

**Note:**

**Course content may be changed, term to term, without notice. The information below is provided as a guide for course selection and is not binding in any form, and should not be used to purchase course materials.**

## ***COURSE SYLLABUS***

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### **ENGL 600**

#### **EDITING, LAYOUT AND PUBLISHING**

#### **COURSE DESCRIPTION**

Provides students with a practical working knowledge of the fundamentals of editing, layout, and publishing for multiple contexts, modalities, and audiences.

#### **RATIONALE**

Professional writers and editors are versatile communicators who must possess an array of skill sets that support writing from concept stage to publication. Each role along a publishing continuum is no longer performed by different individuals. Contemporary practitioners of print, e-texts, and multi-media assume increasingly broad roles, from copywriter to editor, layout artist to producer, and publisher to web manager. In this hands-on study, the student will develop a greater understanding of these interrelationships and the importance of team collaboration in the industry toward the publication of an original project.

#### **I. PREREQUISITE**

For information regarding prerequisites for this course, please refer to the [Academic Course Catalog](#).

#### **II. REQUIRED RESOURCE PURCHASE**

Click on the following link to view the required resource(s) for the term in which you are registered: <http://bookstore.mbsdirect.net/liberty.htm>

#### **III. ADDITIONAL MATERIALS FOR LEARNING**

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Blackboard [recommended browsers](#)
- D. Microsoft Office

#### **IV. MEASURABLE LEARNING OUTCOMES**

Upon successful completion of this course, the student will be able to:

- A. Analyze visual and verbal texts critically.
- B. Develop basic skills in editing and layout via the integration of a faith journey essay.
- C. Synthesize multiple sources of data into clear and succinct messages for intended audiences.

- D. Demonstrate an understanding of how writing is packaged and conveyed from writer to reader.
- E. Identify trends and opportunities in publishing original writing.
- F. Demonstrate the ability to organize and work collaboratively with others.

## V. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings, lecture presentations, and online e-text and multi-media resources

- B. Course Requirements Checklist

After reading the Course Syllabus and [Student Expectations](#), the student will complete the related checklist found in Module/Week 1.

- C. Discussion Board Forums (3)

Discussion boards are collaborative learning experiences. Therefore, the student is required to create a thread in response to the provided prompt for each forum. For Discussion Board Forums 1 and 2, the student must create a thread of at least 400 words and demonstrate course-related knowledge. Each reply must be at least 200 words. For Discussion Board Forum 3, the student must submit a single post that addresses his/her publishing recommendations for the essays of 3 of his/her class peers. The student is not required to submit replies for Discussion Board 3. In addition to the thread, the student is required to reply to 3 other classmates' threads. For all posts, the student must cite and document any words or ideas that are not his/her own with full bibliographical entries.

- D. Group Discussion Board Forums (3)

For this collaborative discussion board, the instructor will place the student into a group at the beginning of the course. The student will post a summative critique of his/her Faith Journey Essay or associated components for his/her thread. The student will also critique all group peer submissions of the same elements. Each forum provides the word count requirements in the prompts.

- E. Original Essay – Faith Journey

The student will write an autobiographical essay of at least 5,000 words that focuses on the student's faith journey. The paper does not require any sources outside of the student's range of experience; however, the student may reference short passages from inspired readings. The narrative in this assignment will be used in subsequent assignments and integrated with images, graphics, and multi-media where appropriate.

- F. Original Essay – Editing Workshop

Using Google Docs and Google Drive, the student will work in an assigned group to make editing and revision suggestions to the Original Essays of the other group members.

## G. Group E-Book – Draft

Using Google Docs and Google Drive, the student will collaborate with peers to merge individual Original Essays into a working master file that will serve as the Group E-Book – Draft.

## H. Group E-Book – Final

Using Google Docs and Google Drive, the student will work with his/her group to revise the Group E-Book – Draft and submit the final PDF.

