



OFFICE OF CIVIC EDUCATION INITIATIVES

Literary eXpressions™ Quick Guide for Teachers

Visit the Literary eXpressions™ home page at the following URL for information:

http://www.clevelandclinic.org/civiceducation/creativelearning/Lit_expressions.asp

STEP 1: Register a class, organization, or group.

From the Literary eXpressions™ website (URL above), click on the **Teacher Registration** tab. Complete and submit the required registration information online as instructed.

Note: Students will submit their own online registration form from the **Student Submission** tab on the same page.

Registrations and submissions are only accepted during the registration and submission time frames that coincide with the program schedule. Check the website for registration and submission deadlines.

STEP 2: Follow the Teacher Guide and Curriculum to help students create their literary works.

In Student Session #1: Find a research project for inspiration.

Locate an internship student: From the Literary eXpressions™ website (URL above), click on the **2008 Interns** tab.

OR

Access online research projects: From the OCEI web home page (www.clevelandclinic.org/CivicEducation), click on the **myRESEARCH™** OR **mRi™: myRESEARCH illuminated** link.

In Student Session #2: Explore acceptable literary genres and examples from past winners and create literary pieces.

To view acceptable literary genre: From the Literary eXpressions™ website (URL above), click on the **Literary Formats** tab.

To view literary submissions by past winners: From the Literary eXpressions™ website (URL above), click on the **Literary eXpressions™ Booklet** tab.

In Student Session #3: Guide students through the peer review and evaluation process.

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STEP 3: Instruct students on how to submit their literary piece.

To submit a literary piece: From the Literary eXpressions™ website (URL above), click on the **Student Submission** tab. Complete and submit the required registration information online as instructed.

Note: Students may submit literary works individually or independently as long as a supervising teacher registers for the program (see instructions for teacher registration above).

Registrations and submissions are only accepted during the registration and submission time frames that coincide with the program schedule. Check the website for registration and submission deadlines.

Literary eXpressions™ Rules and Guidelines:

- **Both electronic and hard copies must be received by the deadline to be eligible for judging.**
- **Submissions (electronic and hard copies) received after the deadline will not be accepted.**
- **Submissions with incomplete information will not be accepted**

Note: Social security numbers must be provided to be eligible for cash awards (per Internal Revenue Service guidelines).

- **See full submission guidelines in the Teacher Guide and Curriculum.**

STILL HAVE MORE QUESTIONS???

Find answers to your questions about Literary eXpressions™: From the Literary eXpressions™ website (URL above), click on the **Frequently Asked Questions (FAQs)** tab and locate the question and response of interest.

Please visit the FAQ site first before contacting the Office of Civic Education Initiatives. Most questions are addressed in the FAQs. Thank you!