UNIVERSITY of HAWAI'I®
WINDWARD
COMMUNITY COLLEGE

English 204B, Introduction to Creative Writing: Poetry
3 Credits
CRN 82143 (Face to Face)

INSTRUCTOR: Susan Lee St John
ZOOM OFFICE: https://zoom.us/my/stjohn96744
OFFICE HOURS: You can schedule a conference during my office hours here, in my Google calendar. You can also just drop in during these hours at Manaleo 109. If the office hours don't work with your schedule, email me with days and times you can meet, and I'll find a time. I look forward to the individual meetings we will have this semester.
TELEPHONE: 808.236.9226
EMAIL: susankcl@hawaii.edu (This is the best way to contact me!)
EFFECTIVE DATE: Fall, 2026

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment—inspiring students to excellence.

CATALOG DESCRIPTION

English 204B Introduction to Creative Writing (Poetry) introduces students to the basic practices and principles involved in the writing and publication of poems.
Prerequisite: "C" or better in ENG 100 or consent of instructor.
Recommended course preparation: Students should possess a strong foundational knowledge of grammar, word usage, and punctuation. Additionally, students must be able to accept constructive criticism from peers and the instructor.
This course satisfies the following graduation requirement: DA and WI.

Activities Required at Scheduled Times Other than Class Times

At least one conference is required: we can meet either in my Zoom office or my office in Manaleo, at a time convenient for both of us.

You need to discuss at least 2 of your essays (one in September, one in October) with a WCC writing lab tutor. They have numerous times available, but do let me know if you are having difficulty finding a tutor time slot.
Most of the course work—Lamaku Discussion posts, readings, poems and essays, letters to peers and so on—will be completed outside of class times.

CLASS HEALTH POLICIES

Please stay home if you have any illness symptoms: coughing, sneezing, and so on. You are allowed five absences before it lowers your final grade. I would appreciate an email to let me know of your absence.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

1. Create original poems that reflect a skillful use of literary devices, forms, and conventions.
2. Analyze poems written by peers and published authors.
3. Propose and employ feedback in the writing workshop model.
4. Evaluate and submit poems for publication.

WRITING INTENSIVE HALLMARKS

A WI course is a discipline-specific course in which writing plays a major integrated role. Students in course sections designated as a "WI" learn to understand course content through writing and to write in ways appropriate to that discipline.

English 100 is a prerequisite before students take the two required WI courses for the Associate in Arts degree. Students transferring to some bachelor's degree campuses in the UH system may bring two or three WI courses with them to count for the bachelor's degree. The hallmarks of a writing intensive course are:

W1. The class uses writing to promote the learning of course materials. *Writing is considered to be a process in which multiple drafts are encouraged.*

W2. The class provides interaction between the instructor and students while students do assigned writing. *At least one student-teacher conference on a writing assignment is required in writing intensive courses.*

W3. Written assignments contribute significantly to each student's course grade.

W4. The class requires students to do a substantial amount of writing—a minimum of 4,000 words, or about 16 pages.

W5. To allow for meaningful professor-student interaction on each student's writing, the class is restricted to 20 students.

LEARNING RESOURCES

• *The Poetry Home Repair Manual: Practical Advice for Beginning Poets*, Ted Kooser
You can purchase this book either at the WCC Bookstore or on Amazon.

- Packets of Poems.
There are six packets of poems that are available in the resources section of Lamaku.

• Internet Resources
  - ✓ Poets and Writers Website: http://www.pw.org/writing-prompts-exercises
  Use a prompt from this resource if you need inspiration or a boost to get unstuck.

COURSE CONTENT

This course will introduce devices of sound, literal and figurative language, line and stanza, rhythm and meter, traditional forms with variations, speech acts, textual analysis and interpretation, and workshop protocol.

During class time we'll do some creative writing exercises, discuss the readings and assignments, and workshop your creative work. It is also a time for you to ask questions and collaborate with your classmates.

COURSE TASKS AND GRADING

You can keep track of your grades in the Lamaku gradebook. Your overall grade will be based on the following activities.

Activity	**Percentage of Total Grade**
Writing that Undergoes Revision *First and second drafts of poetry exercises and companion essays, writing statement, Pueo submission.* Students will complete six poetry exercises. Students will eventually revise these poems with feedback from the instructor or peers, and turn in second drafts and a final portfolio. For each poem, write a 500-word companion essay. Talk about your understanding of the specific poetic technique, the craft of your poem and the models (published poems or advice from Kooser) that you used. What do you want your poem to *do*—technically and emotionally? What was the inspiration for your poem? What is the overall message of your poem, and how did you create that message using poetic devices such as metaphor or other forms of figurative language, rhythm and sound, and	55% Minimum of 4000 words by the semester end

imagery. A couple days before the assignment is due, discuss your essay with a tutor from the WCC Writing Lab. Ask your tutor to email me about your visit. Please also write a summary of your visit in the appropriate assignment text box. Make changes from your feedback. You'll also prepare a submission for our literary magazine, *The Pueo*. I also encourage you to seek out other avenues to submit your work for publication.	
Workshop or Padlets Students will choose some of their poems to discuss with the rest of the class.	10%
Final Project: Digital Chapbook and Introduction At the end of the term, students will compile their revised work into a digital portfolio or a physical chapbook that will be shared with everyone in the course. Alternatively, you could present a final piece in another format such as a comic strip or video, which you will also share with your classmates.	10%
Course Activities and Forum Posts *Conference.* Complete at least one conference by Week 10. I suggest that you schedule it as soon as possible, so that you can be assured a conference time. *Discussion and explication of poems, both published poems and poems from your peers.* Please annotate the poems in your packet and write questions for discussion. We'll be discussion the poems in the packets through Padlet. *Lamaku Discussion Posts.* Each post has two parts: 1)your response to the prompt, which should be a minimum of 150 words, and 2) a comment to at least two peers in each Forum. Your comment should be a minimum of two sentences.	25%

"Originality is not as important as finding a way to be yourself."

