

MCOM 3233 – Editing

Spring 2021 – 3 credits
Tuesday, Thursday – 11 a.m.
Dr. Jim Sernoe
Office Telephone: 940-397-4391

Room D202 Fain Fine Arts Center
Office: D204 Fain Fine Arts Center
E-Mail: jim.sernoe@msutexas.edu

Office Hours:

Monday – 11 a.m.-1 p.m., 4-5 p.m.; Tuesday – 9:30-11 a.m.;
Wednesday – 11 a.m.-1 p.m.; Thursday – 9:30-11 a.m.;
Friday – 11 a.m.-1 p.m.
Also by appointment

Course Objectives/Description

- Building upon skills learned in MCOM 1243 – Media Writing and Reporting, this course emphasizes skills needed to edit various publications, and students' writing is expected to improve as well.
- Students will also examine personnel management strategies.

Prerequisites

- Completion of Media Writing and Reporting (MCOM 1243)
- Junior standing

Books

- Required:
 - "The Associated Press Stylebook and Briefing on Media Law"
 - Any paperback dictionary
- Recommended (strongly):
 - Strunk and White – "The Elements Of Style"
 - Brooks, Pinson and Wilson – "Working with Words: A Handbook for Media Writers and Editors"
 - Any thesaurus

These materials will be supplemented by *numerous* handouts over the course of the semester.

Grading

Final grades will be based on copy editing assignments, a copy editing exam, personnel management assignments and a final essay. Because the field of communication lives and dies by the clock, missed deadlines will be *SEVERELY* penalized. Details on all assignments will be given as the semester progresses.

Copy Editing Exercises – 60 percent: A variety of in-class, timed exercises will be assigned. Students will also have *numerous* homework assignments.

Please note that the number of assignments is not set in stone. This means that it is impossible at the outset of the semester to determine how much each individual assignment will be worth.

Copy Editing Exam – 20 percent.

Final Essay – 20 percent: Students will be required to write an essay that incorporates all aspects of the course. This essay will be due on the last day of the class, Thursday, April 22, 2021, at 11 a.m. Plan ahead. There will be no extensions! In lieu of a written final exam, we will spend the final exam period in May discussing your essays.

Quizzes: There will not be any news quizzes as in past semesters, but we will discuss the news (in terms of how the mass media deal with certain events), and if I sense that students have no idea what the news is, there will be unannounced quizzes that will count toward your final grade. In addition, if I sense that students are not keeping up with the assignments or attendance is poor, unannounced quizzes will be given and they also will count toward your final grade. Quizzes will be given at the beginning of class, and late students will receive scores of zero unless the late arrival is excused.

Attendance: Attendance does not constitute a specific part of your grade, but perfect attendance is required. In the absence of a required textbook, attendance is critical, and I will go to great lengths to attain full attendance (see note above re. quizzes, for example). In light of the fact that you will hand in work at almost every class session, being here to do the work is equally critical (see also the Missed Assignments Policy).

If you have to miss a class or a deadline for any reason, please contact me IN ADVANCE to let me know. Contacting me in advance does not automatically excuse an absence, but it is a lot better than calling after the fact. If you fail to contact me before the next class period to explain an absence, it will be very difficult for me to excuse the absence. Please note that work, non-emergency medical and dental

appointments, hangovers, intramural games, visitors from out of town, fixing your roommate's computer, fraternity/sorority events, arguments with boyfriends/girlfriends and studying for other classes do NOT constitute excused absences. See also the Missed Assignments Policy.

If you need to miss class due to a religious holiday, please see me as far in advance as possible.

If you need to miss class due to university-sponsored events such as field trips and sports, please see me as far in advance as possible. You will be required to complete the assigned work on or before the due date, and you will be required to submit an official form from the university before your absence.

As one of my former colleagues says, in the "real world," you can not do your job if you are not present to do it. Employers do not generally tolerate such behavior, and employees who offer weak, irritating excuses frequently find themselves unemployed and unemployable. The same rules apply in this course. I don't judge anyone who chooses to make attending classes a secondary (or lower) priority. However, this choice is not without consequences.

If you cannot make it a priority to attend every class session, please drop now so another student, who is more serious, can have your spot.

It is your responsibility to see me if you miss class. I will not chase students around the city.

A related note: You are required to be on time and I have little tolerance for those who are continually late. Constant tardiness will be noted and could lower your final grade. I am not above embarrassing students who walk in late.

