



**IFW**

**INSTITUTE<sup>TM</sup>  
FOR WRITERS**

Program Catalog 2023-2024  
[www.instituteforwriters.com](http://www.instituteforwriters.com)

## Director's Message

Welcome to the Institute For Writers (IFW)! On behalf of our Administration, Instructors and Staff, I would like to thank you for pursuing your writing education with us.

This Catalog is where you will find information on all IFW's programs, course descriptions, programs outcomes, and more. By choosing IFW, and our dedicated instructors and their decades of experience, we are confident that you will achieve your writing goals. Whether you are a first-time or returning student looking to start a new endeavor or simply expand your skill set, our programs are customized, convenient, and affordable.

For more than a half a century, IFW has been serving our students and the writing community. We excel in meeting you where you are and providing the knowledge, tools, and support you need to prepare for today's publishing market.

I encourage you to work with our highly qualified instructors and our dedicated student service team to achieve your specific writing goals. We know that the education you receive at the Institute will prepare you for real-world writing opportunities and support you in becoming a versatile contributor to the writing community.

If you have read this far, thanks for staying with my message. It is difficult to condense my excitement about IFW into a couple of paragraphs. Whether you are interested in writing for personal or professional reasons, your success is our goal.

Kevin J. McCloskey

President, Institute For Writers

## TABLE OF CONTENTS



INSTITUTE  
FOR WRITERS™

### Program Catalog

About Institute For Writers .....	4
Getting Started .....	7
Admissions .....	9
Policies and Procedures.....	11
Student Services . .....	21
Faculty and Staff.....	23
Program Catalog.....	25

Copyright © 2023 by Direct Learning Systems, Inc. 2023-2024 Edition

All rights reserved. No part of the material protected by this copyright may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the copyright owner.

Requests for permission to make copies of any part of the work should be mailed to Copyright Permissions, Direct Learning Systems, Inc. 1011 Brookside Rd. Suite 300 Allentown, PA 18106

Printed in the United States of America.

## ABOUT INSTITUTE FOR WRITERS

### Our History

The Institute of Children's Literature has over 50 years of teaching writing for children and teens, writing for magazines, and writing and selling short stories and articles. Its sister school, Institute for Writers, has over 30 years of teaching the basics of writing stories and articles for publication and how to shape, write, and sell your novel for an adult audience. In 1969, ICL Founder Douglas Chouteau combined his years of experience in publishing and his aspiration to create a writing school, and founded the Institute of Children's Literature. In 1975, a longtime friend of Chouteau's brother, Bryan Judge, became the President of the Institute of Children's Literature, and served in that position until 2015.

Under his leadership, the Institute of Children's Literature formalized its educational model, developed a more robust body of course offerings, and became recognized as the foremost teacher of new children's writers in North America. In the mid 80's, the Institute of Children's Literature earned approval from the Executive Director of the state of Connecticut Office of Higher Education and recommended for college credits by the Connecticut Board of Academic Awards.

In 1989, Long Ridge Writers Group (later renamed Institute for Writers) was founded. A sister school to the Institute of Children's Literature, it focused on training writers for the adult novel, nonfiction, and magazine markets using the same proven method of instruction; a customized, one-on-one course with a professional, published instructor.

In 2015, the Institute found new leadership, with Jerry Davis serving as President, and Katie Davis serving as CEO and School Director. Their combined experience in children's publishing, youth markets and digital media brought new energy to the Institute with a focus on the publishing marketplace and the changing demands on writers in the digital age.

Under their direction, the Institute of Children's Literature and Institute for Writers have expanded digital offerings, added support services for students in both schools while upholding the tradition of providing reliable, high quality training to writers across the globe. Katie and Jerry were innovative in expanding the ways that both schools support students so that our community continues to thrive and grow, even after our students complete their courses.

In 2016, Long Ridge Writers Group officially became the Institute for Writers, to reflect our expanded mission to support writers not just as they start their career, but as they continue through it (and also to reflect new address). Though it has a new title, the Institute for Writers upholds the legacy of Long Ridge Writers Group as the successful sister school of the Institute of Children's Literature.

## ABOUT INSTITUTE FOR WRITERS

Direct Learning Systems (DLS)—a full-service distance education and publishing company dedicated to providing cutting-edge solutions for students in the e-learning community—acquired the Institute in 2020. DLS owner and operator Kevin McCloskey, with decades of experience in distance education, accreditation, and business operations, propelled the Institute into the next generation of online course delivery.

Today, Douglas Chouteau’s vision in 1969 has become an important, sustainable institute. We have trained writers of all kinds, from Newbery winners to magazine writers, to teachers needing continuing education credits to those looking to write a family history. Welcome to the family.

We’re very excited about the first 50 years, and we’re ready for what the next 50 will bring!

### Mission Statement

*Institute for Writer’s mission is to empower students to achieve their writing goals through quality, affordable, and one-on-one distance education programs in preparation for today’s publishing marketplace.*

### Goals

The Goals of the Institute for Writers are:

1. to provide quality distance education to students seeking to prepare themselves for a career in writing or an entry-level position in the writing industry.
2. to provide feedback from our faculty to guarantee that lesson materials are both applicable and up-to-date with regard to today’s industry standards.
3. to assist students in realizing their goals throughout their program by encouraging ongoing professional development and lifelong learning.

