GROSSMONT COLLEGE

COURSE OUTLINE OF RECORD

Curriculum Committee Approval: 05/18/2021

GCCCD Governing Board Approval: 06/15/2021

ENGLISH 147 – ACORN REVIEW: EDITING AND PRODUCTION III

1. Course Number Course Title Semester Units

ENGL 147 Acorn Review: Editing and Production III 3

Semester Hours

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

2. Course Prerequisites

A “C” grade or higher or “Pass” in English 146 or equivalent.

Corequisite

None

Recommended Preparation

None

3. Catalog Description

The third in a four-course sequence, this advanced level class is designed to expand student proficiency in the reading, selecting, editing, proofreading, and arranging of student manuscripts for publication in the Grossmont College student literary journal.Students may enroll in this class without having to enroll in the later courses in the sequence.

4 Course Objectives

The student will:

1. Examine and critically assess literary periodicals, both orally and in writing, to strengthen understanding of the publishing field and editorial skills;
2. Demonstrate advanced competency in the solicitation, evaluation and selection of manuscripts for publication in the journal;
3. Strengthen editorial and proofreading skills and apply those skills to accepted manuscripts;
4. Demonstrate proficiency in the ability to participate in the layout and design of the publication;
5. Demonstrate proficiency in the ability to solicit, evaluate, and select artwork for publication in the journal;
6. Demonstrate advanced 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 submitted manuscripts.

7. Course Content

1. At an advanced level, literary periodicals analysis and critical evaluation to further examine the fundamental elements of publishing and editing.
2. At an advanced level, the discussion and crafting of criteria for evaluating fiction, creative nonfiction, poetry, drama and artwork.
3. At an advanced level, solicitation, evaluation, discussion and selection of student manuscripts and artwork for publication utilizing agreed upon criteria.
4. Manuscript editing.
5. Manuscript proofreading.
6. At an advanced level, 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

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

1. Representative Text(s):
2. *Acorn Review Literary Journal*. Latest Edition. 2019-2020. Grossmont College.
3. Dunham, Steve. *The Editor's Companion: An Indispensable Guide to Editing Books, Magazines, Online Publications, and More.* Writers Digest Books, 2015.
4. Egglseton, Merilee and Sullivan, K.D. *The McGraw-Hill Desk Reference for Editors, Writers, and Proofreaders.* McGraw Hill, June 22, 2006.
5. Einstein, Amy and Mary Schwartz. *The Copyeditor’s Handbook: A Guide for Book Publishing and Corporate Communications*. 4th Ed. University of California Press, 2019.
6. Kaplan, Bruce. *Editing Made Easy*. Upper Access, Inc., July 15, 2012.
7. 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. At an advanced level, analyze and evaluate literary periodicals to demonstrate practical understanding of the publishing field and practice editorial skills.
2. Solicit, professionally evaluate, select, edit, assemble and proofread manuscripts and art, to demonstrate proficiency as literary editors and publishers.
3. At an advanced level, manage and publicize a literary journal.