Missed Assignments Policy: If you miss any assignments or quizzes without being excused, you will fail the course. I reserve the right to determine whether an absence will be excused. In-class assignments may be excused at my discretion; however, all outside assignments must be completed within a reasonable time frame after your absence — no exceptions. In addition, I reserve the right to determine what, exactly, is a "reasonable time frame." In sum: This is a zero-tolerance policy. I have no time or patience for those who are not going to take this class seriously; thus, "three strikes and you're out" does not apply. "ONE strike and you're out" is more applicable. Some past students have flunked the course for this reason. In any case, I tend to be cynical about making up

missed assignments, but if you have a legitimate problem, alternate arrangements can be made at my discretion.

If you cannot make it a priority to complete every assignment, on time, please drop now so another student, who is more serious, can have your spot.

By accepting this syllabus and remaining enrolled in this course, you are indicating that you understand the Missed Assignments Policy.

Please note that there is no provision for late work. If you have a legitimate excuse for missing deadline, please contact me. I reserve the right to determine whether a late assignment or project will be accepted.

Grade Calculations: Almost all assignments will be graded on a 0-100 scale unless otherwise announced. Final grades will be determined on the traditional 90/80/70/60 scale.

Attitude: Because this is an upper-level course, corresponding attitudes and work ethics are required. This is not the type of course in which you can read a chapter, attend few class sessions, take a test . . . and end up with an A for the semester despite very little effort. Skills courses like editing require your time, attention and effort. I realize this course requires a lot for the three credits you earn, but every assignment is designed so you will move that much further with your skills. Although there is no set percentage for this component, it will play a big role if you are on the "borderline" at the end of the semester.

If you cannot make it a priority to have a good attitude, please drop now so another student, who is more serious, can have your spot. See also the Missed Assignments Policy.

A related note: Cellular phones, pagers and other similar devices will not be tolerated. In my mind, they are a sign of a bad attitude. I will not tolerate annoying jingles and beeps. If you own such a device, turn it off (not on vibrate) or somehow make sure it doesn't make any noise while I am trying to conduct class – better yet, leave it at home or in your car. If your other commitments are so pressing that they can not wait until the end of the class session, it may be in your best interests to reconsider the priority you place on being here.

Sending and receiving text messages during class will not be tolerated.

Unfortunately, laptop computers, iPhones, tablets and other similar equipment will not be allowed in class for note-taking. Although I realize this is a convenient way to take notes, past students have abused the privilege by using the equipment to surf the Internet, send e-mail, and troll Facebook. I will not tolerate this kind of distraction. I will, however, allow the use of technology for legitimate class reasons only with my express permission.

Related: Recording any part of the class is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

Why am I so adamant about technology? As a colleague once said, "Learning requires attention and focus." Despite the current generation's approaches to multi-tasking, my experience has been that the brain cannot perform two high-level functions at once, and multi-tasking is a myth. We can't learn, pay attention to class material, and monitor our text-messages all at once. I reserve the right to ask you to leave immediately or to embarrass you mercilessly if your beepers/phones/pagers/etc. make noise during class or if I see you using a device when it has nothing to do with the in-class topic at hand. If cell. phones become more than a one-time problem, I reserve the right to lower your final semester grade and/or take further disciplinary actions.

Appropriate conduct – in the classroom, with the instructor and in any other class-related situations – is required at all times. The instructor has the right to remove disruptive, disrespectful students (or students creating any other kinds of problems) from the classroom and take other disciplinary actions as necessary.

Proper Communication with Me: Unlike some faculty, I do not generally give my cell. phone number to students. However, I am in my office far more than just during office hours, and I have an open-door policy (if I am in the office, the door is almost always open, unless I am discussing something of a private nature). If someone is already in my office when you arrive, please wait in the hall or work-café (i.e., don't hover in the doorway and don't interrupt unless it is truly an emergency). I try to return phone calls and respond to e-mails quickly. Please observe proper grammar and other rules of etiquette in your e-mails (e.g., "Hello Dr. Sernoe" is a far more professional greeting than "Hi Dude!"). Please note also that I am not attached to devices 24/7. I generally do not look at e-mail after 6 p.m. or before 7 a.m. If you e-mail me at 1 a.m. with a question, do not expect an immediate answer.

No food and beverages are allowed beyond water, or if allowed in the specific classroom, other non-alcoholic drinks. Past students have brought fast food, breakfast and salads to class, and this is not appropriate.