## Objectives

The mission and goals of the Institute for Writers are accomplished by successfully achieving the following objectives:

- to provide high-quality distance education and training to individuals seeking entry-level training, para-professionals seeking continuing education, and adults seeking to enrich their lives.
- to foster a positive, supportive learning environment that motivates students to learn and accomplish educational goals through providing exceptional student support services.
- to prepare graduates for an entry-level position in the writing field through a curriculum that incorporates practical application of learned skills.
- to continually revise, update, and/or add new course material when appropriate, offering the most current information and meeting industry standards.
- to evaluate its mission and measure its institutional effectiveness through the continual monitoring of students' academic progress, satisfaction, and graduate outcomes.

## Licensure

Our courses, as well as our organization, its business practices, and our educational program, are approved by the Delaware Department of Education.

The purpose of the authorization is to ensure that an institution and its academic programs comply with the quality standards required to operate in the state. The regulations and standards used by the Delaware Department of Education can be found at [www.doe.k12.de.us/Page/3061](http://www.doe.k12.de.us/Page/3061).

In addition to our state approval, Charter Oak State College through its certification process ensures that the Institute continues to meet the quality standards established by the state.

# GETTING STARTED

## Student Information

This handbook contains information you will need, so be sure to keep it handy as a reference tool throughout your program. Below you will find a place to record your Username and Password that you will use to log in to the Online Student Center.

**Fill in the information below and keep this book handy.**

### Online Student Center

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Student Number: \_\_\_\_\_

## First Things First!

Before you begin your lessons, please read this information: it will explain our procedures and policies so that you can easily access your course materials, use the Online Student Center, submit exams, and successfully complete your program.

We also ask you to make sure the contact information (including the shipping address, phone number, e-mail address) shown on your enrollment agreement is correct. If there are any omissions or errors, please contact us immediately so we can correct the information to ensure that all of your materials and our communications continue to reach you.

You must provide an active e-mail address to us since we send important communications to you via e-mail. Please report all e-mail address changes to us promptly as well as changes to your mailing address.

Your welcome package should arrive in 7-10 business days and includes everything you need to get started. You can also access your materials through our online student center. Once you have completed reading your first study unit, and you feel sufficiently prepared, submit your first writing assignment.

## Signing into the Online Student Center

Institute for Writers Online Student Center makes it easy to access your lessons, exams, grades, payment and shipping history, as well as to join the online community of students. Use the following instructions to begin:

- Go to [www.instituteforwriters.com](http://www.instituteforwriters.com) and click on the “Student Login” button for the Online Student Center on the lower right side of the homepage under the heading “**Student Resources.**” (Fig 1.)
- To log in, enter your username and password. Your username will be the email address you used to enroll with IFW. A temporary password was sent to you in your New User Account email. Please use this temporary password for your initial log in. You will then be prompted to change your password. (Fig. 2)

Once you are signed in to the Online Student Center, you may use the navigation menu at the top of the page to access your course, resources, student profile, Make A Payment portal, and to contact IFW. Additionally, on the left side is a collapsible menu to access your dashboard, calendar, courses and grade details.

The blocks on the right-hand side include useful tools such as My Payments (payment history) and My Shipments (shipment history), a calendar, recent activity log, and a link to enroll in another course.

Fig. 1

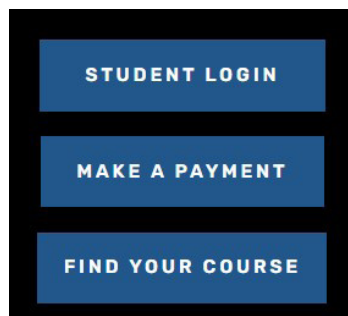
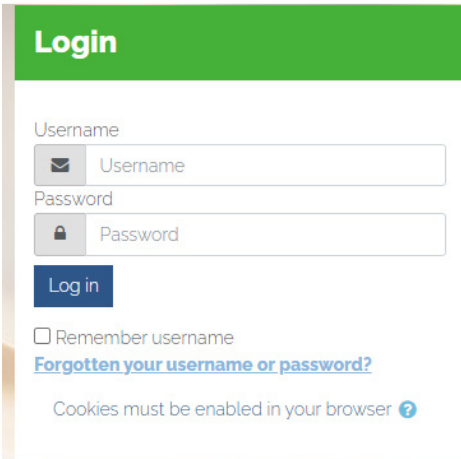


Fig. 2

A login form with a green header bar containing the word "Login" in white. Below the header, there are two input fields: "Username" with an envelope icon and "Password" with a lock icon. A blue "Log in" button is positioned below the password field. Underneath the button is a checkbox labeled "Remember username". Below the checkbox is a blue link that says "Forgotten your username or password?". At the bottom of the form, there is a line of text that says "Cookies must be enabled in your browser" followed by a small blue question mark icon.



