
Calumet College



of Saint Joseph

You Belong!
ccsj.edu

Calumet College of St. Joseph is a Catholic institution of higher learning dedicated to the academic, spiritual and ethical development of undergraduate and graduate students. Informed by the values of its founding religious community, the Missionaries of the Precious Blood (C.P.P.S.), the College promotes the inherent dignity of all people, social justice, an ethic of service, student empowerment, opportunity, and lifelong learning.

We are committed to the Five Pillars of a CCSJ Education: The CCSJ graduate will be Open to Growth, Intellectually Competent, Religious, Loving, and Committed to Doing Justice. This class, as outlined below, will help you to achieve those goals.

COURSE SYLLABUS, Fall 2019

EWPC 410X: Editing

Instructor Information:

Instructor Name	Janine Harrison
Office Number:	523
Phone Number:	(219)
Email:	jharrisonpoore@ccsj.edu
Office Hours:	T/R, 9:15 – 10:15; T, 2:30 – 3:30; or by appointment
Instructor Background:	A graduate of Purdue University (M.A.) and Chicago State University (M.F.A.), I have taught college English for over two decades, including creative and freelance writing, literature, linguistics, and composition. I also work as a freelance writer and a teaching artist throughout Chicagoland. I wrote <i>Weight of Silence</i> (forthcoming by Wordpool Press, September 2019), <i>If We Were Birds</i> , and my work has appeared in <i>Veils, Halos, and Shackles: International Poetry on the Oppression and Empowerment of Women</i> , <i>A&U</i> , <i>Not Like the Rest of Us</i> , <i>The Wabash Watershed's</i> "Six Indiana Poets" feature, and other publications. I am a poetry reader and reviewer for <i>The Florida Review</i> and served as the 2017 Highland (IN) Poet Laureate and an Indiana Writers' Consortium president. I live with my husband, fiction writer Michael Poore, and daughter, Jianna Sol, in Northwest Indiana.

"If you re-read your work, you can find on re-reading a great deal of repetition can be avoided by re-reading and editing." – William Safire

Course Information:

Course Time:	T, 3:30 – 6:30 PM
Classroom:	261
Prerequisites:	EWPC 325, 335, and 340
Required Books and Materials:	Carol, Brian. <i>Writing and Editing for Digital Media</i> . Routledge, 2017.

	Access to: Associated Press. <i>The Associated Press Stylebook and Briefing on Media Law 2017</i> . Basic Books, 2017.
Learning Outcomes/ Competencies:	
Students in this course will:	
<ul style="list-style-type: none"> • Understand the role of professional editors and the evolution of that role in relation to evolving markets and technologies, • Recognize, identify, and correct common stylistic, usage, and grammatical errors at the sentence level, • Employ common tools of the editor’s trade: copyediting symbols, style guides, specialized dictionaries, and common spelling and grammar checking software, • Evaluate and edit whole texts with an eye on correctness, accuracy, style, and clarity, • Evaluate and edit texts with an understanding of a variety of editorial roles and perspectives (literary, medical, technical, financial, copy, etc.) 	
This course meets the following learning objectives for the English Program:	
<ul style="list-style-type: none"> • Apply their knowledge of rhetoric and grammar to creating and editing a variety of literary, journalistic, and business texts. • Analyze a variety of complex nonfiction, literary, and professional communications on both global-structural and local-sentence levels. • Synthesize their knowledge of the English language and its literary and professional forms in clear, well-organized, rhetorically-effective English prose, including nonfiction essays, literary texts, and professional communications. • Evaluate the success of literary, journalistic, and business texts according to a clear set of rhetorical standards. 	
Course Description:	
This course introduces students to the principles and practical applications of copy marking, copyediting, and comprehensive editing. Students will work with professional writing from several fields: technology, business, and science, as well as literary texts and texts intended for academic publication. The course is focused on practical, skill-building exercises and assignments in editing. Students gain hands-on experience working on publications at CCSJ, including brochures, Web-based texts, and the student literary magazine, <i>Against the Grain</i> .	
Learning Strategies:	
This is an experiential course. We learn by doing. A lot of the doing will be homework and exercises, but some of the doing will be real-life writing and editing.	
Experiential Learning Opportunities:	
Students will write and edit blog posts for Wordpool Press and MEPGA trade school. Students will complete a Q&A with a journalist via video chat.	