I reserve the right to drop any student with an F if he/she has excessive absences or missed assignments, engages in disruptive behavior, has a poor attitude, or in any other way is clearly not taking the class seriously.

By accepting this syllabus and remaining enrolled in this course, you are indicating that you understand my expectations for students concerning attendance, attitude and work ethic.

Class Participation: This component is included not because I am a fanatic about class participation, but because being quiet when one has the chance to talk or ask questions is not an asset in any area of mass communication. And once again, there is no set percentage for this component, but it will play a big role if you are on the "borderline" at the end of the semester.

In order to help students keep track of their progress toward course objectives, the instructor will, if necessary, provide a Midterm Progress Report through each student's WebWorld account. Any student who is in danger of earning a D or F in this course will receive notification. Midterm grades will not be reported on the student's transcript, nor will they be calculated in the cumulative GPA. They do, however, give students an idea of where they stand at the midpoint of the semester. Students earning below a C at the midway point should contact me as soon as possible to discuss future actions.

Related: If you are unsure of where you stand in this course, you are welcome to – encouraged to – contact me. I am more than willing to go over your grades with you.

Also related: MSU faculty also have the option of filing an Academic Referral and/or a Conduct Referral with appropriate offices, both of which will follow-up with students. I reserve the right to file such referrals when needed. I will always try to contact the student first to request a meeting, but if the student does not respond appropriately, I will file the relevant referral(s).

Two final notes on grading: Critics from both within and outside of higher education have accused faculty of engaging in "grade inflation," the idea that grades don't truly reflect quality and instead have been devalued to the point that an A means very good, a B means average, and anything less than a B is failing. I'm not sure whether those people would include me in their criticisms, but I do know I try my best to adhere to the system as I understand it: an A

means outstanding, a B means above average, and a C means average. Please remember these interpretations as the semester progresses.

Please remember also that attending every class and completing every assignment do not constitute outstanding quality or guarantee an A for the course. Attending every class and completing every assignment are only prerequisites for achieving a desired grade in the class. Too many students have argued that these are the reasons they deserved an A in the class, and I do not buy into this way of thinking.

By accepting this syllabus and remaining enrolled in this course, you are indicating that you understand the grading policies for the course. If you have questions, you should see me as soon as possible.

Statements Related to the Current COVID-19 Situation

- It is my sincere hope that we are able to finish the semester in the in-person classroom setting.
- Given the state of the world, everything in this course could change with very little notice. That means deadlines, projects, even weighted percentages for each component of the course could change. Please note that I will consult with the class and use students' input to the extent practicable in making decisions about how to proceed. Students should not hesitate to contact me with questions, concerns and, even better, great suggestions. Most students know I will go out of my way to be fair to all.
- Safety and health of all are our top considerations. You are required to follow all best practices as they are developed during this crisis. If you feel sick, do not come to class. If you need to miss class, contact me as outlined under class procedures, and I will work with you to keep you caught up.
- Masks will be required in all in-person classrooms, per the governor's order. Those who are unwilling to wear a mask must contact me before the end of the first week of class to discuss. Please see the university's official policy at the web sites listed below.
- A mandatory seating chart, to ensure social distancing and facilitate contact tracing should it be necessary, will be implemented.
- The Mass Comm. Dept. and the College of Fine Arts have adopted specific cleaning protocols, and all students are required to abide by these rules. Students who are unwilling to do their share to ensure everyone's health will be contacted by the professor. In short, you will be required to clean your area before and after class, the first as a safety precaution for

yourself, the second as a courtesy toward others. We realize this means some areas may be cleaned twice within a brief time period, but this is better than not at all. This rule holds for traditional classrooms, labs, editing equipment, the newsroom and public areas such as the work-café.