# ADMISSIONS

## Open Enrollment and Academic Calendar

Institute for Writers enrollment model is an open-enrollment track meaning students can enroll in courses at any time with no wait for a start date. The learning model is self-paced within certain maximum time limits per course. Institute for Writers allows students to enroll online anytime or by phone. The school is open Monday-Friday, 8:30a.m. - 4:30p.m. EST throughout the year and is closed on the following holidays: [www.instituteforwriters.com/contact-us/](http://www.instituteforwriters.com/contact-us/)

## Admissions Criteria

Institute for Writers enrolls all students without regard to their gender, color, race, creed, religion or disability, or veteran status. Individuals with significant vision impairment should review our course format closely before enrolling to ensure their compatibility with Institute for Writers' education model. IFW does not permit auditing courses.

To qualify for admission, an applicant must meet the following requirements:

1. Prospective students must complete a Writing Assessment as a first step in their writing program. Once the assessment is satisfactorily completed, the individual can enroll.
2. Complete our Enrollment Agreement for admission. The agreement outlines the obligations of Institute for Writers and the student. The required down payment must be submitted at time of enrollment.
3. Submit information on high school completion. All students are required to have a High School Diploma or GED Equivalency Certificate to enroll in an Institute for Writers program. All students must be 18 years or older to enroll in any IFW programs or have an adult sponsor.
4. Once Institute for Writers has received and reviewed the agreement, the accepted applicant will receive a welcome letter with instructions on how to begin their course.

## Acceptance of Credits

Tuition reduction will be considered for equivalent college coursework earning a B or better completed within two years preceding entrance into Institute For Writers. Determination of credit will be made by IFW's Education Department upon receipt and evaluation of an official school transcript and course description prior to enrollment. Once the amount of financial credit is determined it will be applied to the student's account. Students are still required to complete all academic assignments, regardless of approved credits.

## Transfer of Credits

The Institute for Writers does not guarantee the transferability of credits. The acceptance of transfer academic credits to another institution is determined by the receiving institution. Institutions individually establish criteria for transfer credit acceptance based on many factors, including but not limited to course content, credits per course and age of credits. Graduates should consult with the registrar at the receiving institution prior to opening the credit bank to determine how/if credits will be accepted. The Institute for Writers does not imply or guarantee the transferability of course credit.

## College Credits

The Connecticut Board for State Academic Awards recommends that our graduates be awarded a set amount of college credits related to the course completed. To see the number of credits awarded to each of our course offerings [click here](#). No matter where you live, you can obtain these credits for a fee from Charter Oak State College—which functions under the credit-granting authority of the Connecticut Board—anytime within five years of course completion date. Teachers may be able to receive professional development hours. Check with your district or administrators.

## Tuition and Fees

Institute for Writers offers interest-free payment plans. However the school does not participate in federal financial aid. See our website <https://www.instituteforwriters.com/tuition/> for tuition pricing on all our courses.

# POLICIES AND PROCEDURES

## Student Tuition Protection and Refund Policy

Institute for Writers (IFW) is confident that the course you have selected will be everything we advertise. To assure you of this, we provide this cancellation and refund policy. A student may cancel the program by notifying the school in any manner; a written request is recommended. If you cancel within 10 days from the signature date on your Enrollment Agreement, all tuition monies will be refunded. If you cancel after 10 days from the signature date of your Enrollment Agreement, but prior to receipt by the school of your first assignment, you are obligated to a registration fee of 20% of the tuition or \$200, whichever is less. If you cancel after submitting the first assignment, you are obligated to pay the school the registration fee, plus a percentage of tuition as follows:

- up to and including 10% of the assignments, 10% of the tuition.
- after submitting more than 10% up to and including 25% of the assignments, 25% of the tuition.
- after submitting more than 25% up to and including 50% of the assignments, 50% of the tuition.
- after submitting more than 50% of the assignments, you owe the school the full tuition.

Students who wish to cancel their enrollment with IFW and have a balance due will have their cancellation terms payment processed through their existing credit card or e-check account. A reinstatement fee of \$75.00 will be required for the re-activation of any enrollment if requested within 180 days from initial cancellation. Refunds are processed within 30 days to the payee of record. No refunds will be issued after 12 months from the signature date.

## Program Schedules

Students are permitted up to two years from their official start date to complete their program, but can not complete in less than 6-months time. If additional time is needed a 6-month extension may be granted if requested in writing, or by email. Our distance learning programs allow students to learn writing at their own pace, when and where it suits them.

### ICL - Children's Writing Division

- Writing for Children and Teenagers, 6 credits  
Our signature, customized writing course for those interested in how to write and market children's stories, articles, and books. Students define personal writing goals, learn techniques of good writing, develop the ability to direct writing to specific readers, and undertake projects that match skills, interests and editorial needs of publishers of material for children.

- **Writing for Magazines, 3 credits**  
A shorter version of the Writing for Children and Teenagers course, this compact, economical program combines both fiction and nonfiction techniques required by today's magazine editors. Students develop a solid writer's portfolio of professionally edited and critiqued manuscripts, including a character sketch, query letters and plans for marketable stories and articles.

