Course Description

A course in which copy editing, rewriting, proofreading, headline writing, and layout are emphasized. Lab work on newspaper and/or magazine required. Prerequisite: Comm 2311.

Textbook


*Editing Today Workbook*

*The Associated Press Stylebook*

Student Learning Outcomes

1. Apply layout designs to student publications.
2. Practice editing principles to journalistic copy.
3. Comprehend and apply software related to publication design.
4. Practice the methods of headline writing and apply to publications.

Course Contributions and Policies

Students will be expected to:
1. Complete a set of style and skill exercises in workbook
2. Design a two-page newspaper layout project that involves headline writing, story selection, photo sizing and layout strategy. It is due at semester’s end.
3. Complete the final exam and semester’s end.
4. Meet with instructor on a self-paced schedule to review individual work.
5. Attend class sessions as scheduled by instructor. Instructor reserves right to drop students with three absences in a row or six during semester.

Student Contributions and Class Policies

Upon successful completion of the course the student will:
1. Possess skills to design full-page publication layouts.
2. Be able to proportion photos and edit them for content.
3. Have skills to write headlines and fit them to pre-determined spaces.

Evaluation of Students
Semester grades will be determined as follows:

- Exercises.............30%
- Design Project.....50%
- Final Exam.........20%

Course Schedule

This class meets for 3 lecture/consultation hours per week as follows:

1-3 weeks: orientation; grammar review, copy-editing skills development; AP Stylebook studies
  Text chapters 1-8; Exercises 3, (practice , page 17)

4-6 weeks: Study of headline writing, photo sizing, photo editing, continue style and copy editing study
  Text chapters 9, 12, 13; Exercises 5-12 (A-Z, style);

7-15 weeks: study of layout principles; project instruction; continue style and copy editing study
  Text chapter 11, 14; Exercises 26, 31 (Others as assigned);
  handout materials and practice exercises

16th week: Final Exam; project submission

Instructor Information

Name:
Office phone:
Office hours:
Office location:
E-mail address:
Division Secretary: Lula Lee, 141 AFA
Office phone: 685-4624

Note: Students are encouraged to contact the instructor at any time; however, making an appointment will guarantee the instructor's availability at a specific time.