- All handouts and other information will be available in paper and through the university's D2L system, and D2L's Gradebook function will be enabled upon request (I will, nonetheless, keep my own spreadsheet with grades, and students are welcome to contact me for grade updates – see related statement in the Grading section). Students are expected to understand how to navigate D2L, even if we continue with in-person classes.
 - If you do experience problems with D2L, please let me know as soon as possible. In addition, the D2L page has a "Report A Problem" function on the top navigation bar as well as a FAQ function in the middle of the page on the right.
- Students who are required to quarantine must contact me as soon as possible to let me know. You will be able to attend class on Zoom, and other arrangements or adaptations will be made as needed. I will work with all students to the best of my ability and as practicable as you navigate your quarantine period.
- Please note that attending class on Zoom without a valid, health-related excuse will not be allowed. This means students must attend in-person and can't default to Zoom simply because it is more convenient than actually coming to the classroom.
- If we are forced to switch to online-only instruction, all students will be required to:
 - Attend class at the assigned time. I will offer to record the sessions but these recordings are supplemental and not replacements for attending at the assigned times. Excuses such as work will not be accepted, and students will be expected to make arrangements to attend every session. Students are also required to attend for the full class session.
 - The same provisions regarding attendance for in-person classes will be in effect if we move to a virtual classroom.
 - Have a computer with a webcam that can accommodate Zoom or other video software.
 - Have reliable WiFi.
 - As to the three requirements above, I know not all students have access to a reliable computer and reliable WiFi. However, you are expected to make arrangements in advance and have a plan. Do not assume you will be able to complete the course using only your phone and/or without attending actual classes during class time. If these requirements present problems for you, please contact me as early in the

semester as possible. I will work with students in the hope that they do not have to drop the class as a result of these requirements.

- Observe proper video meeting etiquette:
 - Arrive on time.
 - Leave your camera on. I realize not all students are comfortable with having their cameras on, but it will be a requirement. Not having the ability to look at you in-person to make sure you are paying attention and understanding what is being discussed, I will need to see you on camera (see next bullet point as well).
 - Pay attention. Devices such as phones will be prohibited, as they are in face-to-face classes. Students who are e-mailing or attending to other tasks while on screen will be reminded of this policy. Continued violations could result in a student facing disciplinary sanctions up to being dropped from the course with an F.
 - Set the mute function as the default. As stated above, discussion is encouraged, both in-person and in video meetings, but we do not need to hear barking dogs, ringing phones, roommates, etc.
 - Use the raise-your-hand function.
 - Wear proper clothing. I have heard stories of students sitting in on video meetings with no shirt and in bikinis. This is not appropriate and will not be tolerated. If you are not sure what is considered appropriate, please contact me. The conversation might be a little awkward, but that is better than making an embarrassing mistake.
 - Avoid eating while on camera. As in a face-to-face classroom, you are expected to eat your meals while not in class.
 - Have a proper background.
 - Stay seated. Do not wander around. It will distract the rest of us and make us dizzy.
 - Do not plan to connect to Zoom while you are driving. This is obviously unsafe, as well as a poor atmosphere for learning.
- Use D2L effectively. As stated above, all syllabi, instructions for assignments/projects and other materials will be posted on the class D2L page. If we are forced to go to an online-only set-up, discussion posts may be required and assignments may have to be submitted through D2L.
- Communicate with me. It is well-known among faculty and students that I do not share my cell. phone number publicly, as some other faculty do. As a result, I do quite a bit of communicating through

e-mail, especially if I won't be in my office. My office phone will be forwarded to my cell. phone, but students will still be expected to check their e-mail regularly. I will also make every effort to meet with individual students by Zoom or other video platforms.

- Related: if adjustments to the normal office hours routine are necessary, I will communicate them to you.
- If we are forced to switch to online-only instruction, deadlines, assignments and other course elements may change (see also info. above). I will provide clear revisions, in writing, and will address any questions/concerns by phone, e-mail or in a video platform.
- Please note that the federal government, state government, various local government units (city, county, health district, etc.) and the university administration have the power to issue declarations that can directly affect how we navigate. Please be flexible and we will get through these extraordinary times as a team.
- Students are encouraged to visit web sites developed by the university in response to this crisis:
 - MSU Coronavirus Page
(<https://msutexas.edu/coronavirus/index.php>)
 - MSU Return To Campus Guidelines
(<https://msutexas.edu/return-to-campus/msu-texas-commitment.php>)
- I reserve the right to drop any student with an F if he/she violates any of these policies. At the same time, I will work with all students to my fullest ability to ensure a worthwhile educational experience.

Ethics

Don't cheat.

"Not everyone cheats. Not everyone cuts corners. There isn't a diploma in the world that's more valuable than your integrity. And you can't buy your integrity back." – Jason Gay, commenting in The Wall Street Journal on the recent admissions scandals involving celebrities and the wealthy, March 14, 2019, p. A16.