### **ICL Advanced Courses**

*Specifically designed for selected ICL or IFW graduates. This course provides advanced training to increase prospects for success as a fiction/nonfiction writer for children's and teen magazines.*

*Admission to the course is only by recommendation of your instructor. You'll hear from us if this has happened, or contact [info@instituteformagazines.com](mailto:info@instituteformagazines.com).*

- **Beyond the Basics: Creating and Selling Short Stories and Articles, 6 credits**  
Beyond the Basics is designed to train you for independent, professional-level work. By the time you finish this course you will compete at least four manuscripts that are suitable for submission to magazine editors. The course teaches the development, writing, and revision of three articles and/or stories suitable for submission to current children's publications. The emphasis is on targeting writing to editorial needs- including advanced work in researching, planning, writing, self-editing, and creating submissions directed to meet editorial specifications of children's magazines.
- **Writing and Selling Children's Books, 6 credits**  
The course guides students through the process of defining personal writing goals, idea development, planning, writing, and revising a fiction or non-fiction book targeted to a specific readership (children through young adult) or development of three picture books for younger readers. Students research editorial needs of the children's book market and submit submission materials and the book manuscript to a specific publisher.

### **IFW - Adult Writing Division**

- **Breaking Into Print, 7 credits**  
Our signature customized writing course designed to prepare you for many facets of the editorial marketplace. By alternating assignments in fiction and nonfiction techniques, Breaking into Print gives you clear insight into the possibilities for both forms. You learn fiction techniques and how to borrow certain nonfiction techniques to make your short stories solid and grounded.

You learn nonfiction techniques and how to use key fiction techniques to make your articles dramatic and compelling. This unique method of intertwining instruction teaches you how certain techniques of one form of writing can be used with dramatic effect to enhance the strength, interest, and readability of the other.

- **Basics of Writing Stories and Articles for Publication, 4 credits**  
A shorter version of the Breaking into Print course designed to teach the fundamentals of writing fiction and non-fiction for submission to a wide range of magazines published for adult readers. Students write and revise one story or article to submit to a magazine. Students write and revise four articles or stories to submit to magazines.

### **IFW Advanced Course:**

*Specifically designed for selected IFW or ICL graduates who have been recommended by our instructors or who submit 800-1000 word writing sample with a completed application.*

- **Shape, Write, and Sell Your Novel, 5 credits**  
This is a deep-dive into writing your novel. This course teaches the entire process of crafting a novel, starting with the solid foundation of a saleable idea; finding the genre that matches the idea; creating a chapter-by-chapter outline, writing and revising the first three chapters; researching and identifying a market; and developing a submission packet targeted to an appropriate editor or agent. The submission packet includes a synopsis of the entire novel and a query letter written to an editor or agent of the student's choice. Students learn the process of plotting developing a working outline of their book, and creating realistic, three-dimensional characters. They acquire an understanding of subplots, the role of conflict, and the nature of a dramatic arc. Students also achieve a clear working knowledge of the book publishing industry.

## **Setting a Writing Schedule**

Here is an easy way to make a writing schedule:

1. How many assignments in your course? \_\_\_\_\_
2. Number of weeks to complete a assignments? \_\_\_\_\_

$$1. \underline{\hspace{2cm}} \times 2. \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

(number of lessons)                      (number of weeks to complete an assignment)                      (completion time)

## **Academic Progress**

Institute for Writer's learning model allows students to complete coursework at their own pace. However, if a student has not completed an assignment within a 30 day time frame, the student is contacted by IFW in an effort to motivate the student, or identify any issues the student might be experiencing and provide assistance. IFW continually encourages and motivates students throughout their course to achieve their goal of completion. If a student has not completed all coursework within 30 days of the expiration of their enrollment period, IFW will notify the student of options for extending their course.

Upon entering the course, if a student has difficulty with the first assignment our student service department will contact the student to assess the reason for difficulty. If it proves to be a course content issue or delivery of instruction being too difficult, IFW will offer assistance to the student to see if the issue can be resolved. If it cannot be resolved, IFW will provide a full refund to the student. For those students that encounter difficulty later in either an ICL or IFW course, each case is treated individually. IFW remains committed to the graduation of its students and willingly works with any student expressing a desire to continue and complete their course. Upon meeting graduation requirements, students will be awarded their certificate.

## **Instructor Feedback**

Students submit completed assignments and receive instructor feedback through IFW's Online Student Center. Our one-on-one method allows students' personal instructor to make editorial comments directly on each assignment manuscript to show exactly what needs to be revised, strengthened, or rewritten – and why. Along with the edited manuscript, students receive a personal letter further explaining the edits and recommended steps to take to build and strengthen writing skills. Students apply their instructor's suggested corrections and recommendations on each assignment as they progress through the course. If an instructor feels an assignment needs to be repeated, students will be specifically asked to submit a revision before proceeding to the next assignment.

Students are notified of their edited writing assignments by email. Edited assignments can be accessed within the student's Online Student Center account. Student Services regularly checks student accounts for missing assignments and will notify the student via email to encourage assignment submission.

## **Grading System**

Writing is graded on a satisfactory vs. unsatisfactory basis. Students are required to resubmit an unsatisfactory writing. Satisfactory completion of all writing assignments is required for graduation.

