



MITCHELL

C O L L E G E

Thames at Mitchell College Composition of College Summer 2026

Course Title: Composition of College

Instructor: Kirsten Holmstedt

Office location: Matteson Hall, Room 102

Phone number: 860-701-5044

E-mail Address: Holmstedt_k@mitchell.edu

Class time and room: Mon-Fri 10:00 a.m.-12:30 p.m., 2:00 p.m. - 3:00 p.m., Room NH 110

Course description: This hands-on course walks students through the fundamentals of the creative writing process, from generating ideas to final revisions. It combines the three main aspects of creative writing: process (finding inspiration, getting ideas on the page), craft (specific techniques like using details), and anthology (learning by reading excerpts of well-crafted stories). Examples, including short fiction, essays, and contemporary writing, accompany succinct, clear definitions of basic terms in fiction and nonfiction.

General College Policies

Civility: It is the right of every college student to be educated in an environment that is free of distraction from the educational activities being conducted in the classroom. To support a student's right to a distraction-free educational environment, **students engaged in any type of disruptive behavior will be asked to leave the classroom and will be counted as absent from the class.**

Communication: All students are required to communicate with faculty and staff via their Mitchell College email account. Any email received from another account can be deleted without being read.

College ADA Statement

Mitchell College complies with the mandates created by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. In accordance with these laws, Mitchell College is committed to ensuring that no

otherwise qualified student, on the basis of their disability, will be denied access to course content, materials or activities.

Students who believe they need accommodations should contact the Office of Accessibility Services at 860-701-5790. Accommodations are not retroactive and cannot be provided by faculty based upon disability until the Letter of Accommodation has been issued by Accessibility Services. Letters of accommodation must be updated each semester. If students have questions or concerns, they should contact the Office of Accessibility Services.

Policy on Academic Honesty: Penalties and procedures regarding academic dishonesty are defined in the College Catalog. Academic dishonesty includes the following but is not limited to: using the work of another individual – including another student – as one’s own, using non-approved resources during quizzes or exams, submitting the same essay assignment for multiple classes, or the unauthorized use of Artificial Intelligence (AI). Please refer to the College Catalog for the procedure required when an instructor has evidence of Academic Dishonesty.

As described in the Mitchell College policy manual, “students at Mitchell College are expected to maintain the highest standards of academic conduct.” By enrolling in this course, students agree that they understand and swear to adhere to those rules. Failure to adhere to these rules will affect a student’s grades. Academic dishonesty will result in a score of zero for that assignment, and the incident will be reported to the Office of Academic Affairs. Academic dishonesty on the final exam will result in course failure.

Plagiarism

Plagiarism is the unacknowledged use of another person’s words or ideas in your writing. If you use any ideas, thoughts, writing, quotes, or even paraphrase some other writer’s thinking, you must acknowledge the source. Whether conscious or unconscious, plagiarism is a serious academic offense. Consequences for plagiarism can range from failing an assignment to failing the course.

Departmental Policies

Cell Phone and Computer Use Policy: Cell phones are to be put away (in backpacks) and silenced before class begins. If this becomes a problem, students will be asked to place their phones on the instructor’s desk. If a student has an emergency, phones should be placed on vibrate, and the instructor should be notified before the class begins. Laptop use will be at the discretion of the instructor. If laptops are being used for notes, other websites should not be accessed during class time.

College Attendance Policy:

Mitchell College requires students to attend all classes punctually and to participate actively. When a student is absent from class it disrupts the learning community. Faculty will record attendance for all class meetings. The college recognizes that students may occasionally have to miss classes (e.g., sickness, personal matters, or mental health). Excessive absences, however, will impact learning. Course-specific attendance policies as defined by each instructor are outlined in the course syllabus. It is the student’s responsibility to be aware of the

attendance policy in each class. In the event of an absence, regardless of the reason, students should communicate with the faculty; the student remains responsible for all missed coursework and related materials.

Departmental (Thames) Policies

Assignments

Students who miss three assignments will receive an email from their instructor to participate in an academic meeting with the Director of Thames at Mitchell College.

Make-Up Policy

Late work may be accepted at the discretion of the instructor. Students should contact the instructor via email or during office hours if an assignment will not be handed in on time. Two grade points will be deducted each day past the date for submission. It is the student's responsibility to be aware of and to make up any missed lessons and/or assignments. If there are questions regarding an assignment, students should meet with instructors during office hours or email instructors for an appointment.

Attendance Policy

It is expected that students attend every class prepared and on time. Attendance includes both classes and advisory sessions. Tardiness, leaving class prior to dismissal, or being absent for a significant portion of the class, will be calculated as a .5 absence. It is the student's responsibility to see the instructor, during office hours, to obtain any missed handouts/notes/assignments. Excused absences, with an email to the instructor prior to the start of class, will be considered on a case-by-case basis at the discretion of the Director of Thames at Mitchell College.

Anyone dismissed from class will be marked absent for the day. Students who miss two classes may receive an email from their instructor to participate in an academic meeting with the Director of Thames at Mitchell College. Excessive absences may result in the recommendation of a withdrawal or a lower grade for the course. Upon the fifth absence in a course, Thames at Mitchell College reserves the right to give a student a failing grade for that course.

Classroom Participation

In addition to regular attendance, students are expected to arrive on time, be prepared for each class, submit assignments by the due date, and fully participate in class discussions and activities.

Classroom decorum during the instructional process is based on mutual respect: instructor for student, student for instructor, and student for student. Respect for one another is demonstrated by the following behaviors: listening attentively when another person (student or instructor) is speaking, staying alert, paying attention and contributing to class. Sleeping, talking inappropriately or doing other work during a lecture or video will result in a zero for the day, which will affect the participation grade for the course. No warning will be issued. Anyone dismissed from class will be marked absent for the day. No one will be readmitted without meeting with the instructor beforehand.

Leaving Class

Students leaving class for breaks are not expected to ask permission. Phones should be left in the classroom. Extended absence from class time will result in a .5 reduction in attendance.

Cell Phone and Computer Use Policy

Cell phones are to be put away (in backpacks) and silenced before class begins. If this becomes a problem, students will be asked to place phones on the instructor's desk. If a student has an emergency, phones should be placed on vibrate, and the instructor should be notified before class begins. Laptop use will be at the discretion of the instructor. If laptops are being utilized for notes, other websites should not be accessed during class time.

Things You Will Need Every Class:

- Pen
- Pencil
- Charged Laptop
- Notebook provided by instructor

Course Requirements:

Written Assignments: All writing assignments must be received by the instructor *on or before the due date*, by the beginning of class period. All assignments must follow MLA format: be typed (in 12-point Times New Roman); double-spaced; have one-inch margins; and stapled in the upper left-hand corner (no paper clips or folders!) when submitted. In-class work must be neatly printed in blue or black ink in a notebook. If assignments are completed on the computer, they must be printed out.

- **Writing assignments**
- **Reading assignments**
- **Maintaining a writing log as assigned in class**
- **Actively participating and exhibiting college level behavior**