Copy Editing  
MM 3314  
Fall 2018

Professor:  Dr. Cathy Johnson

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Office Location:   B318, Library 3rd floor

Office hours:  M/W  12:30-2 p.m.  
Or by appointment

Course Description
Copy Editing is a study of the principles and practices of editing copy for print and online, including style, grammar, factual accuracy, headline writing, design and layout, and photo editing. You will receive practical experience in the functions of a copy editor through daily assignments and laboratory experiences.

Textbooks

The Associated Press Stylebook (2018)

a dictionary (preferably Webster's New World Dictionary, College Edition)

Learning Outcomes:
In this course you will:
1. gain awareness of problems in written communications
2. learn to sharpen a story without destroying the individuality of the writer’s/reporter’s style
3. develop an eye for consistency and clarity of language
4. develop a respect for accuracy of language, facts and implications
5. acquire headline writing and caption writing skills
6. gain knowledge of photo editing
Activities/Instructional Strategies
A combination lecture-discussion, daily assignments, and laboratory.

Some type of workbook-like assignment will be due most class periods. The assignment will be made during the previous class period.

Cell phones must be silenced and out of sight at all times during the class period.

Later in the semester, Thursdays will often be (computer) lab days. No instant messaging, checking/writing of e-mail, surfing the Web, or cell phone use will be allowed during the class period. In addition, this is not a come and go class. You are expected to remain in the lab until the end of class or until you have turned in your assignment. At the beginning of class you will be given an assignment that will be due at the end of the class period. Bring your AP Stylebook and dictionary. Lab assignments may not be made up if you miss the class.

Evaluation Procedures/Criteria
Midterm and final examinations, and daily and laboratory exercises. Assignments will be due at the beginning of class (2 p.m.) and will not be accepted after that time. If you miss the midterm exam for any reason, the makeup day will be Wednesday, Dec. 5. It will be your responsibility to make arrangements with the professor in advance to schedule a time.

Your final grade will be determined in the following manner:

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<tr>
<td>Midterm Exam</td>
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<td>Final Exam</td>
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<tr>
<td>Daily grade**</td>
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<td>**TOTAL</td>
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**All work in the course except the midterm and final exams will count as daily grades. All daily grades will be weighted equally. Exception: your three lowest grades based on daily assignments will be dropped.
Other university policies and procedures

Notice to Students with Disabilities: Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 942-2191. If you need disability accommodations in this class, please see me as soon as possible.

Academic Advising: The College of Liberal Arts and Department of Communication, Drama, and Journalism require that students meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student, faculty advisor, and the department chair. Communication, Drama, or Journalism majors who have questions about advising or declaring a major in the department, can call 942-2031. Undeclared majors are supported by ASU's Center for Academic Excellence located in Library A312, and can be reached at 942-2710.

Grade Appeal Process. As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc.

Honor Code Policy: Violations of academic integrity are very serious matters and are clearly documented in the ASU Student Handbook. The work a student submits in a class is expected to be the student's own work and must be work completed for that particular class and assignment. Plagiarism means intentionally or knowingly representing the words or ideas of another as one's own. This may include your own previous work. Plagiarism includes quoting or paraphrasing from other sources without acknowledging/citing the source of your information or presenting quoted material as your own words. You must be very clear about attribution of sources and you must know how to cite sources in a paper. Please see full Honor Code Policy at http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf.
Tentative Course Schedule

Aug. 28  Introduction to the course

30  Introduction to copy editing
    AP Style Review

Sept. 4, 6  Copy editor’s role
    AP Style review continued

    11-27  Editing for grammar

Oct.  2, 4  Editing for style

    9  Midterm exam

    9, 16  Editing for accuracy and fairness

    18  Editing misc

    23-25  Editing information

    30-1  Working with writers

Nov.  6, 8  Writing headlines and titles

    13, 15  Writing headlines and titles

    20-29  Photo editing and cutline writing

Dec.  4-6  Legal and ethical issues for editors
            editing review

Final Exam  Wednesday, Dec. 12, 3:30-5:30 p.m.