Editing
Com 309.02 (1234)
Fall 2013
TR 1:40-2:55
Central Campus Building 236

Instructor: Chris Fauske

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         non-Salem State University addresses.]

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Office hours [143 Central Campus]:   Mon 11-1; Tuesday and Thursday 10-1, and by appointment.
You are welcome to drop by during office hours, but I encourage you to make an appointment when possible.

Required text

AP Stylebook Online. Subscriptions are $26 for one year. You will gain access via an account activation email following your order receipt. Your one-year subscription starts when you activate your account. You are expected to have activated your account and to have bookmarked the link to the login page prior to the start of the second class.

    Capon, R. J. "The Associated Press Guide to Punctuation" New York: Basic, 2003 [ISBN: 978-0-738-20785-8].

A note on technology in the classroom
You should have a fully charged laptop computer with you for each class. If you prefer a tablet, that is acceptable. Smartphones are never acceptable in the classroom and must be turned off and be out of reach in a bag throughout class.

Course description
This course will introduce students to the theory and practice of editing for various media. Practical editing assignments will include copy and text editing, editing for print and electronic media, layout, writing headlines and cutlines, placing art and photography, as well as consideration of legal and ethical issues. Three lecture hours per week. Required for Communications majors. Limited to Communications majors and minors.

Global goals
Students should leave this course with:
 • improved skills in written communication
 • initial competencies in evaluating possible angles for story development
 • increased confidence and competence as text editors and copywriters for various media
 • some understanding of how they might conscientiously fit into the professional world of communications.

Learning objectives
During this course students will be expected to demonstrate an increasing ability to consistently and accurately:
- copy edit text using media appropriate tools and strategies [outcome 1]
- decide what structural editing / development a text needs and edit it appropriately [outcome 2]
- craft headlines / subheads appropriate to the media in which they will appear [outcome 3]
- identify major ethical and legal editorial standards of conduct [outcome 4]
- meet deadlines [outcome 5].

Estimate of time required each week to meet the minimum expectations of the course

Class participation:	2 ½ hours
Reading / research:	2 hours per week
Work on Canvas / Poynter Institute site, etc.:	6 hours per week

Course format
This course will involve a combination of class discussion, out-of-class assignments, individual and group exercises, and extensive discussion based on pre-class postings in Canvas. There will be some lecturing.

Attendance
A significant portion of your grade will be determined by your contribution in each class. If you are not present you cannot contribute.

Submitted work
All submitted work and email correspondence must conform to AP style. Work that does not do so will be returned to you or deleted from Canvas unevaluated. In all cases, your work must appropriately cite sources, document the provenance of non-original material, and in all other respects conform to the norms of academic work.

You are responsible for preserving an electronic backup of your work. A single file in one place is not a secure way of saving data.

Course readings to accompany assignments posted in Canvas
(Check the course syllabus page in Canvas for links to work you are expected to have completed prior to class. Items accompanied by an asterisk require you to have completed a Poynter Institute at least 24 hours prior to class.)

Note that there are assignments due on days when we don't have class as well readings to be completed prior to classes. All assignments are posted on Canvas. Click on the syllabus link to see the full schedule.

Submission of late work
No work will be accepted late without prior approval.

Grading
Your final grade will consist of two components:
- 75%: Postings to Canvas and in-class contributions to the course
- 25%: Final exam

Each of your grade components will be scored numerically.
Your final numeric score will determine your overall grade:

100-93: A	92-90: A-	
89-87: B+	86-83: B	82-80: B-
79-77: C+	76-73: C	72-70: C-
69-67: D+	66-63: D	62-60: D-
59 or lower: F		

Academic integrity
Cheating, plagiarism, and other instances of academic dishonesty will be treated as serious offenses against the university community and will be dealt with in accordance with the university's policies and procedures concerning academic integrity. For full disclosure of the university's academic integrity policies see the academic integrity section of the university's current undergraduate catalog.

University policy regarding students with disabilities
Salem State University is committed to providing equal access to the educational experience for all students in compliance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act and to providing all reasonable academic accommodations, aids, and adjustments. Any student who has a documented disability requiring an accommodation, aid or adjustment should speak with the instructor immediately. Students with disabilities who have not previously done so should provide documentation to and schedule an appointment with Disability Services and obtain appropriate services.

University policy regarding the declaration of an emergency
In the event of a university-declared critical emergency, Salem State University reserves the right to alter this course plan. Students should refer to salemstate.edu for further information and updates during a declared emergency. In the event of an emergency, please refer to the alternative educational plans for this course that will be distributed by email to your university email address.