ENGL 3303: PROFESSIONAL EDITING
SPRING 2024

MEETING INFORMATION

Tuesdays and Thursdays from 11:00pm - 12:15pm | CAB 321

INSTRUCTORS

Editing Instructor
Christen Barron
Email: christen.barron@tamusa.edu
Office Hours: Schedule a virtual meeting or drop by for an in-person meeting Thursdays 2:00pm-3:00pm

Design Instructor
Brittany Ham
Email: bham@tamusa.edu
Office Hours: In office hours are on Tuesdays and Thursdays from 12:30pm to 1:30pm. Virtual office hours are available by appointment on Fridays from 10:00pm to 1:00pm.

CATALOG DESCRIPTION

This course examines strategies and techniques used by professional editors across professions and disciplines. Students explore critical issues in editing and apply professional standards and ethical frameworks to edit a range of texts.

SECTION DESCRIPTION

This interdisciplinary course section of ENGL 3303: Professional Editing provides students with hands-on experience editing, designing, and launching a literary magazine. Through course activities and editing/design assignments, students will gain familiarity with editing/design terminology, tools, and best practices. Major course assignments are collaborative; students will work in teams to review, select, and edit creative work for publication in *Mosaic*, the university's new literary magazine. The course culminates in a launch party celebrating the inaugural issue of *Mosaic*.

LEARNING OBJECTIVES

After successful completion of the course, students will…

- Define and explain the roles and responsibilities of professional editors and designers
- Demonstrate familiarity with a variety of discipline-specific style guides, tools, and terminology
- Demonstrate ability to edit and/or design texts using discipline-specific tools, style guides, and procedures

- Demonstrate ability to collaborate with peers across disciplines to accomplish a shared goal

REQUIRED MATERIALS

Technology:

- Google Drive/Google Account
- Reliable Internet Access
- Laptop or computer (recommended)

Subscriptions:

- Adobe Creative Cloud (design team)
- The Chicago Manual of Style Online (editing team)
- Canva (free version)

GRADING POLICY

Because the entire class is working on the same group project, it's difficult for us to fairly evaluate each student on the quality of their editing and design work. To keep grading fair and transparent, you'll be evaluated primarily on your contributions as a team member. In short, the more you show up to class, and the more you contribute to collaborative tasks, the more points you earn/the higher your grade will be.

GROUP WORK STATEMENT

Group work can be tricky to navigate. Sometimes personalities, schedules, and ambitions clash. **Negative peer evaluations can affect your final grade, so it's important to resolve team conflicts as soon problems arise.** If you're having issues working with your team or a team member for any reason, it's your responsibility to contact your instructors so we can help you find a solution.

COURSE ASSIGNMENTS

Weekly Work Logs (80 points)
This recurring assignment is designed to help you document and reflect on your contributions to class tasks, learning, and overall performance. We'll provide a template and rubric for this assignment. Refer to the Editorial Calendar for due dates.

Progress Checks + Group Evaluation (180 points)
This recurring assignment is designed to help the class meet the publication deadline for *Mosaic* and hold team members accountable for their contributions. At various points in the semester, editorial teams will present their progress to the class and conduct self/peer evaluations. We'll provide a checklist and a rubric before each deadline. Refer to the Editorial Calendar for due dates.

Attendance/Class Participation (140 points)
We'll complete most of our work on *Mosaic* during class. Because of

this, regular attendance is essential to keep the workload equitable for everyone involved. Each class session is worth 5 points. You have two free absences this semester. No questions asked. However, we understand that emergencies and illnesses happen. If you find yourself unable to attend class due to an emergency or illness, please contact your instructors so we can brainstorm a solution.

Course Final: Mosaic Launch Party (100 points)
The course final involves planning and attending the launch party for *Mosaic*. We'll provide more details about the final as the course progresses.

GRADE RANGES

A Range: 450+ points
B Range: 400 - 449 points
C Range: 350 – 399 points
D Range: 300 – 349 points
F: Below 300 points

EXTRA CREDIT

Each student has the opportunity to earn up to 25 extra credit points through additional work at the discretion of your instructors.

LATE WORK POLICY

We're launching the first issue of *Mosaic* at the end of this semester, so please make every effort to observe all deadlines listed in the editorial calendar. In general, we'll handle extension requests on a case-by-case basis. If you find yourself unable to meet a deadline due to an illness or emergency, please contact your instructors within a reasonable timeframe (ideally before the deadline has passed).

UNIVERSITY POLICIES AND RESOURCES

Scan the QR Code below to view University Policies and Resources.