## **Grade Disputes**

A student may contest a grade by contacting the school, preferably via email to [info@instituteformwriters.com](mailto:info@instituteformwriters.com). If the student does not feel the response and explanation resolves his or her question or complaint, the student may request that the Director of Education review the complaint and make a final decision.

## **Incomplete Assignments**

IFW promotes a building block method of instruction, where each assignment builds on the concepts taught and skills acquired in previous lessons. To foster IFW's learning model, students may only submit one assignment at a time. In order to graduate, students must successfully complete all assignments following each lesson plan provided, in the order presented in the course manual. Assignments may not be skipped or substituted. If any inaccuracies are identified, students will be contacted by their instructor or by a Student Services representative to encourage successful course completion.

## **Course Interruption**

For a student looking to take a temporary leave of absence, a request should be made in writing to IFW. One three-month leave of absence regarding coursework will be granted for good cause. A leave of absence does not extend the required time for completion.

## **Online Student Center Discussion Board Acceptable Use Policy**

We ask students to respect each other's opinions and to refrain from inappropriate language. We reserve the right to delete any comments that we feel are inappropriate for the student community. If we believe that you are not staying within our guidelines, we will remove your posting privileges for 30 days. They can be reinstated after that time period.

## **Complaint Resolution**

If you have a question or problem, please contact the Institute for Writers Student Services staff. If your problem is not resolved, you may direct your complaint in writing to the Director who will respond within 10 business days. Concerns that have not been satisfactorily resolved by the IFW staff may be directed to: Delaware Department of Education, 35 Commerce Way, Dover, DE 19904, (302) 857-3313.

## **Change of Contact Information**

In order to receive information essential to your studies, you must promptly report all changes in name, mailing address, or e-mail address to Institute For Writers by telephone, e-mail or mail. A change in name will require proof, such as a marriage license. Institute For Writers is not responsible for reshipment or replacement costs of course materials if an address change has not been received by the school.

## **Graduation and Completion Requirements**

In order to earn a certificate, a student must satisfactorily complete all assignments in the course, and have paid their tuition balance.

A certificate and an official transcript of record are furnished to the student upon course completion. For additional copies, a nominal fee is charged.

## **Student Identity Verification**

The student identity verification policy enables IFW to verify that the student who registers in a course or program is the same student who participates in and completes the course or program. All students are assigned an individual Student Identification Number (ID) and secure login credential at the time of enrollment. These assigned identifiers are used to access the IFW Online Student Center.

Students who have forgotten their password or request to change their password must contact Student Services. The Student Services representative will ask the student to confirm identifying information before updating the password.

Appropriate use of technology is the student's responsibility. Students should take precautionary measures to keep login credentials secure and make arrangements to change password credentials periodically or in the event a breach is suspected.

## **Academic Integrity**

### **Student Code of Conduct**

Institute for Writers maintains a Student Code of Conduct to protect the rights of students, instructors, staff, and Institute For Writers itself. IFW students are required to adhere to the following policies in their academic and personal conduct.

Students must:

- be respectful and courteous to fellow students, instructors, and staff.
- accept responsibility for their own actions.
- adhere to all policies that appear in Institute For Writers catalogs, student handbooks, study materials, website and enrollment agreements.



- never misrepresent the school or its staff in any online social communities.
- follow all rules on submitting assignments.
- not use others work, or present another individual's ideas as their own.
- not seek, receive, or give unauthorized help on assignments.

## Academic Honesty

Each student doing their own work is the basis of independent study. Since students study at their own pace and work in a one-on-one instructor method, there should not be any undue pressure. The objective is to learn and understand the course materials. Any student suspected of academic dishonesty will be suspended from the program. There are many different forms of academic dishonesty. The following kinds of honesty violations and their definitions are intended to serve as examples of unacceptable academic conduct.

**Cheating:** Any inappropriate activity in which the work submitted to the school does not represent the work of the enrolled student. This would include submission of someone else's work, submission of answers obtained through inappropriate measures, or providing answers to another student.

**Plagiarism:** Using another person's ideas or finished work as your own without giving credit to the source. It includes copying or paraphrasing something and using it as if you had done the work yourself.

**Fabrication:** Falsifying or inventing information and presenting it as legitimate; misrepresenting oneself or one's status, potentially damaging Institute for Writers' reputation or any of the members of its academic community.

**Facilitating Academic Dishonesty:** Assisting another student in an act that violates the standards of academic honesty; providing information, material, or assistance to another person knowing that it may be used in violation of academic honesty policies; providing false information in connection in any academic honesty inquiry.

**Online Etiquette (Netiquette):** The current laws to protect the rights and dignity of citizens apply online. Follow the same responsible and respectful behaviors online that you follow in real life. In simple terms, this means that the values society has in place against such things as hate speech, copyright violations and other forms of theft, remain intact. As do the values of courtesy, kindness, honesty, and treating others with the same respect you wish to receive.

