

JOU 4201 – Editing

JOU 4201
Three credit hours
Summer 2014
T 5 p.m. – 8:15 p.m.
R 5 p.m. – 8:15 p.m.
WEIM 2056

Holly Cowart
hcowart@ufl.edu
(352) 846-1107
Weimer Hall G038
Office hours: T 2-5
and by appointment

Course Objectives

This course is designed to provide students with copyediting experience. You will learn how to produce copy that is as useful as possible to the reader. You will expand your knowledge of AP style and review grammar. You will explore the evolving role of copy editors and writing styles.

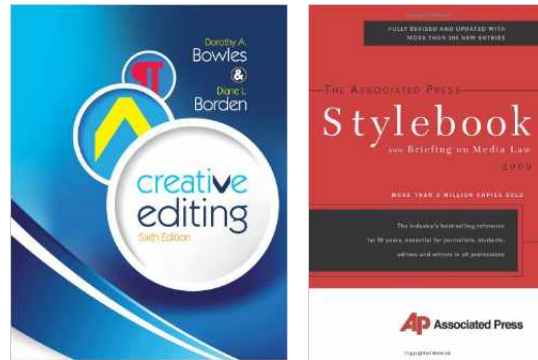
Course Materials

The required texts & materials for this course are:
“**Media and Culture: Mass Communication in a Digital Age, ninth edition**”
(ISBN 978-1457628313)

The Associated Press Stylebook (newest edition not required, you may also use the app)

Red pen (for editing)

Additional readings & resources will be posted on Sakai



Course Requirements

To demonstrate an understanding of the material covered in this course, you are required to complete the following activities:

- Weekly Real-World Editing Examples
- In-class Editing
- AP Style quizzes
- In-class Exercises & Group Work
- Homework
- Cumulative Exam

Detailed point values are listed below. The number per category may change, but the percent does not. So, if the class does eight Homework assignments instead of nine, Homework is still 15 percent of the total grade. Participation means that you either get 100 or a zero depending on if you do the assignment.

Weekly Real-World Editing Examples (participation) 5 = 10 percent

In-class Exercises & Group Work (participation) 10 = 10 percent

Homework (participation) 9 = 15 percent

AP Style Quizzes (graded) 5 = 15 percent total

In-class Editing (graded) 5 = 20 percent

Cumulative Exam (graded) = 30 percent

Determining Your Grade

Your overall grade is based on the grades you earn on each of the course requirements listed above. Final grades are rounded so that a 89.5 rounds up to a A-, but a 89.4 remains a B+.

A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
100-93	92-90	89-87	86-83	82-80	79-77	76-73	72-70	69-67	66-63	62-60	59-0

Attendance and Assignments

Homework is due at the beginning of class. In some cases homework may be turned in early if an unavoidable absence is discussed with me in advance (an electronic copy emailed or a paper version in my box by the start of class). A doctor's note that clearly states you must miss the day a quiz is given is required to make up a quiz or receive credit for an in-class assignment. Email me within 24-hours of missing an assignment that you think qualifies for a make up. If you have a death in the family or other serious circumstances email me directly or contact Student Affairs.

Keep in mind that this is a summer class and we will cover a lot of content in a short amount of time. Missing one class can put you significantly behind and have a greater negative impact on your grade than a regular-semester class. If you have an unavoidable music festival, get called into work or your best friend is getting married and you miss a day, please take responsibility for your decision to miss class by asking a fellow student for notes. You cannot make up work for these types of absences. Please do not email me about unexcused absences unless you are arranging to submit homework early. I always assume you have a good reason for missing class and that you will return as soon as possible.

Class Decorum

Please be respectful of everyone in the class and arrive on time. Thursday quizzes are given at the beginning of class. If you arrive late you will not be given extra time. Always silence your cell phone in-class. We will have a 15-minute break between class periods during which you can use your phone.

Communications

The best way to reach me outside of class time and office hours is by email at hcowart@ufl.edu. Please feel free to drop by my office or speak to me after class. I do not check my Sakai email account.

Evaluations

You are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but you will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Academic Integrity

You are bound by The UF Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code." On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please let me know.

Special Assistance

Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation. 352-392-8565
<https://www.dso.ufl.edu/drc/>

Please see me as soon as possible regarding accommodations for the weekly quizzes. There are a number of options including taking quizzes through the DRC or before class with extra time in my office.

Counseling & Wellness

The University provides wellness resources and counseling. Students should take advantage of these if they are feeling overwhelmed academically, personally or socially. The Counseling & Wellness Center website is <http://www.counseling.ufl.edu/cwc/> Students may also contact me if they need assistance taking advantage of the Counseling & Wellness resources.

Class Schedule

The following schedule is an outline subject to change. Revisions will be posted on Sakai. Readings are listed the day they are covered in-class. HW (homework) assignments are listed the day they are due. For example, for 5/15 you should read Ch.2 & complete Ch. 2 exercises 4-7, 9-11. The final exam and quiz dates will not change – please plan accordingly.

Week	Tuesday	Thursday
1 – Introduction, Grammar	5/13 Course Introduction Copyediting Symbols In-class Exercise – Intro Editing	5/15 Ch. 2 AP Style & Grammar Quiz HW Exercises 4-7, 9-11 In-class Exercises 12-13
2 – AP Style, Fact Checking	5/20 Ch. 3 Real-world example HW Exercises 1-5, 12 In-class Exercises 7-11, 13-20 In-class Editing Exercise	5/22 Ch. 4 AP Style & Grammar Quiz HW Fact Checking (handout) In-class Fact Checking Exercise
3 – Editing Stories, Platforms	5/27 Ch. 5 Real-world example In-class Editing Exercise HW Exercises 1-7, comparison (handout) In-class Editing Leads “PressPausePlay”	5/29 Ch. 5 AP Style & Grammar Quiz In-class Editing Exercise HW Platforms (handout) Group Exercises 11-14 “PressPausePlay”
4 – Legal, Ethics	6/3 Ch. 6 Real-world example In-class Editing Exercise HW Exercises 1, 4-7 “PressPausePlay” In-class film discussion	6/5 Ch. 7 AP Style & Grammar Quiz HW Exercises 2-3, 12, 13 In-class Exercises 4-5, additional scenarios
5 – Headlines, Photos	6/10 Ch. 9 Real-world example In-class Editing Exercise HW Exercises 1-4, headlines (handout) In-class Exercises 9-14, 19	6/12 Ch.10 AP Style & Grammar Quiz HW Exercises 3-6, 8c, 9c, 10c, 19 In-class Exercises 11c, 12c, 13c, 14b, 16, Group Exercises 18, 20
6 – Review, Final	6/17 Catch up & Review Real-world example	6/19 Final Exam