

# COURSE SYLLABUS



COURSE TITLE: CRWR-162-Publishing

CLASS SECTION: 001

TERM: 2025W

COURSE CREDITS: 3

DELIVERY METHOD(S): Face to face, Tuesday 1:00-2:20 in Ewing 344; Thursday 1:00-2:20 in Fishers 16

Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students seeking education here.

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## INSTRUCTOR DETAILS

NAME: Micaela Maftei

EMAIL: MafteiM@camosun.ca

OFFICE: Paul 327/CC119

HOURS: Interurban – Mondays and Wednesdays from 11:30-12:30 in CC 119

Lansdowne – Tuesdays from 11:30-12:30 and Thursdays from 3:00-4:00 in Paul 327

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

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## CALENDAR DESCRIPTION

Are you curious how the world of publishing works? In this course, students create and publish Camosun's student literary journal. Through the production process, students gain theoretical and practical skills and experience related to the publishing of different kinds of creative works. Students will participate in structural and copy editing as well as manuscript preparation while exploring the publishing demands of a variety of online, print, and on-demand media. Students will learn about copyright, as well as review business considerations connected to publishing endeavours; for example, planning and running events, working with cost budgets, and making production choices. Students will launch the completed journal for distribution across the college community.

### PREREQUISITE(S):

One of:

C+ in English 12

C in Camosun Alternative

### CO-REQUISITE(S):

### EQUIVALENCIES:

CRWR 159

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon completion of this course, students will be able to:

Assess a manuscript submitted for publication

Develop comprehensive assessment criteria to guide reading.

Identify where and how work meets or deviates from established assessment criteria.

Collaborate within an editorial team to collectively take editorial decisions and formulate feedback for authors.

Interpret the legalities of writing (including copyright) as they apply to manuscripts.

Revise as needed the structure of a manuscript comprehensively using an established and collaborative process

Identify areas for structural revisions in a manuscript.

Develop a revision strategy by establishing priorities, standards, and a logical process.

Revise a manuscript's structure to meet selected standards.

Apply basic principles of editorial research and fact-checking in the revision process.

Copy-edit a manuscript to publishing standards.

Prepare a literary journal for publication

Work to deadline for editorial, design and print deadlines.

Communicate effectively with peers to align decision-making towards a cohesive final product.

Publish a literary journal

Contribute to the planning and execution of a publication launch event.

Develop and work within the parameters and limitations of a budget during journal production and launch event(s).

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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There is no text or material to buy for this course. I will provide any reading materials used, free of cost.

## COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK	Tuesday	Thursday
1	Introduce syllabus, course	What is editing? What is the editing publishing process? <i>Artful</i> pp.1-7 Introduction
2	Form groups Order of tasks Macro/micro discussion	Positioning <i>Beside the Point</i> /review of other journals/publishing mandate Nexus Greg visit Intro to macro/micro editing
3	<b>In Ewing 200</b> Macroediting mini lesson Subcommittees assess submissions and begin decision-making/macroedit suggestions	<b>In Ewing 100</b> Continue decision-making and prepare letters – get letters out when possible!
4	<b>In Ewing 200</b> Groupwork and letter preparation	<b>In Ewing 100</b> Finish decision-making and letter preparation
5	<b>In Ewing 200</b> Begin micro-editing pieces – use track changes! (yes/no responses to macro letters should come back this week)	<b>In Ewing 100</b> Go over confirmed table of contents Groups prepare presentations and reader's reports More micro-edits on accepted pieces
6	<b>In Ewing 200</b> Group work	<b>In Ewing 100</b> Group presentations on selections (all macro changes back)

WEEK	Tuesday	Thursday
7	READING WEEK	NO CLASSES
8	<b>In Ewing 200</b> Micro edits and Copyediting week!	<b>In Ewing 100</b> More copyediting and send copyedited pieces to authors for final check
9	Discuss cover art/graphics	<b>"Gaining Perspective" <i>Artful</i> 8-33</b> Sequencing
10	Plan launch	Plan launch/reading
11	Copyright (guest lecture)	Proofreading lesson
12	<b>Proof BtP galleys</b>	Graphics visit?
13	Looking ahead to BtP 2025 – new CFP	Discuss journal name change
14	Final checks of....everything	Final wrap-up/Goodbyes/Launch this week!