Assessments:		
Major Assignments:	Blog Post Project 1	200
	Blog Post Project 2	200
Assessments:	In-Class and Homework Assignments	300
	Exam 1	100
	Exam 2	100
	Exam 3	100

Class Participation:	While participation will not be formally assessed, if a student is on the border between two grades, it will be a deciding factor as to which grade is earned.	
Total		1,000 Points
Grading Scale:		
100% – 92%: A	91% – 90%: A-	
89% – 88%: B+	87% – 82%: B	81% – 80%: B-
79% – 78%: C+	77% – 72%: C	71% – 70%: C-
69% – 68%: D+	67% – 62%: D	61% – 60%: D-
59% and below:	F	
(900 – 1,000 points = A, 800 – 899 = B, 700 – 799 = C, 600 – 699 = D, <600 = F)		

Course Schedule:

I reserve the right to change this schedule to meet the needs of the class.

Week I/Editors' Roles

T-08/27 Introduction to course. Discuss evolving editors' roles
Assn.: Read *WEDM*, Ch. 7, and complete p. 192, 2. Read *WEDM*, Ch. 1

Week II/Writing for Digital Media

T-09/03 Discuss writing for digital media with emphasis on blogging. Discuss MEPGA Project. Discuss writing a query letter for a commercial freelancing pitch
Assn.: Read *WEDM*, Ch. 3. Write query letter for MEPGA blog post

Week III

T-09/10 Discuss digital media tools. Individual conferences over MEPGA queries. Begin MEPGA blog projects
Assn.: Read *WEDM*, Ch. 4, and complete p. 118, 3. Read *WEDM*, Ch. 5. Study for Exam 1

Week IV/Editing

T-09/17 Discuss macro-editing: voice and credibility. Continue MEPGA project.
Exam 1
Assn.: Read *WEDM*, Ch. 6, and complete pp. 168-69, 1. Read *WEDM*, Ch. 10, and
Complete pp. 294-95, 1 or 2. Complete MEPGA blog post, draft 1

Week V

T-09/24 Discuss macro-editing: audience and legalities. **MEPGA Blog Post Writing Workshop**
Assn.: Read materials posted on BbL. Revise MEPGA blog post

Week VI

T-10/01 Discuss micro-editing: grammar and proofreading symbols. **MEPGA Blog Post Writing and Editing Workshop**

Assn.: Read materials posted on BbL. For T-10/15, finish MEPGA blog post
**Please note:* While I will be grading your MEPGA blog post next class, it may or may not be the version that is published on the MEPGA website. Students whose posts are not publication-ready will continue to craft their entries until they are publishable.

Week VII

T-10/08

Discuss micro-editing: usage and concision. **MEPGA Blog Posts due.** Review posts in individual conferences

Assn.: Study for Exam II

Week VIII

T-10/15

Form MEPGA social media campaign. Discuss Wordpool Press Project. **Exam II**

Assn.: Read *WEDM*, Ch. 8. Write query for Wordpool blog post. Write five questions for journalist

Week IX

T-10/22

Individual conferences over class progress and Wordpool queries. Discuss journalism. *Post-Tribune* journalist Michelle Quinn will visit (virtually or in person, schedule tentative)

Assn.: Read *WEDM*, Ch. 2, pp. 38-49, and Ch. 9, and complete p. 257, 1, either using Humanities Fest or a CCSJ sporting event (other options possible, upon instructor approval). Please be certain to be able to display and discuss your live social media public relations next class. Write Wordpool blog, draft 1

