Apply effective revision strategies	• Responds to the revision process with a positive attitude • Applies feedback provided throughout the mentorship appropriately to improve the manuscript		/25
Practice professionalism and good work habits as a writer	• Demonstrates a daily writing habit meeting deadlines for submission of work • Maintains schedule of mentor appointments • Demonstrates professionalism in their communication and interactions with the mentor		/25

Learning Outcome	Assessment	Comments	Grade
			/100

Terms and Conditions:

The student, _____, has until the first scheduled mentoring meeting to withdraw from the Creative Writing Capstone Project course. Providing that the student continues beyond this date, your responsibilities as student shall include:

- Accepting the statements, policies and processes outlined in the appendices attached to this document.
- Accepting the learning outcomes, assessments and assessment weights presented in Table 1.
- Participating in the five meetings with the mentor outlined in section three, via the zoom video conferencing tool.
- Submitting a revised version of your project manuscript to the instructor by _____ (end date).

Appendix One:

Course Specific Standard Statements

Communicating with Your Instructor/Mentor:

You are able to communicate with your instructor/mentor, using the email provided. Your instructor will respond within 48 hours.

Late Policy

If you submit your assignments to the Capstone Instructor/Mentor late without any notice, the full allocated mark will be reduced by 5% per day after the deadline for the submission of the assignment to a limit of 10 days.

Extensions will be considered for medical reasons or other extenuating circumstances. If you require an extension, discuss this with the instructor/mentor as soon as possible and well before the due date. Barring exceptional circumstances, extensions will not be granted once the due date has passed. These rules are not designed to be arbitrary, nor are they inflexible. They are designed to keep you organized, to ensure that all students have the same amount of time to work on assignments, and to help to return marked materials to you in the shortest possible time.

Obtaining Grades and Feedback

Your instructor/mentor will submit your grade to the program manager two weeks from the submission deadline if the assignment is submitted on time. Upon approval of the program manager, a grading rubric document completed by the instructor/mentor will be shared with the student via email. This document will reflect the rubric highlighted in section four of the attached document and contain the final course grade.

To access your final grade online, please log in to the [SCS Student Portal](#) (using the same username and password you have been using for your courses).

Appendix Two:

Program Specific Standard Statements

Course Withdrawal

If for any reason you must withdraw from the Creative Writing Capstone Project course, you must notify the program manager and instructor/mentor in writing via email. Upon notifying the program manager, the student must complete the Request for Drop forum using the [SCS Student Portal](#).

Login selecting the "I already have an account" option using your username and password. Go to the "My Enrolment History" option under the Student Portal tab. There will be a drop button to the right-hand side of the course you wish to be removed from. If you have technical difficulties, contact the School of Continuing Studies.

Should you decide not to continue after the course drop date, you must still withdraw from the course by the project end date (indicated in the above contract) to avoid academic penalty (receiving a grade of F on your academic record).

Refund Policy

A refund, less a \$125.00 administration fee, will be issued provided SCS receives written notification of withdrawal at least seven days prior to the project start date to the second Friday of the project period.

Failure to take part in a Capstone Writing Capstone Project course does not constitute notification of withdrawal and will result in forfeiture of the entire course fee.

Should you decide not to continue after the second Friday of the project period, you must still drop the course using the [SCS Student Portal](#) by the project end date to avoid academic penalty (receiving a grade of "F" on your academic record).

Course Cancellations/Postponements

The School of Continuing Studies reserves the right to change or cancel a course at any time. When it is necessary to cancel or postpone a course, The School of Continuing Studies will make every effort to notify all participants. It is important that you provide

your full contact information including your email address when registering. In such cases, the paid course fee(s) will be refunded.

The School of Continuing Studies's liability is limited to the reimbursement of paid course fee(s). The School of Continuing Studies will not be responsible for travel or other related expenses incurred by the registrant.

Requesting a Transcript

When you become a student with The School of Continuing Studies, your courses and grades are recorded on a transcript. All the courses you take as part of your studies will appear on this official documentation from the University of Guelph. If you require a transcript, submit a request through the [SCS Student Portal](#). Login selecting "I already have an account" option. Go to "Special Requests," and select "Transcript".

Requesting Your Certificate or Diploma

When you have completed the requirements for a certificate or diploma, you can request your parchment through the [SCS Student Portal](#). Login selecting the "I already have an account" option using your username and password. Go to "My Applications" and navigate to the "View more available applications" button. Select the CE certificate / diploma application from the available list, complete the requested information and submit.

You will receive your certificate or diploma, in the mail, in six to eight weeks. There is no fee required.

