

2022 YOUNG WRITERS WORKSHOP
Information Packet

CONTENTS

Letter from the Coordinators..... 2

Procedures, Regulations, Emergency, Cancellation, Cell Phone, and General Information..... 4

What to Bring..... 7

Frequently Asked Questions..... 8

Dear UNCW Young Writers Workshop Participant:

We're happy to have you as a participant of the 2022 UNCW Young Writers Workshop! We hope this will be a unique and exciting learning experience for you. The camp will take place from **Tuesday, July 12, to Saturday, July 16, 2022.**

The registration deadline is June 1 or until space is filled. To make sure you reserve a space, campers are encouraged to register as early as possible.

The Young Writers Workshop staff looks forward to meeting you at your **check-in on Tuesday, July 12, 2022**, from 2 to 3 p.m. in the lobby of **Loggerhead Hall** located on Riegel Road (full directions below). Payment is due before the start of the camp. Please be aware when receiving the room key that a \$50 fee will be charged if the key is lost and needs to be replaced. Please note that you cannot check in at the residence hall before 2 p.m. or after 3 p.m. on July 12.

Directions: To reach Loggerhead Hall from South College Road, take Hurst Drive into campus and turn left onto Hamilton Drive at the fork. Soon after passing the baseball field and soccer fields on your right, turn right onto Riegel Road. Continue on Riegel Road past Visitor Parking, Galloway Hall, and Graham-Hewlett Hall. Parking for Loggerhead Hall will be to the left immediately after passing Graham-Hewlett.

Checkout will be Saturday, July 16, between 11 a.m. and noon. During this time, you will return your room key, have your linens counted, and account for any deliberately damaged or lost linens. There will be a \$50 charge for lost keys (lost or misplaced keys cannot be accepted after checkout) and a \$5 charge for each piece of missing/damaged linen. Parents will be asked to pay by check during the residence hall checkout. To prevent loss of keys, students will be required to wear keys on lanyards throughout camp week.

Attached, you will find the following materials to prepare you for the UNCW Young Writers Workshop and to assist you in becoming familiar with the University of North Carolina Wilmington:

- YWW procedures, regulations, emergency, cell phone, and general information
- A list of items to bring
- Frequently Asked Questions about YWW

After completing registration, you will receive an e-mail linking you to our easy-to-complete online forms. These forms include:

1. Participant Information and Medical Release Long Form
2. Assumption of Risk, Release of Liability, Waiver of Claims, Photo & Media Release, and Indemnity Agreement for UNCW Program
3. Camper/Student Code of Conduct
4. Transportation Release Form

You must fill out and e-sign these forms in order to complete your Young Writers Workshop registration. If you prefer to complete and mail paper forms, they are available upon request. Forms must be received by Sunday, June 26.

In addition to the signed forms, students should provide a copy of one original piece of creative writing for workshop during the camp. The manuscript may be a short story (fiction), three to five poems, or a creative nonfiction story (typically, essay or memoir). The total length of the piece should be no more than 10 typed pages, double-spaced, using the Times New Roman font, size 12 point. **This will be read and discussed by peers in the camp in a workshop setting, during which the writer will receive constructive feedback about the work.**

To give our workshop leaders time to prepare materials, we must receive the original piece of writing no later than Sunday, June 26. (We will gladly take them beforehand. It's never too early!) Campers may send the work by e-mail as a **single** Microsoft Word or PDF attachment to youngwriterscamp@uncw.edu. The attachment file name and the work itself must include the **student's name**.

If you prefer, you may mail a printed copy to the following address:

**Young Writers Workshop
Department of Creative Writing
University of North Carolina Wilmington
601 South College Road
Wilmington, NC 28403-5938**

If you have questions, feel free to e-mail us:

youngwriterscamp@uncw.edu

Remember: Manuscripts for the workshop, along with all completed forms, are due as soon as possible, but no later than Sunday, June 26.

On behalf of the entire Young Writers Workshop staff and UNCW—welcome. We look forward to seeing you on campus!