## I. Peer Evaluations (2)

The student will complete a peer evaluation document in 2 parts: a self-critique of his/her contributions to the Group E-Book project, and critiques of each group member's contributions to the Group E-Book project.

## J. Class E-Book

Working in his/her assigned group, the student will once again use Goog Docs and Google Drive to share and compile the Group E-Books from the entire class into 1 publication. Dropbox will be employed for file sharing among members of the group. **In order to edit peer work, it is essential to download each group's Group E-book from Dropbox. DO NOT attempt to edit a Word document file within Dropbox.**

## VI. COURSE GRADING AND POLICIES

## A. Points

Course Requirements Checklist	10
Discussion Board Forums (3 at 40 pts ea)	120
Group Discussion Board Forums (3 at 60 pts ea)	180
Original Essay – Faith Journey	120
Original Essay – Editing Workshop	100
Group E-Book – Draft	100
Group E-Book – Final	100
Peer Evaluations (2 at 40 pts ea)	80
Class E-Book	200
<b>Total</b>	<b>1010</b>

## B. Scale

A = 940–1010   A- = 920–939   B+ = 900–919   B = 860–899   B- = 840–859  
 C+ = 820–839   C = 780–819   C- = 760–779   D+ = 740–759   D = 700–739  
 D- = 680–699   F = 0–679

C. Disability Assistance

Students with a documented disability may contact Liberty University Online's Office of Disability Accommodation Support (ODAS) at [LUOODAS@liberty.edu](mailto:LUOODAS@liberty.edu) to make arrangements for academic accommodations. Further information can be found at [www.liberty.edu/disabilitysupport](http://www.liberty.edu/disabilitysupport).

If you have a complaint related to disability discrimination or an accommodation that was not provided, you may contact ODAS or the Office of Equity and Compliance by phone at (434) 592-4999 or by email at [equityandcompliance@liberty.edu](mailto:equityandcompliance@liberty.edu). Click to see a full copy of Liberty's [Discrimination, Harassment, and Sexual Misconduct Policy](#) or the [Student Disability Grievance Policy and Procedures](#).

## ***COURSE SCHEDULE***

### **ENGL 600**

Textbooks: Brewer, *Writer's Market 2018: The Most Trusted Guide to Getting Published* (2017).  
 Friend & Challenger, *Contemporary Editing* (2014).  
 Goforth, *How I Know God Answers Prayer* (1921).

<b>MODULE/ WEEK</b>	<b>READING &amp; STUDY</b>	<b>ASSIGNMENTS</b>	<b>POINTS</b>
<b>1</b>	Friend & Challenger: Preface for Students—ch. 4 Goforth: Foreword—Section 6 2 presentations	Course Requirements Checklist Class Introductions DB Forum 1	10 0 40
<b>2</b>	Friend & Challenger: chs. 5–8 Goforth: Sections 7–10 2 presentations 1 website	Original Essay – Faith Journey	120
<b>3</b>	Friend & Challenger: chs. 9–10 1 presentation 1 website	Group DB Forum 1 Original Essay – Editing Workshop	60 100
<b>4</b>	Friend & Challenger: chs. 11–12 1 presentation	DB Forum 2	40
<b>5</b>	Friend & Challenger: chs. 13–14 1 presentation	Group DB Forum 2 Group E-Book – Draft	60 100
<b>6</b>	Friend & Challenger: ch. 15 1 presentation	Group DB Forum 3 Group E-Book – Final	60 100
<b>7</b>	Brewer: pp. 1–29 2 presentations	Peer Evaluation 1	40
<b>8</b>	Brewer: pp. 30–133 1 presentation	DB Forum 3 Class E-Book Peer Evaluation 2	40 200 40
<b>TOTAL</b>			<b>1010</b>

DB = Discussion Board

**NOTE:** Each course module/week begins on Monday morning at 12:00 a.m. (ET) and ends on Sunday night at 11:59 p.m. (ET). The final module/week ends at 11:59 p.m. (ET) on **Friday**.