Appendix Three:

Continuing Education Policies and Processes

Email Communication

Check your email account (the account you provided upon registration) regularly for important communications, as this is the primary conduit by which The School of Continuing Studies will notify you of events, deadlines, announcements or any other official information.

When You Cannot Meet Course Requirements

When you find yourself unable to meet an in-course requirement due to illness or compassionate reasons, please advise your course instructor in writing, stating your request and outline the reasons. You may be required to provide supporting documentation before an assignment extension is granted.

Storage and Retention of Videoconference Recordings

Courses may use videoconferencing-based software (e.g., Microsoft Teams, Zoom) and sessions may be recorded by your instructor. As a result, the University of Guelph may collect your image, voice, name, personal views and opinions, and course work under the

legal authority of the University of Guelph Act and in accordance with the Freedom of Information and Protection of Privacy Act. The recording may capture material shared on screen, participant audio and participant video and may be used to facilitate asynchronous learning by other students registered in the course. Recordings of this nature will be deleted following the conclusion of the course. Recordings that facilitate assessment will be retained for a period of one year following the conclusion of the course. If you have any questions about the collection and use of this information, please contact your instructor.

Academic Consideration Policy

The University of Guelph will consider granting Academic Consideration for courses if there are sufficient extenuating medical, psychological, or compassionate reasons. Academic Consideration may take the form of an extended deadline, a deferred privilege, a late drop of a course with or without academic failure, withdrawal from a semester with or without academic failure, or permission to continue probationary status. A deferred privilege could take the form of approval to complete a course requirement after the end of the semester. If you require Academic Consideration before the final class day of a semester, please contact the course instructor by email, if possible, prior to the date on which the work is due.

If you require Academic Consideration beyond the end of the semester, please contact the [Learner Success Advisor](#) immediately. You will be asked to submit:

- A personal letter or email stating your request and outlining the medical, psychological or compassionate grounds for your request;
- Documentation supporting your request;
- A completed Academic Consideration Form

Academic Consideration requests are reviewed by the Academic Review Sub-Committee of the School of Continuing Studies. You will be sent a letter, notifying you of the outcome.

Copies of Assignments

Keep paper and/or other reliable back-up copies of all assignments: you may be asked to resubmit work at any time.

Accessibility

The University of Guelph is committed to creating a barrier-free environment. Providing services for students is a shared responsibility among students, faculty and administrators. This relationship is based on respect of individual rights, the dignity of the individual and the University community's shared commitment to an open and supportive learning environment.

Continuing Education learners who require academic accommodation, please contact the [email the learner success advisor](#). Please ensure that you contact us before the end of the first week of your course (every semester) in order to avoid any delays in support.

Documentation from a health professional is required for all academic accommodations. Please note that all information provided will be held in confidence.

If you require course materials produced in an alternate format (e.g., DAISY, Braille, large print or e-text), please contact the [email the learner success advisor](#) at least two months prior to the course start date. If contact is not made within the suggested time frame, support may be delayed. It is recommended that you refer to the course outline before beginning your course to determine the required readings.

Academic Misconduct and Academic Integrity

Academic misconduct is behavior that erodes the basis of mutual trust on which scholarly exchanges occur, undermines the University's exercise of its responsibility to evaluate students' academic achievement or restricts the University's ability to accomplish its learning objectives ([University of Guelph Undergraduate Calendar](#)).

The University of Guelph is committed to upholding the highest standards of academic integrity and requires all members of the University community to be aware of what constitutes academic misconduct and to do as much as possible to prevent academic offences from occurring. Policies, procedures, and penalties regarding academic misconduct apply to all participants in Open Learning and Educational Support sponsored courses (referred to hereafter as "Open Learners"), as they do all students.

As a Continuing Education Learner, it is your responsibility to understand what constitutes Academic Misconduct and to abide by the University of Guelph policy on student academic misconduct, regardless of your location or program of study.

Academic misconduct is broadly understood to mean offences against the academic integrity of the learning environment. Offences include, but are not limited to:

- Misappropriation of others' work:
 - Plagiarism (i.e., misrepresenting the work of other as one's own, without appropriate use of referencing);
 - Copying another person's answers to an exam question or assignment;
 - Submitting the same assignment for credit on more than one occasion without prior written permission from the instructor;
 - Unauthorized cooperation or collaboration (i.e., working on individual assignments in a group and submitting collaborative work as one's own).
- Misrepresentation and fraud:
 - Impersonation of one's self for the purposes of writing an exam or submitting an assignment;
 - Submitting false, fraudulent or purchased assignments or medical documentation;
 - Use of unauthorized aids or assistance in the completion of exams or assignments.

