**Manastash**

**Winter 2014**
**English 484.001**
**Editing Course**

**Required Texts**


MLA Handbook or Style Guide (2009 or later).

**Course Info**

Class: W 4:00—5:40 p.m.
Classroom: L & L 104 (Lab)
Instructor: Joseph Johnson
Office: L & L 403 I
E-mail: josjohns@cwu.edu
Office hours: W 2:00–3:50 p.m. or by appointment

**About Eng 484**

English 484 "Manastash: Literary Editing" is a class devoted to selecting, editing, and preparing Manastash—the CWU student literary journal—for publication.
OUTCOMES + CITIZENSHIP

OUTCOMES

☑ Students will learn teamwork and oral communication skills in the context of literary editing.

☑ Students will learn to evaluate poetry, fiction, drama and creative nonfiction for a particular readership.

☑ Students will demonstrate knowledge of professional literary magazine editing processes.

☑ Students will learn methods of professional correspondence in a literary magazine context.

☑ Students will learn principles for organizing creative work in a literary magazine.

☑ Students will learn principles of copy editing and proofreading.

COMMUNICATION

In this class, you are required to use your GroupWise e-mail account and Canvas frequently. You must also integrate a Google+ account into the course (preferably one activated for this class).

ADA STATEMENT

If you have a disability and wish to set up academic adjustments in this class, please provide a copy of your “Confirmation of Eligibility for Academic Adjustments” so we can discuss how to implement the approved adjustments. If you do not have this form, contact Disability Services office, Bouillon 140, www.cwu.edu/disability-support, or 963-1202.

CITIZENSHIP

Students whose conduct is disruptive or disorderly (e.g., talking out of turn, using cell phones, texting, or using other electronic devices in class—except when on assignment) will be reprimanded. In some cases, the conduct may result in an absence. In others, a student may be asked to leave class and the incident may be reported to Student Affairs. (See CWU’s policy in “Appendix B” of the catalog.)
Participation includes coming to class prepared for instruction and ready to engage fellow students, the instructor, and the material. Participation means bringing required materials to class and being engaged in discussions, assignments, and committee work.

Non-participation If you are not prepared for class, or if you are disruptive or inattentive, you will be counted as absent for all or part of the class session.

Absences Penalties Attendance is mandatory unless on specific class-related assignments. You are allowed one absence in anticipation of emergency situations (you are still required to meet any assignment deadlines, but the absence will not directly affect your grade). Each additional full absence will subtract 5% of your overall class score.

You are responsible for work assigned while absent. Likewise, if your work is not submitted on time, it may not be accepted.

Tardies Attendance is taken at the beginning of each session. If you are not present when roll is completed but arrive within the first ten minutes of class, you are counted “tardy.” Every third tardy earns a half-session-absence.

Your final grade is weighted into following categories.

Correspondence ........................................ 20%
Communications
Correspondence Log (Final)
Editing Projects ........................................... 20%
Assigned Submission Edits
Collaborative Edits
Quizzes .................................................. 10%
MLA Quiz
Usage (Garner) Quiz
Critiques & Selection ................................. 30%
Weekly Critiques
Rating Activities
Committee .................................................. 20%
Class Participation/Attendance
Committee Work
Reports

Your course grade is determined by your final percentage.

A  93% +  A-  90%–92.9%
B+  85%–89.9%  B  80%–84.9%
C+  75%–79.9%  C  70%–74.9%
D  65%–69.9%  F  Below 65%
## SCHEDULE

### About

The schedule below provides a general guideline for the course and includes some individual assignment deadlines. The specific details for topics, committee assignments, and other items will be distributed with each class meeting's "Agenda."

Agendas are distributed on paper, in class, and posted on the Canvas LMS. If an assignment or topic changes significantly from the schedule below, you will be notified as early as possible via e-mail/Canvas.

### SCHEDULE

<table>
<thead>
<tr>
<th>DATE</th>
<th>DUE</th>
<th>CLASS TOPICS</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>week 1</td>
<td>1/8</td>
<td>Introductions, Syllabus. Submission Overview. Committees.</td>
<td>Review Syllabus</td>
</tr>
<tr>
<td>week 2</td>
<td>1/15</td>
<td>Committee Signup (due 1/13). Evaluation Standards, Style Guides and Garner. Rejection Letter. Committee Assignments.</td>
<td>Location: TBD/Lab HW: Read Garner (assigned passages listed in Agenda)</td>
</tr>
<tr>
<td>week 3</td>
<td>1/22</td>
<td>Poetry readings and evals for Poetry Panel Committee Reports. Page Dummy. Contemporary Poetry Panel. Critique Assignments.</td>
<td>Location: TBD/Lab HW: Read Garner (assigned passages listed in Agenda)</td>
</tr>
<tr>
<td>week 4</td>
<td>1/29</td>
<td>Weekly Critiques. Usage Quiz by 8pm Committee Reports</td>
<td>Location: No meeting (Faculty Development Day)</td>
</tr>
<tr>
<td>week 5</td>
<td>2/5</td>
<td>Weekly Critiques. First Selections Committee Reports Basics of editing. MLA and Style. Correspondence</td>
<td>Location: TBD/Lab HW: Read MLA (assigned passages)</td>
</tr>
<tr>
<td>week 6</td>
<td>2/12</td>
<td>Weekly Critiques. MLA Quiz by 8pm Committee Reports In-class Evaluation and Correspondence. Biographies. Preliminary Edits. Edit Pairs.</td>
<td>Lab</td>
</tr>
<tr>
<td>week 7</td>
<td>2/19</td>
<td>Weekly Critiques. Initial Biographies. Committee Reports. In-class Evaluation and Correspondence. Committee Meetings. Page Count.</td>
<td>Lab</td>
</tr>
<tr>
<td>week 8</td>
<td>2/26</td>
<td>Final Critiques. Committee Reports Finalized ToC. In-class Evaluation and Correspondence</td>
<td>Lab</td>
</tr>
<tr>
<td>week 9</td>
<td>3/5</td>
<td>Biographies. Final Correspondence. Committee Reports Final Correspondence. Table of Contents (Final Dummy). Pre-Production.</td>
<td>Location: TBD/Lab</td>
</tr>
<tr>
<td>week 10</td>
<td>3/12</td>
<td>Finalized stories and bios. Committee Reports. Submitted to English Department or Online.</td>
<td>Submited to English Department or Online.</td>
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**FINAL** Date TBD. Submission of Correspondence Log and Final Committee Reports