

ENGL 3303: Professional Editing

T/Th 11:00am - 1:45pm, CAB 321 (Mosaic HQ), CH 314 Conference Room (editing HQ)

Course Information

Instructor Contact Information

Editing Professor: Christen Barron, MFA

Office Hours: Classroom Hall 318 T/Th 9:30am-10:30am, 2pm-3pm

Email: christen.barron@tamusa.edu

Visual Editing Professor: Brittany Ham, MFA

Office Hours: Classroom Hall 314I T/Th 3:15pm-4:30pm, F by prior appointment only

Email: bham@tamusa.edu

Department Offering the Course

Department of Language, Literature, and Art

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.

About the Course

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 ethical 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 2026 issue of *Mosaic*.

Note from Professor Barron and Professor Ham: At the beginning of the semester, the class will divide into teams focused on text-based or visual editing. The publication process for a literary magazine is highly collaborative, and these roles often overlap. Expect to learn about both, no matter your team!

This syllabus is subject to change at any time, but you will receive an email if changes occur.

Blackboard

We will use Blackboard to provide you with copies of the syllabus, calendar, and other course materials. This will also be where the most up-to-date grading information will be shared with you. Regularly check Blackboard for updates. If you require technical support with your Blackboard account, please contact Academic Technologies

As your instructors, we are committed to uploading Blackboard course content that is accessible to everyone in class. If you have trouble accessing or using any course content we provide on Blackboard, please let us know right away.

Email Format

When contacting Professor Barron and Professor Ham via email, please be sure to send your communication to both professors for consistency. You can do this by CCing the “other” professor on the email.

Learning Outcomes

After successful completion of the course, students will...

1. Define and explain the roles and responsibilities of professional editors and designers
2. Demonstrate familiarity with a variety of discipline-specific style guides, tools, and terminology
3. Demonstrate ability to edit and/or design texts using discipline-specific tools, style guides, and procedures
4. Demonstrate ability to collaborate with peers across disciplines to accomplish a shared goal

Materials Required

Technology:

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

Subscriptions:

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

Editor Code of Ethics

In this class, you will take on the role of a professional editor. You will be trusted with the work of real student authors and artists from our campus. As a *Mosaic* editor, it is your ethical duty to keep students' personal information and creative work private. Do not discuss or share any details about *Mosaic* submissions with anyone outside of this class.

Always keep the folder of *Mosaic* creative submissions confidential. Do not share any work from the submissions folder with anyone outside of the *Mosaic* team. You should not download, copy, save, alter, or distribute any submissions for your own use. Do not contact authors or artists directly about potential edits or the status of their submissions. Only Professor Barron and Professor Ham will handle contact between *Mosaic* editors and student authors/artists.

If you feel pressured to share project details or notice a possible breach of confidentiality, speak to Professor Barron or Professor Ham right away. If you have any questions about your ethical responsibilities or face a specific ethical issue, please come to us. We are here to help.

As an editor of *Mosaic* you may be asked to review submissions that contain mature and sensitive themes/imagery. We ask that you approach these submissions with care. If you have concerns about engaging with content of this nature, please contact Professor Barron and Professor Ham.

By staying in this class, you agree to follow this code of ethics.

Group Work Statement

Group work can be tricky to navigate. Sometimes personalities, schedules, and ambitions clash. If you are having issues working with your team or a team member for any reason, please contact Professor Barron or Professor Ham as soon as possible

Grading

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.

Course Assignments and Attendance

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.

Grading Scale

- 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 third 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 Professor Barron and Professor Ham within a reasonable time frame (ideally before the deadline has passed).

Organizations, Accommodations, Resources, and Policies:

Art Club

Art Club invites members to develop their individual art practices by expanding their interest in different art forms and experimenting with different art mediums. Anyone with any level of artistic experience can join, and we encourage members to get out of their comfort zones and be inspired by other art club members and the San Antonio visual arts community.

The club can be contacted through JagSync: <https://jagsync.tamusa.edu/organization/art>

No Use of Generative AI Permitted

This course (Professional Editing) assumes that all work submitted by students will be generated by the students themselves, working individually or in groups. Students should not have another person/entity do the writing of any portion of an assignment for them, which includes hiring a person or a company to write assignments and/or using artificial intelligence AI tools like ChatGPT. Use of any AI-generated content in this course qualifies as academic dishonesty and violates Texas A&M-San Antonio's standards of academic integrity.

