ENG655 Editing
(2 credit hours)
Course Syllabus

Course Description

Editing is designed to improve the final output and the skills of the students within the Creative Writing concentration. It will provide the opportunity to improve writing and editing skills at both the micro and macro levels. This course will cover editing techniques applied to students' own body of work. Therefore, students will be required to have a portfolio of at least 100 pages of their own, original material. This can be in the form of novels, novellas, screenplays, short story collections, or poetry collections brought into the program or created for one or more of the creative writing classes in the program.

Course Learning Outcomes

By the end of this course, you will be able to:

1. Edit documents for preciseness in syntax, structure, emphasis placement, style, consistency, clarity, conciseness, and layout design.

2. Understand the editor's function in the publication process.

3. Use the standard editing marks and techniques.

4. Tactfully defend revisions that are made to documents.

5. Improve creative works with the needs of publication in mind.

Required Textbook(s) and Resources

Your course has no required textbook. All resources are included in each week.

Be sure to also review the weekly **Explore** sections for additional library or web resources. For access to databases, research help, and writing tips, visit the Tiffin University Library.

Time Commitment

Effective time management is possibly the single most critical element to your academic success. To do well in this online class you should plan your time wisely to maximize your learning through the completion of readings, discussions, and assignments. Because of our accelerated, seven-week term, TU online courses are designed with the expectation that you dedicate a little over **six (6)** hours per credit hour to course activities and preparation **each**

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week. For example, for successful completion of a three-credit, seven-week online course you should reserve roughly **twenty (20) hours per week**.

To help plan your time and keep on track toward successful course completion, note the distinctive rhythm of assignment due dates:

1. All times assume Eastern Time (GMT-4).

2. Weeks begin at 12:00 a.m. ET on Monday and end at 11:55 p.m. ET on Sunday.

3. Unless otherwise noted, initial assignments or discussion posts are due by **11:55 p.m. ET** on **Wednesdays.**

4. Additional assignments or follow-up discussion posts are due by **11:55 p.m. ET** on **Saturdays, and**

5. Major assignments and reflections are typically due by **11:55 p.m. ET** on **Sundays.**

Learning Activities

This course has been designed as a Workshop course type.

This means that by Wednesday each week, you'll be posting a draft of an assignment you've been working on. This might be one paper or part of a longer, cumulative project. APA formatting will not be emphasized; however you should still acknowledge any outside sources you use in some way.

By Saturday of each week, you will participate in peer review with your classmates. This means that you will read work from a certain number of your classmates and provide constructive criticism of their work. This feedback will be specific, objective, respectful, and done with positive intent. In other words, the course is designed to give you a real audience for your work, and that audience will give you their feedback and opinions. Harsh, condescending, or offensive comments will not be tolerated. Be sure to read directions carefully to find out how many and/or whose work you need to read and respond to. Since this feedback process is critical to the overall success of a workshop approach, up to onethird of your grade will be related to the feedback you provide to your peers.

Lastly, you will be writing a reflection due each Sunday that will address what you did to revise your work (or what you will do). You will discuss where you agreed with the feedback and where you disagreed with it. If you chose not to take the feedback given, you must explain why. Then you will discuss the process in general and how beneficial you found it. Be

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sure to read the prompt carefully and address all elements within it.

Grading

The chart below identifies the individual contributions from each type of activity, per week.

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Total
Forums Activity 1.1 (n/a) Activity 1.2 (80) Activity 1.3 (20)	**Forums** Activity 2.1 (100)	**Forums** Activity 3.1 (100)	**Forums** Activity 4.1 (100)	**Forums** Activity 5.1 (100)	**Forums** Activity 6.1 (100)	**Forums** Activity 7.1 (100)	**700**
Assignments (n/a)	**Assignments** Activity 2.2 (50)	**Assignments** Activity 3.2 (50)	**Assignments** Activity 4.2 (50)	**Assignments** Activity 5.2 (50)	**Assignments** Activity 6.2 (50)	**Assignments** Activity 7.2 (50)	**300**
100	**150**	**150**	**150**	**150**	**150**	**150**	**1000**

Grading Scale

A: 90-100% | B: 80-89% | C: 70-79% | F: <69%

Course Schedule and Weekly Checklist

Start Here

☐ MON: Activity 1.1: Hey, I Know You! - Introductory Post

Week 1 – Introduction to Editing

☐ WED: Activity 1.1: Hey, I Know You! – Secondary Post
☐ WED: Activity 1.2: Review of Narrative Writing
☐ WED: Activity 1.3: Struggles
☐ SAT: Activity 1.2: Review of Narrative Writing
☐ SAT: Activity 1.3: Struggles

Week 2 – Editing for Consistency in Content

☐ WED: Activity 2.1: Workshop – Character, Plot, POV
☐ SAT: Activity 2.1: Workshop – Character, Plot, POV
☐ SUN: Activity 2.2: Reflection

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Week 3 – Editing and Revision Techniques

- ☐ WED: Activity 3.1: Workshop – Style, Tone, Voice
- ☐ SAT: Activity 3.1: Workshop – Style, Tone, Voice
- ☐ SUN: Activity 3.2: Reflection

Week 4 – Editing Dialogue

- ☐ WED: Activity 4.1: Workshop – Dialogue
- ☐ SAT: Activity 4.1: Workshop – Dialogue
- ☐ SUN: Activity 4.2: Reflection

Week 5 – Editing to Show, Not Tell

- ☐ WED: Activity 5.1: Workshop – Showing, Not Telling
- ☐ SAT: Activity 5.1: Workshop – Showing, Not Telling
- ☐ SUN: Activity 5.2: Reflection

Week 6 – Editing for Grammar

- ☐ WED: Activity 6.1: Workshop – Grammar and Mechanics
- ☐ SUN: Activity 6.2: Reflection

Week 7 – Preparing Manuscripts

- ☐ WED: Activity 7.1: Workshop – Manuscript Preparation
- ☐ SAT: Activity 7.1: Workshop – Manuscript Preparation
- ☐ SUN: Activity 7.2: Reflection

Tips for Success

Online learning requires self-discipline and self-direction. As seekers of the truth, we should be willing to challenge one another's academic work in a spirit of respectful comradery. Your course is a place for you to grow as you benefit from the expertise, experience, and diverse perspectives of your instructor and peers. Constructive feedback will challenge you to stretch your own thinking, thereby expanding your knowledge and understanding.

To get the most out of your learning experience, you should actively engage (participate) in **ALL** course activities. Course elements are arranged chronologically. To complete a week, simply work your way "down the page" through all of the course materials and activities.

For More Information:

Be sure to review the Support, Policies, and Procedures addendum.

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