

The Sierra Nevada Review Editing Workshop

ENGL 310

Mondays, Wednesdays 1:00-2:15

Prim 216

Fall 2014

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Office: 2nd floor TCES
Office Hours: Mondays and Wednesdays, 11:30 a.m.-1:00 p.m.

Course Description

This course offers students direct experience in the editing and publishing field by serving as staff on the *Sierra Nevada Review* literary magazine. Students read submissions for the *Sierra Nevada Review* and recommend work for inclusion in the journal. Involvement in all stages of the publication process is required. This class is run in conjunction with English 410 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
2. Gardiner, Linda, Stephanie G'Schwind, Julie Koo, Jeffrey Lependorf, and Natasha Panza. *The CLMP Intern Training Manual* (on Moodle)
3. 2014 *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 deadlines
2. Collaboration and initiative in a diverse learning environment with faculty and graduate students
3. Portfolio of written work

COURSE POLICIES

Grade Breakdown

Participation & Reading Assignments	60%
Final Portfolio	20%
High School Writing Contest Annotations	20%

Required Participation

Undergraduate students will participate in weekly class meetings, read and comment on submissions online. Monthly selection meetings will be held outside of class time, over Skype, when both undergraduates and graduates are able to attend.

In addition, over the course of the semester, the student will serve as initial judges for the High School Writing Contest in early November.

Attendance

Because much of the work and learning for this course depends on the successful collaboration and cooperation of all class members, attendance and active participation are required throughout the semester, and they will contribute to your grade. Please plan to attend every class and stay for the entire period. If you know you will need to leave early on any given day, please let me know before class begins.

After your third absence, missing classes will begin to affect your grade. Chronic lateness will accrue toward absences.

Some absences are excused and do not adversely affect students' grades. All excused absences require documentation. These include absences followed by a note from a medical facility identifying you were under medical care during scheduled class time and absences followed by documentation of a school-related trip. Other absences may be excused if the situation warrants. It is the students' responsibility to see me to discuss the nature of the absence.

When you plan to be absent, you are responsible for making arrangements in advance for turning in assignments that are due while you are away. Please make it your responsibility to find out what you missed in class and to be fully prepared for the next session.

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.

Portfolio

Your portfolio will contain a four-page self-reflection, focusing on your editorial work. The written work you include should exhibit four exemplary learning moments and should be addressed in the self-reflection.

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.

SPRING 2014 READING AND ASSIGNMENT SCHEDULE

The dates below are due dates. Please complete the assignments and readings in advance of class time. This schedule is subject to change. You are responsible for keeping up with in-class and email announcements about changes to our schedule.

Week One

M 8/18, W 8/20

Read The Copyeditor's Handbook (TCH) p. 3-67

Week Two

M 8/25, W 8/27

Read TCH p. 69-120

Write exercises

In-class Activities Punctuation; Editorial Policies: the Why and How of Editorial Selection

Week Three

M 9/1—LABOR DAY no class

W 9/3

Read TCH p. 121-150

Write exercises

In-class Activities Spelling & Hyphenation; Submittable

Week Four

M 9/8, W 9/10

Read TCH p. 151-195

Write exercises

In-class Activities Capitalization; Numbers and Numerals; prepare for selection meeting

Week Five

M 9/15, W 9/17

Read submissions

Write notes on submissions

In-class Activities accept/reject/copyedit/compile review

Week Six

M 9/22, W 9/24

Read submissions

Write notes on submissions

In-class Activities accept/reject/copyedit/compile review

Week Seven

M 9/29, W 10/1

Read submissions

Write notes on submissions

In-class Activities accept/reject/copyedit/compile review

Week Eight

M 10/6, W 10/8

Read submissions

Write notes on submissions

In-class Activities prepare for selection meeting

Week Nine

M 10/13, W 10/15

Read submissions

Write notes on submissions

In-class Activities accept/reject/copyedit/compile review

Week Ten

M 10/20, W 10/22

Read submissions

Write notes on submissions

In-class Activities accept/reject/copyedit/compile review

Week Eleven

M 10/27, W 10/29

Read submissions

Write notes on submissions

In-class Activities accept/reject/copyedit/compile review

Week Twelve

M 11/3, W 11/5

High School Writing Contest

Week Thirteen

M 11/10, W 11/12

High School Writing Contest

Week Fourteen

M 11/17, W 11/19

Read submissions

Write notes on submissions

In-class Activities prepare for selection meeting

Week Fifteen

M 11/24 THANKSGIVING no class

W 11/26 THANKSGIVING no class

Week Sixteen

M 12/1, W 12/3

Read submissions

Write notes on submissions

In-class Activities Celebrations; accept/reject/copyedit/compile review

Final Exam Period Final Portfolio