Specific requirements for course work and evaluation are described in the course outline and will be further reviewed in class (See ‘Assessment – Description’. It is your responsibility to understand and meet these requirements. Discuss any questions you have with your instructor in advance of completing assignments or exams.

Procedure for Suspected Academic Misconduct

Should an Instructor in a continuing education course suspect an incident of academic misconduct, the course instructor will bring the suspected offence to the attention of the Manager, Program Development responsible for the course. The instructor and manager will investigate the offence and may interview the student, but there is no obligation to do so. If an academic misconduct offence is suspected to have been committed, the Manager, Program Development will bring the suspected offence, including all evidence and documentation to the attention of the director, the School of Continuing Studies. If an offence of academic misconduct is confirmed, the director will assess an appropriate penalty, according to the University’s guidelines and will inform the student.

Acceptable Use

The University of Guelph has an [Acceptable Use Policy](#), which you are expected to adhere to.

Copyright Notice

All content within this course is copyright protected. Third party copyrighted materials (such as book chapters and articles) have either been licensed for use in this course or have been copied under an exception or limitation in Canadian Copyright law.

The fair dealing exemption in Canada's Copyright Act permits students to reproduce short excerpts from copyright-protected materials for purposes such as research, education, private study, criticism, and review, with proper attribution. Any other copying, communicating, or distribution of any content provided in this course, except as permitted by law, may be an infringement of copyright if done without proper license or the consent of the copyright owner. Examples of infringing uses of copyrighted works would include uploading materials to a commercial third-party web site, or making paper or electronic reproductions of all, or a substantial part, of works such as textbooks for commercial purposes.

Students who upload to CourseLink copyrighted materials such as book chapters, journal articles, or materials taken from the Internet, must ensure that they comply with Canadian Copyright law or with the terms of the University’s electronic resource licenses. For more information about students’ rights and obligations with respect to copyrighted works, see [Fair Dealing Guidance for Students](#).

Grading

All papers and assignments will be graded according to the regulations outlined in the University of Guelph Undergraduate Calendar. The grading system is as follows:

A+	90 - 100%
A	85 - 89%
A -	80 - 84%
B+	77 - 79%
B	73 - 76%
B -	70 - 72%
C+	67 - 69%
C	63 - 66%
C -	60 - 62%
D+	57 - 59%
D	53 - 56%
D -	50 - 52%
F	0 - 49%

Students should pay attention to the definitions of the grade ranges:

- 80 - 100 (A) Excellent. An outstanding performance in which the student demonstrates a superior grasp of the subject matter, and an ability to go beyond the given material in a critical and constructive manner. The student demonstrates a high degree of creative and/or logical thinking, a superior ability to organize, analyze and to integrate ideas, and a thorough familiarity with the appropriate literature and techniques.
- 70 - 79 (B) Good. A more than adequate performance in which the student demonstrates a thorough grasp of the subject matter, and an ability to organize and examine the material in a critical and constructive manner. The student demonstrates a good understanding of the relevant issues and a familiarity with the appropriate literature and techniques.
- 60 - 69 (C) Acceptable. An adequate performance in which the student demonstrates a generally adequate grasp of the subject matter and a moderate ability to examine the material in a critical and constructive manner. The student displays an adequate understanding of the relevant issues, and a general familiarity with the appropriate literature and techniques.
- 50 - 59 (D) Minimally Acceptable. A barely adequate performance in which the student demonstrates a familiarity with the subject matter, but whose attempts to examine the material in a critical and constructive manner is only partially successful. The student displays some understanding of the relevant issues, and some familiarity with the appropriate literature and techniques.
- 0 - 49 (F) Fail. An inadequate performance.

Plagiarism Detection Software

Students should be aware that faculty have the right to use software to aid in the detection of plagiarism or copying and to examine students orally on submitted work. For students found guilty of academic misconduct, serious penalties, up to and including suspension or expulsion from the University can be imposed.

Recording of Materials

Presentations which are made in relation to course work - including lectures, cannot be recorded or copied without the permission of the presenter, whether the instructor, a classmate or guest lecturer. Material recorded with permission is restricted to use for that course unless further permission is granted.

Religious Holidays

Should a student need to miss scheduled tests, mid-term examinations, final examinations, or requirements to attend classes and participate in laboratories for religious reasons, please advise the instructor within two weeks of the distribution of this course outline so that alternate arrangements can be made.

Illness

Medical notes will not normally be required for singular instances of academic consideration, although students may be required to provide supporting documentation for multiple missed assessments or when involving a large part of a course (e.g., final exam or major assignment).

Program Contact Information

The School of Continuing Studies (General Inquiries)

Tel: 519-767-5000

Email: scs-info@uoguelph.ca