Academic Accommodations for Individuals with Disabilities

Texas A&M University-San Antonio is committed to providing all students with reasonable access to learning opportunities and accommodations in accordance with The Americans with Disabilities Act, as amended, and Section 504 of the Re-habilitation Act. If you experience barriers to your education due to a disability or think you may have a disability, Disability Support Services is in the Central Academic Building, Suite 210.

You can also contact us via phone at (210) 784-1335, visit the office at <https://www.tamusa.edu/Disability-Support-Services/index.html> or email us at dss@tamusa.edu. Disabilities may include, but are not limited to, attentional, learning, mental health, sensory, physical, or chronic health conditions. All students are encouraged to discuss their disability-related needs with Disability Support Services as soon as possible.

Academic Learning Center

All currently enrolled students at Texas A&M University-San Antonio can utilize the Academic Learning Center for subject-area tutoring. The Academic Learning Center provides free course-based tutoring to all currently enrolled students at Texas A&M University-San Antonio. Students wishing to work with a tutor can make appointments through the Brainfuse online tutoring platform. Brainfuse can be accessed in the *Tools* section of Blackboard. You can contact the Academic Learning Center by emailing tutoring@tamusa.edu, calling (210) 784-1307, or visiting the Central Academic Building, room 202. Online tutoring is also available for after hours and weekend assistance.

While tutoring hours may change based on tutor schedules and availability, the current tutoring hours for MATH in the ALC are as follows:

	Appointments available	Walk in Tutoring – No appointment needed
MONDAY	8 am – 6 pm	9 am – 5 pm
TUESDAY	8 am – 6 pm	9 am – 5 pm
WEDNESDAY	8 am – 6 pm	9 am – 5 pm
THURSDAY	8 am – 6 pm	9 am – 5 pm
FRIDAY	8 am – 5 pm	11 am – 4 pm

Counseling/Mental Health Resources

As a college student, there may be times when personal stressors interfere with your academic performance and negatively impact your daily functioning. If you are experiencing emotional difficulties or mental health concerns, support is available to you through the Student Counseling Center (SCC). To schedule an appointment, call 210-784-1331 or visit Madla 120.

All mental health services provided by the SCC are free and confidential (as the law allows). The Student Counseling Center provides brief individual and group therapy, crisis intervention, consultation, case management, and prevention services. For more information on SCC services visit <http://tamusa.edu/student-counseling>

Crisis support is available 24/7 by calling the SCC at 210-784-1331.

Additionally, the TELUS Student Support App provides a variety of mental health resources to including support for in the moment distress, an anonymous peer-to-peer support network, mental health screenings, podcasts, and articles to improve your mental wellbeing.

Emergency Preparedness

JagE Alert is Texas A&M University-San Antonio's mass notification system. In the event of an emergency, such as inclement weather, students, staff and faculty, who are registered, will have the option to receive a text message, email with instructions and updates. To register or update your information visit: <https://ta-musa.bbcportal.com/>. More information about Emergency Operations Plan and the Emergency Action Plan can be found here.

Download the SafeZone App at: <https://safezoneapp.com/>, or for emergencies or call (210) 784-1911. For non-emergencies call (210) 784-1900.

Financial Aid and Verification of Attendance

According to the following federal regulation, 34 CFR 668.21: U.S. Department of Education (DoE) Title IV regulation, a student can only receive Title IV funds based on Title IV eligibility criteria which include class attendance. If Title IV funds are disbursed to ineligible students (including students who fail to begin attendance), the institution must return these funds to the U.S. DoE within 30 days of becoming aware that the student will not or has not begun attendance. Faculty will provide the Office of Financial attend prior to the published Census Date (the first week of class) will have their aid terminated and returned to the DoE. Please note that any student who stops attending at any time during the semester may also need to return a portion of their federal aid.