--Poet Ted Kooser

A few important notes on grading and course tasks...

• **Minimum Word Count:** Since this is a WI course, sixteen pages (4,000 words) of revised

work must be completed to be eligible for a passing grade. The companion essays and peer letter will make up most of this requirement.

• **Mandatory Conference:** You are required to attend at least one instructor conference outside of class, in which we discuss your writing.

• **Write to Share:** All assignments may be made public to the class in workshops and Lamaku.

• **No Questions Asked Coupons:** Late work turned in within two weeks will be accepted with a coupon. You will have three "No questions asked" coupons, which will allow you to turn in three late assignments (with the exception of assignments due in the last week of class.)

• **Unexpected Emergencies:** In the event of a documented emergency or death in the immediate family, please see me to make a reasonable plan.

INSTRUCTIONAL METHODS

This is not a lecture course. Much of the course will be devoted to class discussions, which are both face to face and online.

Since we grow in our understanding of language and poetry as we struggle to articulate our thoughts, please do your best to participate enthusiastically and respectfully. If you are a person who is typically hesitant to share your thoughts or questions, please you challenge yourself to honor us with your ideas. There is no "right" answer or "dumb" question; I am interested in an honest and open discussion that allows all of us to grow in our understanding of poetry and the human condition as expressed through poems.

HOW TO GET HELP.

Everyone needs a little help now and then. The best time to ask for help is *before* you really need it. Here are some resources:

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Academic Support Services (*for help with coursework*)

- **Instructor.** I am available to help you by phone, through Zoom, or by email. You can schedule a conference though or email me at susankcl@hawaii.edu.

1. **Tutoring Support and Other Available Resources**
2. Windward Community College Library
    a. To schedule an appointment with a librarian, call: 808-235-7436
    b. Email: wcclib@hawaii.edu
3. Library eResources
4. Ka Piko Writing Lab
5. Ka Piko Speech Lab

6. Ka Piko Math Lab
7. Evening and Online Learning at Windward Community College
8. STAR Balance (For scheduling conferences and other services)
9. Tutor.com (You need to use this link to get to the free WCC subscription)
10. Online Learning Academy

Technical Support Services

1. UH ITS Help Desk – email help@hawaii.edu or call 956-8883 (or 1-800-558-2669) for Lamaku and most technology support. Available 24 hours a day, 7 days a week, including holidays.
2. Student Tech Support - email winhelp@hawaii.edu, call 808-235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
3. Information Security for Students
4. Technology Tools we will or may use:
    a. Google Docs
    b. Padlet is used for some of the discussion activities
    2. WCC Writing Lab (For help with essays): https://windward.hawaii.edu/writing/
    3. WCC Librarians: To schedule an appointment,
       call: 808-235-7436
       Email: wcclib@hawaii.edu
    5. Tutor.com ((Access through the Windward Website)
    6. Online Learning Academy: https://manoa.hawaii.edu/ola

COLLEGE POLICIES

- **Dropping a Class.** The last day to withdraw without a "W" grade is September 15, 2026. The last day to withdraw from class with a "W" grade is November 5, 2026 . If you stop participating in class and neglect to officially drop it, you will receive a failing grade.

COLLEGE SUPPORT SERVICES

Disabilities Accommodations Statement

The Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at 808-235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kako'o 106) for more information.

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the UH System Basic Needs website.

Mental Health Counseling

Mental Health and Wellness at Windward Community College counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at the WCC Mental Health & Wellness website.

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit UH Alerts website for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course, BEFORE you withdraw, it is highly recommended that you contact the Financial Aid Office at 808-934-2712 or email them at wccfao@hawaii.edu to discuss the impact this decision may have on your financial aid eligibility.

Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, the student has placed herself/himself under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the Student Conduct Code are available at the Office of the Vice Chancellor for Student Affairs or online.

Title IX - Sex Discrimination And Gender-Based Violence Resources

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Leslie Cabingabang, UH System Confidential Advocate
Phone/Text: (808) 348-0432 or (808) 341-4952
Email: advocate@hawaii.edu
Office: Hale Kākoʻo 107 (Wednesdays)

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kākoʻo 109

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kākoʻo 101

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale ʻAlakaʻi 120

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources, and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix.

ACADEMIC INTEGRITY

Academic honesty is required of all students, and you are responsible for the content and integrity of all work you submit. Each student is responsible for understanding and following campus policies on academic honesty. Refer to the college catalog, Windward CC Student Conduct Information, for more information. You can also refer to UH System Student Conduct Policy EO 7.208. You will be guilty of cheating if you:

- Submit or claim the work of others as your own (plagiarism). This includes using AI applications such as ChatGPT.
- Use or obtain unauthorized assistance in any academic work.
- Give unauthorized assistance to other students.
- Modify a submitted examination or assignment for the purpose of obtaining additional credit.
- Misrepresent the content of submitted work.
- Turn in work that you completed for another term or for another course.

In some of your essays, you need to cite your sources, and synthesize ideas into something that is new and your own. The work of others should be explicitly indicated. For example, use quote marks or summarize with a reference to the original author. If you have any questions about collaborative work, plagiarism, using ChatGPT, or any other issues related to academic honesty, please ask me.

Students who commit an act of academic dishonesty, such as cheating or plagiarism, will receive a failing grade for the compromised assignments.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs.

ALTERNATE CONTACT INFORMATION

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alakaʻi 121
- Phone: (808) 235-7422