Week X

T-10/29

Class is canceled for Humanities Fest*

***Required: Attend five Humanities Fest events**

Week XI

T-11/05

Discuss Public Relations. Discuss live Tweets and Facebook posts. Discuss press releases. **Wordpool Press Blog Writing Workshop**

Assn.: Revise Wordpool Press blog post. Revise press release. Read *WEDM*, Ch. 2, pp. 49-54

Week XII

T-11/12

Edit press release. **Wordpool Writing and Editing Workshop**

Assn.: Finish Wordpool Press blog post

**Please note:* While I will be grading your Wordpool blog post next class, it may or may not be the version that is published on the Wordpool website. Students whose posts are not publication-ready will continue to craft their entries until they are publishable.

Week XIII

T-11/19

Wordpool Blog Posts due. Discuss posts in individual conferences. Discuss Teaching Project

Assn.: Begin work on Teaching Project. Study for Exam III

Week XIVT-11/26 **No class ~ Fall Break. Enjoy!****Week XV**T-12/03 **Exam III.** Discuss freelance writing life
Assn.: Finish work on Teaching Project**Week XVI**T-12/10 **Teaching Projects.** Class wrap up**TBA**

Final Conferences (optional)

Responsibilities	
Attending Class	You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. Being absent doesn't excuse you from doing class work; you have more responsibilities to keep up and meet the objectives of this course.
Turning In Your Work	You cannot succeed in this class if you do not turn in all your work when due. If an absence is unavoidable, please let me know in advance, in which case it will be marked as excused. Students with excused absences will be able to make up work for full credit if it is submitted at the beginning of the next class period and will receive a 10 percent grade deduction if it is submitted at the beginning of the second period after returning to class. Missed in-class work, including quizzes, cannot be made up. Students with unexcused absences will automatically receive a 10 percent grade deduction on any classwork submitted at the beginning of the next class period after the work is due and a 20 percent deduction on work submitted the second period after returning to class. After one week of tardiness, work will no longer be accepted.
CCSJ Student Honor Code	This course asks students to reaffirm the CCSJ Student Honor Code: I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to: <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; • Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.
Using Electronic Devices	Electronic devices can only be used in class for course-related purposes. If texting or accessing the Internet for other purposes becomes a problem, you may asked to leave, in which case you will be marked absent.
Participating in Class	You must be on time, stay for the whole class and participate in a way that shows you have done the assigned reading.

Doing Your Own Work	<p>If you turn in work that is not your own, you will be subject to judicial review by the Faculty-Student Grievance Committee. These procedures can be found in the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the College.</p> <p>Using standard citation guidelines to document sources avoids plagiarism. You'll find guides to the major citation methods at the CCSJ Specker Library Web page at http://www.ccsj.edu/library/subjectsplus/subjects/guide.php?subject=cite</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
Sharing Your Class Experience	<p>At the end of the term, you will have the opportunity to evaluate your classroom experience. These confidential surveys are essential to our ongoing efforts to ensure that you have a great experience that leaves you well prepared for your future. Take the time to complete your course evaluations – we value your feedback!</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar in the CCSJ Course Catalog), you may withdraw from a course by following the policy outlined in the Course Catalog.</p>

Resources	
CCSJ Book Rental Program	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore. All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</p>
Student Success Center:	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
Disability Services:	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
Student Assistance Program	<p>Through a partnership with Crown Counseling, Calumet College of St. Joseph provides a free Student Assistance Program (SAP) to current students. The SAP is a confidential counseling service provided to students for personal and school concerns which may be interfering with academic performance and/or quality of life. The SAP counselor is available on campus once a week and off-site at the Crown Counseling offices in Crown Point or Hammond. For more information, contact Kerry Knowles SAP Counselor, at 219-663-6353 (office), 219-413-3702 (cell), or kerryk@crowncounseling.org.</p>

CCSJ Alerts:	Calumet College of St. Joseph's emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College's website at: http://www.ccsj.edu/alerts/index.html .
---------------------	---