ENGL 410.1: The Sierra Nevada Review **Editing Workshop**
T, TH 4:00-5:15
Prim 216
Fall 2015

Instructor: Laura Wetherington
Email: awetherington@sierranevada.edu
Office: 2nd floor TCES
Office Hours: Tuesdays and Thursdays 2:30-4:00 or by appt.

Course Description
This course offers students a foundation in the principles and practices of editing for a literary journal. Students in this class function as readers for the *Sierra Nevada Review*, where they gain practice in reading and commenting on submissions to a literary journal. In addition, this course covers a basic introduction to the field of literary publishing, publicity and social media, blogging, book reviewing, submissions, email etiquette, advertising, copyediting, and InDesign. This class is run in conjunction with English 310 and the graduate class ENGL 510.

Required Texts
1. Einsohn, Amy. *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications*. 3rd ed. Berkeley: University of California Press, 2011. ISBN: 9780520271562

http://www.ebookdb.org/reading/5C7126461064157B15G61E69/The-Copyeditors-Handbook--A-Guide-For-Book-Publishing-And-Corporate-Communicatio

2. University of Chicago Press Staff, Eds. *Chicago Manual of Style*. 16th ed. Chicago: Chicago UP, 2010. ISBN: 9780226104201
3. Gardiner, Linda, Stephanie G'Schwind, Julie Koo, Jeffrey Lependorf, and Natasha Panza. *The CLMP Intern Training Manual* (on Moodle)
4. 2014 *Sierra Nevada Review*
5. 2015 *Sierra Nevada Review*

Student Outcomes
On successful completion of this course, students will be able to navigate the Submittable database, construct compelling arguments for and against inclusion of submissions for publication, develop a basic understanding of the contemporary field of college literary journals, sharpen skills in analytic and social media writing, and participate in light copyediting. They will produce a professional portfolio of editorial work, which they can use when applying for editor jobs.

Methods of Assessing Student Outcomes
Student outcomes will be assessed using the following:
1. Ability to meet reading and writing deadlines

2. Collaboration and initiative in a diverse learning environment with faculty and graduate students
3. Portfolio of written work

COURSE POLICIES

Grade Breakdown

410 students generate a weekly report (starting in the second week and ending on the last week of classes) of the tasks they've completed that week (totaling 10 hours of work), and a projection of tasks to complete the following week. These reports are modeled after "status reports" which are frequently used in the publishing industry. Reports are worth 10 points each, with the exception of the High School Writing Contest Top Ten List, which is worth 50 points. Reports are due on DropBox. The final portfolio is worth 30 points.

Weekly Reports (13 total)	130 points
High School Writing Contest Top Ten List	50 points
Final Portfolio	30 points
Total Possible Points	**210 points**

Required Participation

Undergraduate students will participate in weekly class meetings, and read and comment on submissions online.

There are four mandatory all-staff discussion meetings this semester. These will be held outside of class time, over Google Hangouts, so that both undergraduates and graduates are able to attend. Check the Meeting and Assignment schedule for times and dates.

In addition, in the fall semester, the students serve as initial judges for the High School Writing Contest and the Cover Art Contest.

Attendance

Because the Sierra Nevada Review classes function much like an internship, attendance and on-task, focused work is mandatory. Please plan to attend every class and stay for the entire period. After your third absence, missing classes will begin to affect your grade. Chronic lateness will also have a detrimental effect.

If you have an absence that you believe should be excused (i.e. for a medical or school-related reason), please see me right away with documentation. All excused absences require documentation. Other absences may be excused if the situation warrants. It is the students' responsibility to see me to discuss the nature of the absence.

Technology

This class uses Dropbox, Submittable, Adobe Reader, and Google Hangouts. If you're unfamiliar with any of these platforms, you can watch the following tutorials to help make a seamless transition into the online classroom:

Adobe Reader:
https://www.youtube.com/watch?v=kz4ZCYBpqXQ&index=3&list=PLKhfES10eAdUcOA11A5qB0nLjx41_fU_f

Dropbox:
https://www.youtube.com/watch?annotation_id=annotation_3590446833&feature=iv&src_vid=rauZRfeR0c4&v=29qfd5zDU8A

Google Hangouts:
https://www.youtube.com/watch?v=C3WouWiu7pI

Office Hours
Feel free to drop by my office if you have any questions or problems concerning this class. If you are unable to see me during my office hours, send me an e-mail and we can set up an appointment that fits into your schedule.

SCHOOL POLICIES
Sierra Nevada College Mission Statement: Sierra Nevada College graduates will be educated to be scholars of and contributors to a sustainable world. Sierra Nevada College combines the liberal arts and professional preparedness through an interdisciplinary curriculum that emphasizes entrepreneurial thinking and environmental, social, economic and educational sustainability.

Core Themes: Liberal Arts, Professional Preparedness**,** Entrepreneurial Thinking, Sustainability

Learning Differences: In accordance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973, students with a documented disability are eligible for support services and accommodations. If a student wishes to request an accommodation, please contact the Director of Academic Support Services, Henry Conover, at (775) 831-1314 x7534, hconover@sierranevada.edu.

The Honor Code: The faculty of SNC believes students must be held to high standards of integrity in all aspects of college life in order to promote the educational mission of the College and to encourage respect for the rights of others. Each student brings to the SNC community unique skills, talents, values and experiences which, when expressed within the community, contribute to the quality of the educational environment and the growth and development of the individual. Students share with members of the faculty, administration and staff the responsibility for creating and maintaining an environment conducive to learning and personal development, where actions are guided by mutual respect, integrity, responsibility and trust. The faculty and students alike must make diligent efforts to ensure high standards are upheld by their colleagues and peers as well as themselves. Therefore faculty and students accept responsibility

for maintaining these standards at Sierra Nevada College and are obligated to comply with its regulations and procedures, which they are expected to read and understand.

Consequences of Violating the Student Honor Code: SNC students and faculty share the responsibility for maintaining an environment of academic honesty. Thus, all are responsible for knowing and abiding by the SNC Faculty/Student Honor Code published in the current SNC Catalog. Faculty are responsible for presenting the Honor Code and the consequences of violating it to students at the start of their classes AND for reporting all incidences of academic dishonesty to the Provost. Students are responsible for knowing what constitutes CHEATING, PLAGIARISM and FABRICATION and for refraining from these and other forms of academic dishonesty. Violations of the Honor Code become part of a student's academic record.

> 1st Offense: Student receives a zero for assignment/exam and counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.
> 2nd Offense: Student fails course and receives counseling with faculty on the honor code, consequences for violating the honor code, and the value of academic honesty in learning.
> 3rd Offense: Student is expelled.