



COURSE OUTLINE – Winter 2026

EN2950(A3): Introduction to Creative Writing: Prose – 3 (3-0-0) 45 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Dr. Anna Lapointe	PHONE:	780-539-2992
OFFICE:	C420	E-MAIL:	alapointe@nwpolytech.ca
OFFICE HOURS:	Wednesdays 10:15-11:15, Fridays 11:45-12:50		

CALENDAR DESCRIPTION: At an introductory level, this course emphasizes the principles and practices of writing publishable prose. Students are allowed to write in various genres aimed at traditional publication or other markets.

PREREQUISITE(S):

Six credits of Junior English and consent of instructor based on some demonstrated attempt at creative prose submitted to the instructor at least 9 days before the first class

REQUIRED MATERIALS:

- One notebook

All required readings are posted to the course's myClass page. Students are responsible for ensuring that they can access these files, and for informing the instructor if they experience access problems.

DELIVERY MODE(S): On-Campus

LEARNING OUTCOMES: By the end of this course, students will be able to

- Articulate the distinctions between genres of prose writing
- Compose a work of creative prose which reflects the techniques and conventions of the genre

- Prepare and present work for group feedback
- Offer feedback in a detailed and constructive manner
- Engage in detailed revision of creative prose, integrating a range of feedback

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferalberta.alberta.ca>

**** For courses with alpha (letter) grading, a grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

Monthly work submissions	30% (total)
Presentation of work/response to critiques	10% (total)
Participation (including in-class constructive critiques)	20%
Self-evaluation	5%
Final portfolio (stands in place of final exam)	35%

GRADING CRITERIA:

Please note that most institutions will not accept your course for transfer credit **IF** your grade is **less than C-**.

Grading Chart

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100	C+	2.3	67-69
A	4.0	85-94	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

The schedule of readings is posted to the course's myClass page. Students should check this list and ensure that they have access to the digitally-posted readings.



Specific due dates for the monthly assignments are posted to myClass under "Assignments."

The sign-up list for workshop dates will be circulated on the first day of class, and subsequently posted.

Week 1 – introduction and welcome

Week 2 – beginning to write

Week 3 – dialogue

Week 4 – point of view and narrative voice

1st monthly assignment due (end of January)

Week 5 – verb tense & sentence structure

Week 6 – making it new

Week 7 – beginnings and endings

2nd monthly assignment due (end of February)

Week 8 – narrative design

Week 9 – plot

Week 10 – characterization

Week 11 – writing at the level of sentence

3rd monthly assignment due (end of March)

Week 12 – editing your stories

Week 13 – wrap-up & revisions

STUDENT RESPONSIBILITIES:

- **Attendance:** Even more than a regular English class, this course requires your presence. Each unexcused absence will result in a major deduction from your attendance & participation grade.
 - If your absence is for a legitimate reason (illness or family crisis), **let the instructor know by e-mail**. In your e-mail, please indicate your course number and section. Please send a new e-mail for each class missed for a legitimate reason, or clearly state which days will be missed. E-mailed notices of absence do not automatically "roll over" for future missed dates.
- **Participation:** Simply showing up is not sufficient. You are expected to comment, respond to questions, interact with classmates, and otherwise contribute to the class dialogue. Questions are welcomed and encouraged. If you're wondering about something, most likely several classmates are as well, only they're afraid to speak up, so ask.
 - In order to participate effectively, you should have the day's reading completed before class begins. Ideally, you will also have made notes on the material and brought them along, so that you're never left saying, "I got nothin'," when asked to comment.

- **Excused absences:** If your absence is for a legitimate reason (illness or family crisis), let the instructor know by e-mail. In your e-mail, please indicate your **course number and section**. (Your instructor needs this information every single time you e-mail her.) Please send a new e-mail for each class missed for a legitimate reason, or clearly state which days will be missed. E-mailed notices of absence do not automatically “roll over” for future missed dates.
- **Device ban:** Students are **not permitted** to use or access digital devices (phones, tablets, chromebooks, laptops, smartwatches, etc.) in class. Exceptions are made for students with legitimate disabilities documented through [Accessibility Services](#). (*Accommodations will not result in blanket device permission, and must be discussed in person with the instructor outside of class time.*) In all other cases, students are not permitted to use devices or have them open, either on or under the desks, during class time.
- **Use of AI, Chat-GPT, and other large language models:** This class is oriented to developing your writing and critical thinking skills. AI is an active impediment to that learning. It is imperative that in this course you do your own work without use of or reference to AI, Chat-GPT, or any other large-language model/bot*. (Hereafter, the term “AI” is used to refer to all of these.)
 - **Use of AI in this course is a violation of academic integrity, and is not acceptable.** (This class will include detailed discussion of academic integrity and how to maintain it.)
 - Assignments found to have been created using AI **will not be graded**. Whether students are permitted to rewrite/resubmit these assignments is at the instructor’s discretion. AI-written assignments may be subject to further penalties under the Student Rights and Responsibilities policy. (This policy is posted to the course’s myClass page, and is also available online.) Additional penalties may also be applied to your participation grade.
 - In cases in which submitted work exhibits concerning patterns or raises questions for the instructor about its creation and the student’s intellectual effort involved, students may be required to submit to an oral examination regarding the work at the discretion of the instructor. Failure to participate in the oral examination will result in an assigned grade of 0 for the assessment. If, following the oral examination, the instructor still has concerns about the work, the academic misconduct provisions of the Student Rights and Responsibilities policy (linked elsewhere in this outline) may be applied.
 - Assignments which do not meet the basic assignment requirements will not be graded. Before such a paper can be resubmitted (subject to significant deductions for both lateness and resubmission), the student in question must complete the following steps:



- E-mail the instructor to make an appointment for an in-person meeting (either at office hours or at another time), and then actually come to this meeting.
 - At the meeting, show a plan for completing the assignment appropriately.
 - Please note that the professor's approval is not automatic. This process is intended to assist students in actually completing assignments. Use of AI, plagiarism, or other forms of academic dishonesty are all unacceptable, and will result in the process being suspended, no new paper being accepted, and, potentially, application of the academic misconduct provisions of the Student Rights and Responsibilities Policy.
- **Missed Material:** Students are responsible for all missed material, including material missed due to legitimate/excused absences. Slideshows are posted to myClass, and notes can be obtained from classmates. If, after you have reviewed the class materials, you have questions, please contact me and I'll be pleased to help you.
- **Presentation of Work for Critique:** Twice in the course, students will bring a sample of their work for class critique (max 1000 words). It is essential that you provide your sample to the instructor well in advance of the class meeting for which you are scheduled. Workshops take place on Tuesdays; submit your work to the instructor in PDF **format no later than 4pm the preceding Friday**. (Files submitted in formats other than PDF will not be accepted.)
 - If you do not submit your work for critique on time, you may be subject to a 5% penalty.
 - If you do not submit your work for critique at all, or if you are absent without excuse from the class in which you are scheduled for critique, you may receive a grade of 0% for that element of the course. Mercy on this point is entirely at the instructor's discretion.
- **Critiques of Classmates' Work:** Work submitted for critique will be posted to myClass on Friday for critique the following Tuesday. It is each student's responsibility to access the files, to read the writing samples for that class at least twice, to take notes on them, and to offer constructive suggestions for the editing process.
 - Feedback will be delivered verbally. The workshop process is essential to professional writing, and to the development of writing communities. It is the responsibility of all members of the group to be constructive, helpful, and pleasant during this process. Rudeness, power plays, hate speech, and personal attacks will not be tolerated. It is important to remember that our focus is on the work and not on the author.

- **Receptivity:** All writers have moments of resentment in the workshop process. I call this process “You don't understand my genius!” This is a normal feeling, but keep it to yourself. Be prepared to listen to critiques thoughtfully and politely, and be prepared to incorporate feedback into your editing process. When you are unsure how to respond to a comment or suggestion, “Thank you,” is always appropriate.
- **Submission of Monthly Assignments:** Students are provided with writing prompts at least once a week. Out of their responses to these, students must submit **one assignment per month on the last Thursday of the month (due by 4:00pm)**. This work should be polished and reflect your best work this month. It will be assessed based on engagement with the techniques and principles we have so far studied and (after September) on your improvement.
 - Submissions must be double-spaced, must follow formatting requirements (posted under “guidelines”), and be in .pdf format. Submit your work to the relevant myClass assignment dropbox.
 - Improperly submitted work will not be accepted. If myClass won't accept your submission, it's probably because there's a problem with your file (wrong file type) – check that before contacting the instructor.
 - **Late submissions are not accepted.** Missed assignments are given grades of 0%. (Exceptions may occasionally made due to extenuating circumstances.)

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at <https://www.nwpolytech.ca/about/polytechnic-leadership/policies-directory>.

****Note:** all Academic and Administrative policies are available on the same page.

ADDITIONAL INFORMATION:

- **Parents and Caregivers:** If you are a parent or caregiver (not a paid sitter), please let me know. I'm aware that childcare comes with responsibilities which supersede the requirements of university classes. (Keeping human beings alive is a major responsibility!) I am happy to work with you to help you keep up in the course/manage your course requirements.
- **Children in the Classroom:** If your childcare fails, you are welcome to bring your child/children to class, provided that they can be reasonably quiet. (Providing

them with entertainment will help with this. If their entertainment is an electronic device, please provide them with headphones or turn off sound generation.) Exclusively breast-fed infants are welcome in class as often as necessary.

- **Office Hours:** My office hours are listed on the first page of this course outline. My office is C420. (Take the glass elevator to the top. Walk forward. Veer slightly to your right. My door is highly decorated, and has my name on it.) You don't need an appointment to meet with me during office hours. I meet with students in the order that they show up. This is your time, as much as class is. Please don't feel you're imposing.
 - Office hours are cancelled if the instructor is sick. But I'll post an announcement to that effect, and re-schedule when I'm better.
 - If you can't make it to office hours, make an appointment to meet with me! Appointments need to be arranged by e-mail. Asking me in person is ineffective, as I need access to my calendar to know when I'm available on any given day.
 - If you make an appointment to meet with me outside of regular office hours, please actually attend that meeting, or notify me that you won't be able to make it.
- **Pre-Assessments:** Students often request that I "look over" an assignment and offer feedback before the assignment is due. I regret that I cannot do this, simply because of the time commitment involved, and the number of students I teach.
- **Preferred Names & Pronouns:** At the course's outset, my list of students' names is based on the register. If you would prefer to be called something else, please let me know, and I will adjust my list accordingly, and use your preferred name from that point on. You should feel free to use your preferred given name on all essays and submitted assignments. If your preferred surname varies from the name under which you are registered, I may need occasional reminders.)
 - If you want to tell me your pronouns, you should feel free to do so. I will respect your pronouns.
 - All students are expected to respect their classmates' preferred names and pronouns.
- **Crisis Management:** I'm not a monster, but I'm not psychic, either. If something goes wrong in your life, I won't automatically know. If you let me know, I will work with you to help you keep up/catch up in the course. You are human, and entropy affects us all: crises happen. I will happily work with you to ensure they don't derail your academic career.

- **Important Note:** How you do in the class has no effect on how much I like and respect you. If you submit an assignment late, I will not be ashamed of you or look on you with disgust. If your work is imperfect, it's a sign that there are things you need to learn/I need to help you with; it is not a sign that you are a bad, lazy, or unworthy person.