## Student Code of Conduct Violation

The Student Code of Conduct applies to all Institute for Writers students. Failure to comply will automatically be referred to the Education Director for review and recommendations. If any student is found to have engaged in academic dishonesty in any form - including but not limited to cheating, plagiarizing and fabricating - that student will be dismissed from IFW. There will be no exceptions.

## Intellectual Property

Copyright © 2023 Direct Learning Systems, Inc. All rights reserved. No part of the material protected by this copyright may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system, without permission in writing from the copyright owner.

Except as may be otherwise indicated elsewhere on the course content, you may view, print, copy, and distribute text and information to which you have authorized access, subject to the following terms and conditions: (i) The text may be used solely for your own informational, personal, non-commercial purposes, and shall not be copied or posted on any network computer or website or broadcast in any media. Demo videos on this website may not be copied or used for formal or informal training purposes; (ii) Any text must include Institute for Writers copyright notice, as set forth above, and all other proprietary notices in the same form and manner as on the original; (iii) The text may not be modified or altered in any way; (iv) You do not imply or infer any affiliation or association with Institute for Writers (including by framing); and (v) Institute for Writers reserves the right to revoke its consent at any time, and any such use shall be discontinued immediately upon notice from Institute for Writers. The text, documents and information permitted to be copied as specified above do not include the layout or design of the **instituteformwriters.com** website. The elements of this site are protected by trade dress and other laws and may not be imitated or reproduced in whole or in part. Additionally, no logos, graphics, sounds or images on this web site may be reproduced or distributed without Institute for Writers express written consent.

Requests for permission to make copies of any part of the work should be mailed to Copyright Permissions, Institute for Writers, 1000 N. West Street, Suite 1200, Wilmington, DE, 05478.

## Collection of Information

The Institute for Writers website ([www.instituteformwriters.com](http://www.instituteformwriters.com)) has the ability to collect two types of information: general and personal. General information contains non-personal data from visitors to our website. This information is used for general purposes only and in ways that do not identify the individual user, such as location, time of visit, day the visit was made, and the visit path.

The second type of information collected is specific to the visitor and would include information provided by you. This information would include your e-mail address, name, street address, and any contact information provided.

IFW uses technology called “cookies” to collect much of the information described above. Our cookies do not access, collect or reveal any personal information stored on your personal computer. Disabling your internet browser to prevent cookies will prevent your ability to function on our website.

## Use of Information

The collection of information is used primarily for the improvement of services to our students. Information gathered through our online request forms will be used to process those requests. E-mail inquiries will utilize the e-mail address provided for any appropriate correspondence.

## Privacy Pledge

On occasion, Institute for Writers will make our list of contact and student directory information available to reputable business and academic associates. If you wish to be excluded, simply notify IFW, Student Services Center, P.O. Box 3773, Allentown, PA 18106.

## Informational Access

Maintaining our system with complete, current, and accurate information allows Institute for Writers to provide our students with exceptional service. Students are asked to keep in contact with Institute for Writers to ensure your information remains relevant. All personal information provided by you can be viewed upon request, with availability of corrections and/or deletion of incorrect information.

## Security

Institute for Writers currently utilizes letsencrypt.com, and similar technology to provide a secure transmission of all enrollment agreement activities including online payment information. We also use established industry-standard security measures to protect all information services. While we strive to provide 100% security for all transmissions, we cannot guarantee that all general information submissions will be completely secure. Unauthorized modification or misuse of information stored within our website or operating systems will be investigated and may result in criminal prosecution.

## Google

Google, as a third party vendor, uses cookies to serve ads on our site. Google's use of the DART cookie enables it to serve ads to our users based on their visit to our site and other sites on the Internet. Users may opt out of the use of the DART cookie by visiting the Google ad and content network privacy policy.

We have implemented the following:

- Remarketing with Google Analytics/Google AdWords
- Google Display Network Impression Reporting
- Demographics and Interests Reporting

We along with third-party vendors, such as Google, use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as the DoubleClick cookie) or other third-party identifiers together to compile data regarding user interactions with ad impressions, and other ad service functions as they relate to our website.

**Opting out:**

Users can set preferences for how Google advertises to you using the Google Ad Settings page.

## STUDENT SERVICES

Once enrolled, students receive the following information to begin their studies with Institute for Writers:

- Welcome kit with binder, course assignments, and textbooks
- Login instructions with temporary password
- Student handbook
- Guidelines for the Online Student Center
- Program outline

All lessons and assignments included in your program are provided in print form as well as online.

### How to Contact Us

Your success is important to us. If you have a question about your account or need help with your studies, our friendly staff is here to help you. We take pride in delivering outstanding service and our staff can be counted on to assist you in your program.

There are two ways to contact us:

1. You may reach us by e-mail at **info@instituteformwriters.com**. Tell us what lesson you are working on, the page number, and how we can help. Please include your student ID number. You will receive a response within one business day.
2. You may call the school Monday through Friday during the hours of 8:30 AM. – 4:30 PM. (EST). If you call after hours, please leave a message with your name, student ID number, the lesson name, and the page number where you are having trouble. Also, let us know the best time to call you back. Our phone number is **(800)-243-9645**.