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced notice is required. Deadlines can be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

#### EVALUATION OF LEARNING

DESCRIPTION	WEIGHTING
Reader's reports – due Feb 14	15%
Sub-committee presentation on selections – in class on Feb 14	15%
Copyedited manuscripts	<b>15%</b>
Participation in proofing galleys – <b>in class</b> on Mar 25	<b>10%</b>
Group Self-Assessment ( <b>this is a group assignment</b> ) – due April 4	20%
Self-reflective final paper – due April 11	25%
TOTAL	100%

#### COURSE GUIDELINES & EXPECTATIONS

This course relies **heavily** on participation. The bulk of the work – putting together the journal – will be done as a group. It is imperative that you attend class, that you engage with your peers/group members, and that you stay engaged in the process. Please think seriously about whether you can, and want to, devote the time and attention that this course demands. We will be working to a number of deadlines which cannot be shifted easily – there are a lot of moving parts to putting together a journal, and it will not be possible to 'catch up' or do 'make-up assignments'. A large portion of your grade is assigned to group work and participation.

**Statement on AI:** *Beside the Point* does not publish AI-generated work. If you have a concern that one of the submissions has been generated with AI, please come and talk to me about it. For your own work (e.g. the self-reflective papers), the same rule applies. That means you have to write it – all of it. Use of generative AI (e.g. ChatGPT) to complete work (for grading or otherwise) is not permitted in this class. If you did not write it, in its entirety, you may not submit it; if you do submit it and it is determined to have been written not by you, you will receive a grade of zero and I will consider it a case of plagiarism. If you have questions about this, please come chat with me.

## SCHOOL OR DEPARTMENTAL INFORMATION

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## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit [camosun.ca/services](https://camosun.ca/services).

Support Service	Website
Academic Advising	<a href="https://camosun.ca/services/academic-supports/academic-advising">camosun.ca/services/academic-supports/academic-advising</a>
Accessible Learning	<a href="https://camosun.ca/services/academic-supports/accessible-learning">camosun.ca/services/academic-supports/accessible-learning</a>
Counselling	<a href="https://camosun.ca/services/health-and-wellness/counselling-centre">camosun.ca/services/health-and-wellness/counselling-centre</a>
Career Services	<a href="https://camosun.ca/services/co-operative-education-and-career-services">camosun.ca/services/co-operative-education-and-career-services</a>
Financial Aid and Awards	<a href="https://camosun.ca/registration-records/financial-aid-awards">camosun.ca/registration-records/financial-aid-awards</a>
Help Centres (Math/English/Science)	<a href="https://camosun.ca/services/academic-supports/help-centres">camosun.ca/services/academic-supports/help-centres</a>
Indigenous Student Support	<a href="https://camosun.ca/programs-courses/iecc/indigenous-student-services">camosun.ca/programs-courses/iecc/indigenous-student-services</a>
International Student Support	<a href="https://camosun.ca/international">camosun.ca/international</a>
Learning Skills	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>
Library	<a href="https://camosun.ca/services/library">camosun.ca/services/library</a>
Office of Student Support	<a href="https://camosun.ca/services/office-student-support">camosun.ca/services/office-student-support</a>

Support Service	Website
Ombudsperson	<a href="https://camosun.ca/services/ombudsperson">camosun.ca/services/ombudsperson</a>
Registration	<a href="https://camosun.ca/registration-records/registration">camosun.ca/registration-records/registration</a>
Technology Support	<a href="https://camosun.ca/services/its">camosun.ca/services/its</a>
Writing Centre	<a href="https://camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills">camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### Academic Accommodations for Students with Disabilities

Camosun College is committed to achieving full accessibility for persons with disabilities. Part of this commitment includes arranging appropriate academic accommodations for students with disabilities to ensure they have an equitable opportunity to participate in all of their academic activities. If you are a student with a documented disability and think you may need accommodations, you are strongly encouraged to contact the Centre for Accessible Learning (CAL) and register as early as possible. Please visit the CAL website for more information about the process of registering with CAL, including important deadlines:

<https://camosun.ca/cal>

### Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

### Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal (see [Medical/Compassionate Withdrawals policy](#)). Please visit <https://camosun.ca/services/forms#medical> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence Policy: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and [camosun.ca/services/sexual-violence-support-and-education](https://camosun.ca/services/sexual-violence-support-and-education).

To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-370-3841

### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <https://camosun.ca/sites/default/files/2021-05/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

