

ENGL 3303: PROFESSIONAL EDITING

SPRING 2025

MEETING INFORMATION

Tuesdays and Thursdays from 11:00am - 1:45pm
CAB 321 (*Mosaic* HQ) and
Classroom Hall 314 Conference Room (editing team HQ)

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 2-3pm. Virtual office hours are available by appointment on Fridays by appointment only

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 an issue of 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 student-led literary magazine. The course culminates in a launch party celebrating the Spring 2025 issue of *Mosaic*.

Note from Professor Barron and Professor Ham:

At the beginning of the semester, the class will divide into teams focused on either editing or designing. However, the publication process for a literary magazine is highly collaborative and editing and designing often overlap. Expect to learn about both editing and designing regardless of your designated team!

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
- Zoom 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, meet project deadlines, and 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. 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

Project Grades 1-4 (200 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, team members will submit completed editing and design work for evaluation and inclusion in *Mosaic*. We'll provide a checklist and a rubric before each deadline. Refer to the Editorial Calendar for due dates.

Attendance/Class Participation (100)

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.

Attendance is taken at the beginning and end of class. Please note that being marked present for the day is contingent on your active participation in a class task or activity.

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 Midterm: Mid-Project Reflection (50 points)

In this reflective essay assignment, you'll reflect on your experiences and learning this semester and set goals for your future contributions to your editorial team. Specific assignment details will be provided on Blackboard and in class.

Mosaic Launch Party Attendance (50 points)

This course grade is awarded to students who attend the launch party for *Mosaic*. We'll provide more details about this event as the course progresses.

Course Final: Final Project Reflection (50 points)

In this reflective essay assignment, you'll reflect on your experiences and learning while working on *Mosaic* this semester. Specific assignment details will be provided on Blackboard and in class.

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 releasing the second 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 time frame (ideally before the deadline has passed).

**UNIVERSITY POLICIES
AND RESOURCES**

