GROSSMONT COLLEGE

COURSE OUTLINE OF RECORD

Curriculum Committee Approval: 05/18/2021

GCCCD Governing Board Approval: 06/15/2021

ENGLISH 145 – ACORN REVIEW: EDITING AND PRODUCTION I

1. Course Number Course Title Semester Units

ENGL 145 Acorn Review: Editing and Production I 3

Semester Hours

3 hours lecture 48-54 total hours 96-108 outside-of-class hours 144-162 total hours

2. Course Prerequisites

None

Corequisite

None

Recommended Preparation

A “C” grade or higher or “Pass” in English 126 or equivalent.

3. Catalog Description

The first in a four-course sequence, this course is designed to familiarize students with the fundamental tools of reading, selecting, editing, proofreading, and arranging student manuscripts for publication in the Grossmont College student literary journal. Students may enroll in this class without having to enroll in the other courses in the sequence.

4 Course Objectives

The student will:

1. Analyze and evaluate literary periodicals to demonstrate a fundamental understanding of the publishing field and editorial skills;
2. Demonstrate the ability to solicit, evaluate and select manuscripts for publication in the journal;
3. Accrue basic editing and proofreading skills to be applied to accepted manuscripts;
4. Demonstrate competency in participating in the layout and design of the publication;
5. Demonstrate the ability to solicit, evaluate, and select artwork for publication in the journal;
6. Demonstrate competency in managing the publicity of the journal including the production and dissemination of handouts, flyers, posters, and other promotional materials.

5. Instructional Facilities

1. Standard lecture or seminar classroom with moveable chairs.
2. Instructional media equipment.

6. Special Materials Required of Student

1. Access to a computer, the internet, and word processing with capacity to save/export as Portable Document Format (.pdf) and/or Microsoft Word (.doc, .docx).
2. Collegiate dictionary and thesaurus
3. Writing materials and copies of texts for workshops.

7. Course Content

* 1. Literary periodicals analysis and evaluation to examine the fundamental elements of publishing and editing.
  2. Discussion and crafting of criteria for evaluating fiction, creative nonfiction, poetry, drama and artwork.
  3. Solicitation, evaluation, discussion, and selection of student manuscripts and artwork for publication utilizing agreed upon criteria.
  4. Manuscript editing
  5. Manuscript proofreading
  6. Participation in the layout and design of the journal.
  7. The crafting and execution of a publicity plan for the journal.

8. Method of Instruction

a. Lecture by instructor and guest speakers.

1. In-class reading, evaluation, and selection of student manuscripts.
2. In-class evaluation and selection of student artwork.
3. Discussion of guidelines for evaluating fiction, creative nonfiction, poetry, drama, and artwork.
4. Discussion of rules of grammar, punctuation and capitalization to be employed in editing accepted manuscripts.
5. Discussion of techniques used by student and established authors with exemplary readings.
6. Discussion and examination of literary periodicals.
7. Individual conferences.

9. Methods of Evaluating Student Performance

1. Participation in the solicitation, evaluation, discussion and selection of student manuscripts and artwork for publication in the journal.
2. Participation in the creation and execution of activities and materials intended to publicize the journal such as literary readings, writing contests, flyers, brochures, news articles, press releases and social media posts.
3. Participation in the editing and proofreading of accepted manuscripts for publication.
4. Participation in the layout and design of the journal as final examination.
5. Completion of a written analysis of a selected literary periodical to examine the fundamental elements of publishing and editing.

10. Outside Class Assignments

1. Researching and evaluating literary publications.
2. Reading and studying the published work of student and established writers.
3. Reading submitted manuscripts in preparation for class discussion and selection of manuscripts.
4. Editing accepted manuscripts.
5. Proofreading typeset manuscripts against edited originals.
6. Soliciting journal submissions through class visitations and other campus activities.
7. Producing and distributing posters, flyers and other publicity materials for the journal.
8. Writing press releases publicizing journal deadlines, guidelines, and activities.
9. Completing grammar and punctuation exercises in preparation for editing of manuscripts.

11. Representative Texts

a Representative Text(s):

1. *Acorn Review Literary Journal*. 2019-2020. Grossmont College.
2. Dunham, Steve. *The Editor's Companion: An Indispensable Guide to Editing Books, Magazines, Online Publications, and More.* Writers Digest Books, 2015.
3. Egglseton, Merilee and Sullivan, K.D. *The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders.* McGraw Hill, June 22, 2006.
4. Einstein, Amy and Mary Schwartz. *The Copyeditor’s Handbook: A Guide for Book Publishing and Corporate Communications*. 4th Ed. University of California Press, 2019.
5. Kaplan, Bruce. *Editing Made Easy*. Upper Access, Inc., July 15, 2012.
6. Supplementary texts and workbooks:

Strunk Jr., William. *The Elements of Style*. Ed., Michele Poff. Tip Top Education/Curriculum Publishing, 2017.

Addendum: Student Learning Outcomes

Upon completion of this course, our students will be able to do the following:

1. Analyze and evaluate literary periodicals to demonstrate fundamental understanding of the publishing field and editorial skills.
2. Solicit, professionally evaluate, select, edit, assemble and proofread manuscripts and art.
3. Manage and publicize a literary journal.