The MSU Student Honor Creed, written and adopted by the 2002-2003 MSU Student Senate, covers expectations related to cheating and other forms

of academic dishonesty. The main statement from this document is:

“As an MSU student, I pledge not to lie, cheat, steal, or help anyone else to do so.”

All students in my courses are expected to abide by this student-produced document, as well as all other related university policies. I will provide copies of the MSU Student Honor Creed to any student who requests one. It is also on page 10 of the 2020-2021 MSU Student Handbook (the handbook is also available online at [MSU Student Handbook](https://msutexas.edu/student-life/assets/files/handbook.pdf)) (<https://msutexas.edu/student-life/assets/files/handbook.pdf>), as well as on the homepage of the MSU Office of Student Rights and Responsibilities ([Student Rights and Responsibilities Homepage](https://msutexas.edu/student-life/conduct/index.php)) (<https://msutexas.edu/student-life/conduct/index.php>).

In addition, students are required to be familiar with the MSU Code of Student Conduct as outlined in the MSU Student Handbook.

The university also requires faculty to provide this statement to all students:

By enrolling in this course, the student expressly grants MSU a “limited right” in all intellectual property created by the student for the purpose of this course. The “limited right” shall include but shall not be limited to the right to reproduce the student’s work product in order to verify originality and authenticity, and educational purposes.

By accepting this syllabus and remaining enrolled in this course, you are indicating that you understand the statement provided above and agree to comply with it.

I require complete honesty in producing your work. Working professionals are often encouraged to confer with their colleagues on strategies and wordings, but there is a difference between advice and blatant plagiarism.

I also realize it will be very easy to confer with colleagues on take-home assignments, but you should realize that instructors can usually identify when students have worked together. I also realize the Internet provides a convenient source of information, but students need to be aware that proper citation will be required.

Past students will tell you I take this issue very seriously and have not hesitated to confront them. A slightly higher grade on an assignment is not worth the extremely unpleasant experience of taking an accusation of academic

dishonesty through the university hierarchy. Please don't force me to do it.

I reserve the right to drop any student with an E if he/she engages in any form of academic dishonesty. I further reserve the right to recommend other sanctions as may be appropriate. Students are also encouraged to consult the following sources for additional discussion of students' rights and responsibilities regarding cheating, attendance and general conduct:

- The MSU Student Honor Creed
- The 2020-2021 MSU Undergraduate Catalog, available online at [MSU Catalog \(https://catalog.msutexas.edu/\)](https://catalog.msutexas.edu/).
- The 2020-2021 MSU Student Handbook (the handbook is also available online at [MSU Student Handbook \(https://msutexas.edu/student-life/assets/files/handbook.pdf\)](https://msutexas.edu/student-life/assets/files/handbook.pdf)).

By accepting this syllabus and remaining enrolled in this course, you are indicating that you understand the seriousness of academic dishonesty and realize I will impose the harshest sanctions possible if I can prove you have engaged in academic dishonesty. You are also indicating that you understand what constitutes academic dishonesty; I will not tolerate the excuse that the student did not know he/she was engaging in academic dishonesty. You are also indicating that you have read and understand the MSU Student Honor Creed and the MSU Code of Student Conduct, and that you agree to abide by both.

Privacy

Federal privacy law prohibits me from releasing information about students to certain parties outside of the university without the signed consent of the student. Thus, in almost all cases I will not discuss your academic progress or other matters with your parents. Please do not have them call me. Regardless of these important legal considerations, it is my general policy to communicate with the students, not their parents, even when a student has signed a consent form. College students are adults and are expected to behave accordingly.

Related: Due to security and confidentiality concerns, I generally do not discuss grades and other sensitive information over e-mail.

Campus Carry

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the university's webpage at [Campus Carry Policies](https://mwsu.edu/campus-carry/rules-policies) (<https://mwsu.edu/campus-carry/rules-policies>).

Please be advised that any violations of the law will be reported immediately.

Materials

Each day you should bring the following to class: the "AP Stylebook," your pocket dictionary, your thesaurus, a large supply of pens and an extra supply of sanity for the days you leave feeling as if you have none left.

Special Accommodations/Emergencies/Outside Difficulties

Students with disabilities or who are in need of special arrangements should see me as early as possible in the semester. I cannot help you if you come to me at the last minute. I will do what I can within reason to accommodate your needs, but federal law requires me to remain fair to all students. Please note that in order to qualify for consideration of special accommodations, you must be registered with the MSU Office of Disability Support Services, and I must have a memo on file from that office, along with the Special Accommodations Request form.