Jaguar Writing, Language, and Digital Composing Center (WLDCC)

The Writing, Language, and Digital Composing Center supports graduate and undergraduate students in all three colleges as well as faculty and staff. Tutors work with students to develop reading skills, prepare oral presentations, and plan, draft, and revise their written assignments. Our language tutors support students enrolled in Spanish courses and students composing in Spanish for any assignment. Our digital studio tutors sup-port students working on digital projects such as e-portfolios, class presentations, or other digital multimedia projects.

Students can schedule appointments through JagWire under the Student Services tab. Click on "Writing, Language, and Digital Composing Center" to make your appointment. The Center offers face-to-face, synchronous online, and asynchronous digital appointments. More information about what services we offer, how to make an appointment, and how to access your appointment can be found on our website at <https://www.tamusa.edu/academics>.

Meeting Basic Needs

Any student who has difficulty affording groceries or accessing sufficient food to eat every day or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to submit a CARE referral at <https://www.tamusa.edu/university-policies/Student-Rights-and-Responsibilities/file-a-report.html> for support. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct you to available resources.

Military Affairs

Veterans and active-duty military personnel are welcomed and encouraged to visit the Office of Military Affairs for any question involving federal or state VA Education Benefits. Visit the Patriots' Casa building, room 202, or to contact the Office of Military Affairs with any questions at military.va@tamusa.edu or (210) 784-1397.

Religious Observances

Texas A&M University-San Antonio recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty, and staff to observe religious holidays according to their tradition. Under the policy, students are provided with an opportunity to make up any examination, study, or course work requirements that may be missed due to a religious observance provided they notify their instructors before the end of the second week of classes for regular session classes.

The Six-Drop Rule

Students are subject to the requirements of Senate Bill (SB) 1231 passed by the Texas Legislature in 2007. SB 1231 limits students to a maximum of six (6) non-punitive course drops (i.e., courses a student chooses to drop) during their undergraduate careers. A non-punitive drop does not affect the student's GPA. However, course drops that exceed the maximum allowed by SB 1231 will be treated as "F" grades and will impact the student's GPA.

Statement of Harassment and Discrimination

Texas A&M University-San Antonio is committed to the fundamental principles of academic freedom, equal opportunity, and human dignity. To fulfill its multiple missions as an institution of higher learning, A&M-San Antonio encourages a climate that values and nurtures collegiality and the uniqueness of the individual on our campus and within

our state, nation, and world. All decisions and actions involving students and employees are to be based on applicable law and individual merit. Texas A&M University-San Antonio, in accordance with applicable federal and state law, prohibits discrimination, including harassment, on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or pregnancy/parenting status. Individuals who believe they have experienced harassment or discrimination prohibited by this statement are encouraged to contact the University's Civil Rights Officer at 210-784-2061 or titleix@tamus.edu.

Texas A&M University-San Antonio faculty are committed to providing a safe learning environment for all students and for the university as a whole. If you have experienced any form of sex- or gender-based discrimination or harassment, including sexual assault, sexual harassment, domestic or dating violence, or stalking based on sex, know that help and support are available. A&M-San Antonio's Title IX Coordinator can support those impacted by such conduct in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The university strongly encourages all students to report any such incidents to the Title IX Coordinator. Please be aware that all A&M-San Antonio employees (other than those designated as confidential resources such as counselors and trained victim advocates) are required to report information about such discrimination and harassment to the university. This means that if you tell a faculty member about a situation of sexual harassment, sexual violence, or other related sex-based misconduct, the faculty member must share that information with the university's Title IX Coordinator (titleix@tamus.edu, 210-784-2061, CAB 439K). If you wish to speak to a confidential employee who does not have this reporting requirement, you can contact the Student Counseling Center at (210) 784-1331 or visit them in Madla 120.