Sincerely,
Ryleigh Wann, Laura Traister, James King
Coordinators, UNCW Young Writers Workshop

UNCW Young Writers Workshop, Summer 2022

PROCEDURES, REGULATIONS, EMERGENCY, CANCELLATION, CELL PHONE, AND GENERAL INFORMATION

I. PROCEDURES

a) Check-In Procedures:

Check-in will be **Tuesday, July 12, 2022, from 2 to 3 p.m.** in the lobby of **Loggerhead Hall**.

During check-in, you will have the opportunity to become acquainted with the staff and familiar with the rules and procedures of the Young Writers Workshop. If you need directions to the UNCW campus, please visit www.uncw.edu/admissions/Directions.html

b) Residence Hall Procedures:

At check-in, you will receive your room key. After you check in, any changes you feel are absolutely necessary (concerning your room location or roommate) can be discussed with the Young Writers Workshop coordinators on Tuesday, July 12. You may not change your room or exchange keys with anyone without the express approval of a coordinator (who must keep a written record of each room occupant).

The camp's lights-out time is 10 p.m. You will need to rise each day at 7:30 a.m. and be ready to go to the cafeteria for breakfast by 8:15 a.m.

For checkout, parents should meet students **between 11 a.m. and noon on Saturday, July 16**, at Loggerhead Hall. Checkout will include loading luggage, returning room keys, and paying for any lost room keys, linen, and/or deliberately damaged equipment. Students who have driven themselves to the camp must check out with a counselor before leaving campus.

c) Workshop Procedures:

All participants in the Young Writers Workshop will need to send a printed copy of at least one original piece of writing for workshop **no later than Sunday, June 26**.

The manuscript may be one short story, one essay, or three to five poems. The entire manuscript should be 10 pages or less, typed and double-spaced in a standard font (we prefer Times New Roman, 12 point). The Young Writers Workshop staff will make copies for all participants in the workshops. Please be sure your manuscript includes the participant's full name. Also include the participant's name **in the Word document or PDF file name**. E-mail manuscripts to youngwriterscamp@uncw.edu, or mail a hard copy to the mailing address on the previous page.

Students will be responsible for reading and critiquing each other's work in a structured and supportive setting that will be overseen by Young Writers Workshop staff. Students should come prepared to discuss the manuscripts assigned each day. Students will be encouraged to revise their work based on the feedback received in the workshop. For more information about workshop procedures and etiquette, please see "Workshop FAQ," also enclosed in this packet.

II. REGULATIONS

a) All UNCW Young Writers Workshop students will be under the supervision of the UNCW Young Writers Workshop coordinators and staff from check-in on Tuesday until checkout on Saturday, and the coordinators and staff will be responsible for each student's well-being.

b) Students are expected to adhere to camp itinerary without exception (except during cases of injury or illness). Students who do not adhere to the itinerary will receive a verbal warning. A second violation will result in a phone call to the student's parents.

c) Any student who drives themselves to the Young Writers Workshop will be issued a parking pass at check-in. Students will park their cars in a designated lot and will surrender their keys to the workshop coordinators at this time. For the duration of the camp period, no student will be allowed to leave campus without the supervision of the Young Writers Workshop staff.

d) Residence Hall Regulations:

While in their residence hall, students must adhere to an open-door policy when socializing, meaning that doors will have to be *completely open* during visiting hours. No room visitation with closed doors is allowed. Students may not invite anyone not connected with the Young Writers Workshop onto their floor or into their room at any time for any reason. At 10 p.m., staff will check each room to be sure students are ready for lights-out and will have students lock their residence hall rooms. University police will lock all outside residence hall doors at 11 nightly. No students are allowed outside the residence hall after 11 p.m.

Once students have returned to the residence hall for the evening, they may not leave their floor or the residence hall itself. There can never be more than two students (designated roommates) sleeping in a room. Any problems or concerns at any time must be communicated to the staff. Students will become acquainted with the staff's room location and nighttime emergency procedures on the first day of camp.

Travel arrangements to and from campus must be made by the student and/or parent.