### Payments

Payments are automatically deducted from your credit/debit card on a monthly basis. Additional payments can be made online, by phone or by mail. Student ID numbers must be included on all payments. If mailing a payment please send it to:

**Institute for Writers  
Student Service Center  
P.O. Box 3773  
Allentown, PA 18106**

## Academic Records

Institute for Writers complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This act is designed to protect the privacy of educational records, to establish the rights of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

A student who believes that an error has been made in their graded assignment must initiate contact with the school within 30 days from the date the grade was posted. Failure to act within 30 days disqualifies the student from further consideration of the matter.

Students are responsible for reporting any other type of error on their academic record. Institute for Writers is not liable for unreported errors on student records.

## The Institute for Writers Online Community

As a distance education student, you may be wondering how you can communicate with fellow students and keep in touch. IFW has several ways for you to become engaged in our community, including:

- Discussion boards and live chat rooms in our Online Student Center.
- Facebook groups to connect you with other writers and aspiring writers. This is an excellent forum to share writing practices, new ideas, and seek advice.
- Website that provides resources to support your writing goals. Check out our blogs, podcasts, and newsletters.
- Writing contests - Sharpen your submission skills, stretch your imagination, and get your work in front of editors.

We welcome you to the IFW Student Community and encourage you to take an active role by participating in all of our online offerings!

## Holiday Schedule

The holiday schedule for the Institute for Writers can be found online at <https://www.instituteforwriters.com/contact/>

## Questions?

**E-mail:** [info@instituteforwriters.com](mailto:info@instituteforwriters.com)

**Fax:** 855-530-3652

**Phone:** 800-243-9645, Monday–Friday 8:30AM–4:30PM EST

## FACULTY AND STAFF

Institute For Writers faculty and staff includes members from expansive educational and professional backgrounds with years of experience in distance education programs. Our tenured list of one-on-one instructors offers IFW students industry specific information along with unique insights

Name	Title
Kevin McCloskey	President
Valerie Behrle McCloskey	Director of Education
Donnita Fisher	Accounting and Finance Manager
Stacy Feifel	Director of Academic Programs
Michele Long	Director of Regulatory & Compliance
Maggie McCloskey	Director of Marketing and Development
Jacque Irizarry	Manager of Business Operations and Growth
Tammy Kromer	Mail Room Manager / Student Services
Anthony Germani	Admissions Advisor / Student Services
Madeline Erk	Student Services
Shannon Jacobs	Social Media & Advertising Manager / Student Services
Matthew Schoch	Student Services Lead
Morgan Laney	Graphic and Web Designer
Christine Molnar	Brand Marketing Associate / Student Services
Gabriela Villegas	Student Services
Cameron Kilpatrick	Shipping Associate / Administrative Assistant
Denise Di Bernard	Digital Production / Print Specialist
Richard Scutt	Student Services / Shipping Associate
Lori Ritch	Operations and Marketing
Kelli Panique	Brand Marketer
Victoria Sherrow	Instructor
Karen Hammond	Instructor

## FACULTY AND STAFF

Name	Title
Kris Franklin	Instructor
Troon Harrison	Instructor
Linda Triegel	Instructor
Clara Gillow Clark	Instructor
Sheila Ford	Instructor
Kristin Nitz	Instructor
Donna Ippolito	Instructor
Andrea Vlahakis	Instructor
Susan Ludwig	Instructor
Deborah Vetter	Instructor
Lori Mortensen	Instructor
Lynne Smith	Instructor
Nancy Coffelt	Instructor
Susan Ford	Instructor
Tom Piezzo	Librarian



