

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

WRIT 400

EDITING, LAYOUT, AND PUBLISHING

COURSE DESCRIPTION

This course provides students with a practical working knowledge of the fundamentals of editing, layout, and publishing.

RATIONALE

This course introduces creative writing students to the fundamentals of editing, layout, and publishing original creative works for multiple contexts, modalities, and audiences.

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. RECOMMENDED RESOURCE

Jenkins, J. B. (2015). *The Christian writer's market guide: Everything you need to get published* (2015–2016 ed.). Nashville, TN: Westbow/Thomas Nelson.

IV. ADDITIONAL MATERIALS FOR LEARNING

- A. Computer with basic audio/video output equipment
- B. Internet access (broadband recommended)
- C. Microsoft Office 2016 (full and free version available through <https://portal.office.com/OLS/MySoftware.aspx>)
- D. Dropbox (free through <https://db.tt/pzyJNFxx>)
- E. Goforth, R. (1921). *How I know God answers prayer: The personal testimony of one life-time*. (free e-book available through Blackboard.)

V. 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. Describe how writing is packaged and conveyed from writer to reader.
- E. Identify trends and opportunities in publishing original writing.
- F. Apply the ability to organize and work collaboratively with others.

VI. COURSE REQUIREMENTS AND ASSIGNMENTS

- A. Textbook readings, lecture presentations, 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. Each thread must be at least 300 words and demonstrate course-related knowledge. In addition to the thread, the student is required to reply to 3 other classmates' threads. Each reply must be at least 150 words. 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
Using the full and free desktop version of MS Word 2016 (**NOT** Word for Office 365), the student will write an autobiographical essay of at least 3,500 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. The student must cite and document any words or ideas that are not his/her own with full bibliographical entries.
- F. Original Essay – Editing Workshop
Using the full and free desktop version of MS Word 2016 (**NOT** Word for Office 365), the student will work in an assigned group to make editing and revision suggestions to the Original Essays of the other group members. 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 member's Original Essay. DO NOT attempt to edit a Word document file within Dropbox.**

G. Group E-Book – Draft

Once again, the student will transfer his/her Faith Journey Essay from the desktop version of MS Word 2016 into Dropbox for the purpose of file sharing. Working in his/her group, 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. Think of this assignment as the creation of an anthology of all student essays from members of your group. **In order to edit peer work, it is essential to download each group member's Original Essay.** DO NOT attempt to edit a Word document file within Dropbox.

H. Group E-Book – Final

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 the full and free desktop version of MS Word 2016 (NOT Word for Office 365) to 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.

VII. 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
Total	1010

B. Scale

A = 900–1010 B = 800–899 C = 700–799 D = 600–699 F = 0–599

C. Disability Assistance

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

COURSE SCHEDULE

WRIT 400

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

MODULE/ WEEK	READING & STUDY	ASSIGNMENTS	POINTS
1	Friend & Challenger: Preface for Students—ch. 4 Goforth: Foreword—Section 6 2 presentations	Course Requirements Checklist Class Introductions DB Forum 1	10 0 40
2	Friend & Challenger: chs. 5–8 Goforth: Sections 7–10 2 presentations 1 website	Original Essay – Faith Journey	120
3	Friend & Challenger: chs. 9–10 3 presentations 1 website	Group DB Forum 1 Original Essay – Editing Workshop	60 100
4	Friend & Challenger: chs. 11–12 1 presentation	DB Forum 2	40
5	Friend & Challenger: chs. 13–14 1 presentation	Group DB Forum 2 Group E-Book – Draft	60 100
6	Friend & Challenger: ch. 15 1 presentation	Group DB Forum 3 Group E-Book – Final	60 100
7	Brewer: pp. 1–23 2 presentations	Peer Evaluation 1	40
8	Brewer: Selected Readings 1 presentation	DB Forum 3 Class E-Book Peer Evaluation 2	40 200 40
TOTAL			1010

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**.