UNCW does not have residence hall space or adult supervision available prior to check-in or following checkout. Early arrivals or late stay-overs can make arrangements in advance with one of the many nearby hotel/motel options in Wilmington.

e) If a Young Writers Workshop student does not adhere to the workshop procedures and regulations, their parent will be called and appropriate actions taken. If it is deemed necessary to expel a student from the Young Writers Workshop, no refund or partial refund will be granted. If

a student is expelled, their participation in all activities will cease immediately, and parents will be required to make arrangements for their child to leave the Young Writers Workshop and UNCW as quickly as possible.

III. CELL PHONE AND LAPTOP POLICY

Young Writers Workshop participants are permitted to bring cell phones and laptops, but their use will be restricted in order to minimize distractions and promote a sense of community among our young writers. Students will be expected to exercise good judgment regarding appropriate cell phone use. Camp administrators may confiscate the cell phones of students who fail to demonstrate a mature attitude regarding cell phone use. Students who have lost their cell phone privileges will be allowed to make calls during certain hours daily.

IV. CANCELLATION POLICY

In the event of cancellation before June 26, a refund will be granted but with a \$50 fee withheld. No refunds will be granted after June 26.

V. MEDICATION POLICY

Students may bring over-the-counter medications, but they must be turned over to Young Writers Workshop staff during check-in. A parent must complete a form that gives staff permission to administer the medication as directed by the manufacturer. The medication will be entered into a log with the time of day it should be administered.

Prescription medications must be in the original container with the student's name, dosage, and instructions on the bottle/container. Again, this is turned over to our staff at check-in and handled the same way as OTC meds.

Parents must inform Young Writers Workshop staff of any medications that require refrigeration so that this can be arranged.

Students are allowed to carry an inhaler and an EpiPen, but they must also provide Young Writers Workshop staff with the same inhaler and EpiPen in case they lose them. Students with an EpiPen must be able to self-administer.

VI. EMERGENCY INFORMATION

a) Students may be contacted during business hours (8 a.m.–5 p.m.) by calling the UNCW Creative Writing Department at 910-962-7063, or the Office of Public Service and Continuing Studies at 910-962-3546. Callers should state the student's name and provide a phone number and time at which the student can return the call. We will be able to tell you where the student is at the time of your call and what time they will be able to return your call. We will then get your message to the student and staff.

If you need to reach a student between 5 p.m. and 8 a.m., call the UNCW University Police at 910-962-2222. State the student's name, the name of the camp (Young Writers Workshop), the residence hall (Loggerhead/Terrapin Hall) and the phone number where you can be reached.

b) In case of an injury or illness that requires treatment other than application of basic first aid, the student will be treated appropriately and taken to the nearest medical facility for attention. Parent(s) will be contacted via the phone numbers listed on the student's emergency form. Actions will be taken according to parental wishes. A formal accident/illness report will be filed with the UNCW Environmental Health & Safety Office. **UNCW does not carry accident insurance for Young Writers Workshop students.**

VII. GENERAL INFORMATION

- a) If a student must leave the camp for any reason, no refund of any type may be issued.
- b) It is advisable to leave valuable items such as jewelry at home. Items such as watches, cameras, and digital recorders are your responsibility at all times. Students must lock room doors every day upon leaving dorm.

VIII. COVID-19

Per UNCW policy, face coverings will be optional at indoor and outdoor UNCW locations. UNCW policies regarding COVID-19 are posted at <https://uncw.edu/bestnest/>. We encourage students and parents to continuously monitor the UNCW COVID-19 policies for the duration of camp.

Disclaimer: Young Writers Workshop is not liable for any students contracting Covid. If a student tests positive for Covid, they may not attend workshop or camp activities.