# PROGRAM CATALOG

## Writing For Children and Teens Course Overview

### Course Outline

#### Assignment 1

- Pages 1 - 30
- Assignment 1

#### Assignment 2

- Pages 31 - 54
- Assignment 2

#### Assignment 3

- Pages 55 - 92
- Assignment 3

#### Assignment 4

- Pages 92 - 130
- Assignment 4

#### Assignment 5

- Pages 131 - 170
- Assignment 5

#### Assignment 6

- Pages 171 - 200
- Assignment 6

#### Assignment 7

- Pages 201-262
- Students choose Assignment 7A or 7B

#### Assignment 8

- Pages 263 - 312
- Assignment 8

#### Assignment 9

- Pages 313 - 356
- Assignment 9

#### Assignment 10

- Pages 357 - 504
- Students choose Assignment 10A or 10B

## Writing For Magazines Course Overview

### Course Outline

#### Assignment 1

- Pages 1 - 52
- Assignment 1

#### Assignment 2

- Pages 53 - 102
- Assignment 2

#### Assignment 3

- Pages 103 - 158
- Assignment 3

#### Assignment 4

- Pages 159 - 232
- Assignment 4

#### Assignment 5

- Pages 233 - 282
- Assignment 5

#### Assignment 6

- Pages 283 - 324
- Assignment 6

#### Assignment 7

- Pages 382 - 325
- Assignment 7

## **Beyond the Basics: Creating and Selling Short Stories and Articles Course Overview**

### **Course Outline**

#### **Assignment 1**

- Pages 1 - 61
- Part 1, Assignment 1

#### **Assignment 2**

- Pages 63 - 121
- Part 1, Assignment 2

#### **Assignment 3**

- Pages 123 - 168
- Part 2, Assignment 3

#### **Assignment 4**

- Pages 170 - 219
- Part 2, Assignment 4

#### **Assignment 5**

- Pages 221 - 254
- Part 2, Assignment 5

#### **Assignment 6**

- Pages 257 - 289
- Part 2, Assignment 6

#### **Assignment 7**

- Pages 291 - 306
- Part 3, Assignment 7

#### **Assignment 8**

- Pages 309 - 339
- Part 3, Assignment 8

## **Writing and Selling Children's Books Course Overview**

### **Course Outline**

#### **Assignment 1**

- Pages 1 - 64
- Part 1, Assignment 1

#### **Assignment 2**

- Pages 64 - 148
- Assignment 2A or 2B (fiction/nonfiction)

#### **Assignment 3**

- Pages 149 - 241
- Assignment 3A or 3B (fiction/nonfiction)

#### **Assignment 4**

- Pages 243 - 301
- Assignment 4A or 4B (fiction/nonfiction/short books)

#### **Assignment 5**

- Pages 303 - 346
- Assignment 5A or 5B (fiction/nonfiction/short books)

#### **Assignment 6**

- Pages 347 - 388
- Assignment 6A or 6B (fiction/nonfiction/short books)

#### **Assignment 7**

- Pages 389 - 424
- Assignment 7A or 7B (fiction/nonfiction)

#### **Assignment 8**

- Pages 425 - 446
- Assignment 8A or 8B (fiction/nonfiction)

#### **Assignment 9**

- Pages 447 - 496
- Assignment 9

## Shape, Write, and Sell Your Novel Course Overview

### Course Outline

#### Assignment 1

- Pages 1 - 59
- Part 1, Assignment 1

#### Assignment 2

- Pages 61 - 97
- Assignment 2

#### Assignment 3

- Pages 98 - 126
- Assignment 3

#### Assignment 4

- Pages 127 - 177
- Assignment 4

#### Assignment 5

- Pages 179 - 190
- Assignment 5

#### Assignment 6

- Pages 191 - 204
- Assignment 6

#### Assignment 7

- Pages 205 - 217
- Assignment 7

#### Assignment 8

- Pages 219 - 233
- Assignment 8

## Breaking Into Print Course Overview

### Course Outline

#### Assignment 1

- Pages 1 - 48
- Part 1, Assignment 1

#### Assignment 2

- Pages 49 - 85
- Assignment 2

#### Assignment 3

- Pages 87 - 114
- Assignment 3

#### Assignment 4

- Pages 115 - 164
- Assignment 4A or 4B (fiction/nonfiction/short books)

#### Assignment 5

- Pages 165 - 200
- Assignment 5A or 5B (fiction/nonfiction/short books)

#### Assignment 6

- Pages 201 - 256
- Assignment 6A or 6B (fiction/nonfiction/short books)

#### Assignment 7

- Pages 257 - 313
- Assignment 7A or 7B (fiction/nonfiction/short books)

#### Assignment 8

- Pages 315 - 375
- Assignment 8A or 8B (fiction/nonfiction/short books)

#### Assignment 9

- Pages 377 - 434
- Assignment 9A or 9B (fiction/nonfiction)

#### Assignment 10

- Pages 435 - 462
- Assignment 10A or 10B (fiction/nonfiction)

#### Assignment 11

- Pages 463 - 483
- Assignment 11

#### Assignment 12

- Pages 485 - 510
- Assignment 12A or 12B (fiction/nonfiction)

# Basics of Writing Stories & Articles for Publication Course

## Overview

### Course Outline

#### Assignment 1

- Pages 5 - 24
- Assignment 1

#### Assignment 2

- Pages 25 - 46
- Assignment 2

#### Assignment 3

- Pages 47 - 68
- Assignment 3

#### Assignment 4

- Pages 69 - 120
- Assignment 4A/4B (fiction and nonfiction)

#### Assignment 5

- Pages 121 - 174
- Assignment 5A/5B (fiction and nonfiction)

#### Assignment 6

- Pages 175 - 230
- Assignment 6A/6B (fiction and nonfiction)

#### Assignment 7

- Pages 231 - 284
- Assignment 7A/7B (fiction and nonfiction)

#### Assignment 8

- Pages 285 - 361
- Assignment 8



## Licensure, Accreditation and Memberships

Institute For Writers' credentials are your assurance that IFW meets quality educational and business standards set by reputable organizations that have assessed our programs and business operations. Institute For Writers is...

- Approved by the Delaware Department of Education as a private business and trade school, ensuring the highest quality curriculum and standards of business operations available.
- BBB Accredited Member

**VISIT US:** [www.instituteforwriters.com](http://www.instituteforwriters.com)

**EMAIL US:** [info@instituteforwriters.com](mailto:info@instituteforwriters.com)

**CALL US:** 800.243.9645

**FAX:** 855.530.3652

Institute For Writers • 1000 N. West Street, Suite 1200 • Wilmington, DE, 05478