Pregnant/Parenting Students

Texas A&M-San Antonio does not require a pregnant or parenting student, solely because of that status or issues related to that status, to (1) take a leave of absence or withdraw from their degree or certificate program; (2) limit the student's studies; (3) participate in an alternative program; (4) change the student's major, degree, or certificate program; or (5) refrain from joining or cease participating in any course, activity, or program at the University. The university will provide such reasonable accommodations to pregnant students as would be provided to a student with a temporary medical condition that are related to the health and safety of the student and the student's unborn child. These could include maintaining a safe distance from substances, areas, and activities known to be hazardous to pregnant individuals and their unborn child; excused absences because of illness or medical appointments; modified due dates for assignments; rescheduled tests/exams; taking a leave of

absence; and being provided access to instructional materials and video recordings of lectures for excused absences, if these would be provided to any other student with an excused absence. Pregnant/parenting students are encouraged to contact the Title IX Coordinator with any questions or concerns related to their status (titleix@tamusa.edu; 210-784-2061; CAB 439K).

Texas A&M-San Antonio has also designated the Title IX Coordinator as the liaison officer for current or incoming students who are the parent or guardian of a child younger than 18 years of age. The Title IX Coordinator can provide students with information regarding support services and other resources. Young Jaguars can support parenting students with daycare if students meet this criteria: (1) must be enrolled in classes at Texas A&M-San Antonio in the current semester, (2) must be Pell eligible or a single parent, (3) child(ren) must be aged 3 to 12-years-old, and (4) child(ren) must be enrolled in Pre-K-3 through 6th grade. For more information, please contact Young Jaguars at youngjaguars@tamusa.edu or call (210) 784-2636.

Students' Rights and Responsibilities

The following statement of students' rights and responsibilities is intended to reflect the philosophical base upon which University Student Rules are built. This philosophy acknowledges the existence of both rights and responsibilities, which is inherent to an individual not only as a student at Texas A&M University-San Antonio but also as a citizen of this country.

Students' Rights

1. A student shall have the right to participate in a free exchange of ideas, and there shall be no University rule or administrative rule that in any way abridges the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the U.S. Constitution.
2. Each student shall have the right to participate in all areas and activities of the University, free from any form of discrimination, including harassment, on the basis of race, color, national or ethnic origin, religion, sex, disability, age, sexual orientation, gender identity, gender expression, and pregnancy/parenting or veteran status in accordance with applicable federal and state laws.
3. A student has the right to personal privacy except as otherwise provided by law, and this will be observed by students and University authorities alike.
4. Each student subject to disciplinary action arising from violations of university students' rules shall be assured a fundamentally fair process.

Students' Responsibilities

1. A student has the responsibility to respect the rights and property of others, including other students, the faculty, and administration.
2. A student has the responsibility to be fully acquainted with the published University Student Rules found in the Student Handbook, Student Code of Conduct, on our website, and University Catalog, and to comply with them, as well as with federal, state, and local laws.
3. A student has the responsibility to recognize that student actions reflect upon the individuals involved and upon the entire University community.
4. A student has the responsibility to recognize the University's obligation to provide a safe environment for learning.
5. A student has the responsibility to check their university email for any updates or official university notifications.

We expect that students will behave in a manner that is dignified, respectful, and courteous to all people, regardless of sex, ethnic/racial origin, religious background, sexual orientation, or disability. Conduct that infringes on the rights of another individual will not be tolerated.

Students are expected to exhibit a high level of honesty and integrity in their pursuit of higher education. Students engaging in an act that violates the standards of academic integrity will find themselves facing academic and/or disciplinary sanctions. Academic misconduct is any act, or attempt, which gives an unfair advantage to the student. Additionally, any behavior specifically prohibited by a faculty member in the course syllabus or class discussion may be considered as academic misconduct. For more information on academic misconduct policies and procedures please review the Student Code of Conduct (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/documents/Student-Hand-book-2022-23.pdf>) or visit the resources available in the OSRR website (<https://www.tamusa.edu/university-policies/student-rights-and-responsibilities/academic-integrity.html>).

Important Dates

Dates	Event
January 13	Tuition & Fee Payments deadline
January 19	Martin Luther King, Jr. – No Classes
January 20	First day of class
February 4	Census date
February 23-March 6	Midterm grading period
March 9-March 14	Spring Break
April 3	Study Day – No classes
April 17	Last day to drop with an automatic “W”
May 1	Last day to drop a course or withdraw from the University
May 4	Last day of classes
May 5	Study Day – No classes
May 6-May 12	Final exams
May 19	Commencement

The complete [academic calendar](#) is available online.