If you have specific medical information that needs sharing or you need specific accommodations in case of emergencies or emergency evacuations, please see me as soon as possible.

If you have outside circumstances that may affect your performance in this class – including but not limited to food insecurity, inadequate housing, family issues – please contact me if you are comfortable in doing so. I may be able to refer you to on-campus resources that will help you address the situation.

Please note that all information provided to me remains confidential.

Some Advice

- Attend regularly. This point cannot be stressed enough.
- Thoroughly understand all grading policies.

- Attend regularly. This point cannot be stressed enough.
- Note the Missed Assignments Policy and know that it is enforced.
- Attend regularly. This point cannot be stressed enough.
- Note the Academic Dishonesty Policy and know that it is enforced.
- Attend regularly. This point cannot be stressed enough.
- Note the Privacy Policy and know that it is followed.
- Attend regularly. This point cannot be stressed enough.
- If anything in this syllabus is unclear or if you have questions as the course progresses, ask!
- Attend regularly. This point cannot be stressed enough.
- Expect to edit quite a bit. This is primarily a skills course, and my philosophy of skills courses is that students must practice the skill they are trying to learn . . . then they should practice some more after that . . . and then some more after that. I know it gets repetitive – that’s how you get better and better. Don’t whine.
- Attend regularly. This point cannot be stressed enough.
- Get as much experience outside of class as you can. It doesn’t matter if you’re interested in newspapers, broadcasting, the Internet, public relations or advertising – a potential employer will want to see a portfolio of your work. Nothing can substitute for the experience of getting out there.
- Attend regularly. This point cannot be stressed enough.

A Reminder Regarding The Portfolio Requirement

Please note that all mass communication majors are required to submit a portfolio during their Internship course (please note that Internship is a prerequisite to Senior Production). This requirement is a part of MSU’s reaccreditation with the Southern Association of Colleges and Schools and is non-negotiable. Students are required to demonstrate communication competence through the written word and visual communication; two examples of each competency are required for the portfolio.

As you go through this and other classes, you are responsible for saving course work that could be included in your portfolio.

Please see me, your adviser or any mass communication faculty member for handouts with more information (“Mass Communication Portfolio Competencies” and “Mass Communication Portfolio FAQ”). These handouts are also available at:

Mass Comm. Portfolio-1

(<http://mwsu.edu/Assets/documents/academics/finearts/masscomm/portfolio%20competency%20handout%202013.pdf>)

Mass Comm. Portfolio-2

(<http://mwsu.edu/Assets/documents/academics/finearts/masscomm/senior-portfolio-faq.pdf>)

Mass Comm. Portfolio-3

(<http://mwsu.edu/Assets/documents/academics/finearts/masscomm/Portfolio%20Rubric.pdf>)

Mass Comm. Portfolio-4

(<http://mwsu.edu/Assets/documents/academics/finearts/masscomm/Documentaries%20Rubric.pdf>)

Course Organization and Schedule

As you can learn to edit only by actually editing, the bulk of our time will be spent on copy editing exercises. I will have minimal lecture, and we will have considerable discussion.

This is the tentative course schedule. Due to storms, last-minute changes, extended class discussions and my frequent inability to stick to the agenda I set at the beginning of the course – on top of the uncertainty with the current state of the world – this schedule is likely to change. I reserve the right to change the class schedule if circumstances make it necessary. Chances are good that you will receive at least one more revised schedule before the semester is over. If reading assignments or deadlines change, I will tell you well in advance. Please note that the reading and general workloads vary considerably from week to week.

You will receive a detailed schedule for the copy editing portion of this course after I have determined which types of exercises the class needs.

Date(s)	Topic(s)	Reading
1/12 – 1/21	Introduction; The Editing Profession; Review of Editing Marks and AP Style	Handouts
1/26 – 3/23	Copy Editing	Handouts
3/25	Exam Review	Handout
3/30	Copy Editing Exam	
4/1 – 4/2	Easter Break – Classes Canceled	

Date(s)	Topic(s)	Reading
4/6 – 4/15	Personnel Management	Handouts
4/15	Final Essay Questions	Handout
4/20 – 4/22	Legal and Ethical Problems	Handouts
4/22	Final Essay Due at 11 a.m.	
Tuesday, 4/27	Final Exam Session at 1 p.m.	