UNCW Young Writers Workshop, Summer 2022

What to Bring

- Sheets/linens, pillows, and any other bedding, as well as towels and bath supplies. Air conditioning in residence hall may cause rooms to become cool at night.
- Pocket change for snack and refreshment machines as well as some spending money for students interested in visiting the UNCW bookstore.
- Cell phones are acceptable. The student rooms are *not* equipped with phones; please see Cell Phone Policy above for guidelines.
- Students are encouraged, but not required, to bring books by authors they admire to help facilitate discussion about good writing. We also hope to have an evening program during which students may read from their favorite texts, so we encourage you to bring writing you might like to share with your peers.
- A comfortable pair of walking shoes—UNCW is a large campus and we will walk everywhere. Also consider sunglasses, sunscreen, and/or a hat to help with walking in the sun.
- Appropriate attire—Wilmington will be hot in July!
- If desired, any additional supplies (sandals, Ziploc bag, etc.) for the field trip to the beach, weather permitting. Campers will be permitted to wade only up to their ankles, so packing a swimsuit/swim trunks is optional.

Residence Hall Item Checklist

- Toiletries: soap, shampoo, toothpaste, toothbrush, comb, brush, hair dryer, deodorant, shower shoes (flip flops), etc.
- Any medications you normally use. Special administration of medications should be brought to the attention of the coordinators upon arrival.
- An alarm clock (this is important—you will be responsible for getting yourself up on time every day).

UNCW cannot be responsible for personal items that may be stolen, damaged, lost, or left on campus.

UNCW Young Writers Workshop, Summer 2022

Frequently Asked Questions

What happens in the writing workshop?

In a creative writing workshop, you will share a piece of your original writing (poem, short story, or personal essay) with a group of your peers and workshop leaders, all of whom will read your work and give you written and verbal feedback. The workshop process is a great learning experience from both sides: You will gain insight not only from the comments you receive about your own work, but also from reading and commenting on other students' work.

What is proper workshop etiquette?

The workshop has simple rules that must be followed. When your work is up for discussion, come prepared to listen with an open mind. Otherwise, come prepared to talk. You don't need to wait to be called on, but please speak one at a time. Be honest, but remember: Give your positive comments before the "negative" (constructive) ones. Remember, the purpose of workshop is to help the author make their piece stronger, not to make anyone feel bad about their writing.

How do I participate?

There are two ways you'll participate in the workshop: as a *writer* and a *reader*. As a writer, you'll listen to a discussion of your work and take notes on what is said. During this discussion, you may speak occasionally to clarify a point for readers, but your main task will be to listen. At the end, you may ask questions of your readers (such as asking them to clarify points of discussion that you found confusing).

Each workshop is about giving and getting helpful comments and contributing to a supportive environment in which all writers learn more about their craft. As a reader, you'll need to read the manuscripts assigned for workshop each day—you can't give useful feedback if you are unfamiliar with the works to be discussed. Prepare positive comments and suggestions *before* you go into the workshop, so you'll provide the author a helpful critique of their manuscript. Treat each other respectfully, and remember that the discussion is always about *the writing*, not the writer. If you follow this rule as reader and writer, the workshop will run smoothly.

What do I say?

Tell the workshop group what appeals to you as an artist. Offer suggestions for improvement. Be specific; cite examples from the work. Generic comments such as "I like it" or "I don't think it works" aren't helpful.

These comments, though, are appropriate and useful:

- “I like your main character. The details about her on page five are clear and realistic.”
- “In your poem, I have trouble seeing the image in the first line. More visual details there would draw me into the poem right away.”

What are some kinds of comments I can make?

Below are a few aspects of writing that often receive comments in workshops:

- Word choice
- Characters (Are they realistic? Are they consistent? Do you like them as people?)
- Metaphor/Imagery
- Theme (Does the story/poem have a larger meaning?)
- Setting (Can you “see” the setting?)
- Description (of character, setting, action)
- Line breaks (in poetry)
- Dialogue (Is it realistic, or does it sound contrived—written, not spoken?)

Is the workshop scary?

Workshops should be exciting and inspiring, not scary. The UNCW Young Writers Workshop leaders have been trained in facilitating workshops and will cover the rules and expectations with everyone on the first day. The workshop should foster an environment in which writers feel free to share their stories and poems without fear, and our leaders will work to make this possible. If you have questions or concerns about the workshops, feel free to talk to your workshop leader or any other camp counselor. We want the workshops to be a positive experience for everyone—writers and readers alike.