



COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: the College electronically stores this outline for five (5) years only.
 It is **strongly recommended** you keep a copy of this outline with your academic records.
 You will need this outline for any future application/s for transfer credit/s to other colleges/universities.

1. Instructor Information

(a)	Instructor:	Kari Jones		
(b)	Office Hours:	Before class or by appointment		
(c)	Location:	Paul 328		
(d)	Phone:		Alternative Phone:	
(e)	Email:	jonesk@camosun.bc.ca		
(f)	Website:	Karijones.ca		

2. Intended Learning Outcomes

(No changes are to be made to these Intended Learning Outcomes as approved by the Education Council of Camosun College.)

Upon completion of this course students will be able to

1. Prepare a manuscript for publication
 - Identify suitable publishers and agents.
 - Develop and write a comprehensive publication plan.
 - Write query letters and prepare a pitch to editors and agents.
 - Interpret the legalities of writing (including copyright) as they apply to manuscripts.
 - Write an author's biography that meets publisher criteria.
2. Edit and revise 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.
3. Copy-edit a manuscript to established publishing standards
 - Proofread a manuscript at an advanced level.
 - Edit a manuscript for style and correctness appropriate to the target audience.

3. Required Materials

- (a) *The Artful Edit: On the Practice of Editing Yourself* by Susan Bell

- (b) *A Pocket Style Manual 6th ed* by Diana Hacker and Nancy Sommers (or your favourite grammar guidebook)

4. Course Content and Schedule

(This section can include: class hours, lab hours, out of class requirements and/or dates for quizzes, exams, lectures, labs, seminars, practicums, etc.)

See class hand out

5. Basis of Student Assessment (Weighting)

Assignments	Value
Preparing for Publication	20%
1. Publisher selection	
2. Manuscript submission	
Manuscript	6%
Editing x3 (13% each)	39%
Publishing and Editing	20%
1. Chapbook	
2. Assignment form	
In-class work, attendance, and participation	15%
	100%

6. Grading System

(No changes are to be made to this section unless the Approved Course Description has been forwarded through the Education Council of Camosun College for approval.)

Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D	Minimum level of achievement for which credit is granted; a course with a "D" grade cannot be used as a prerequisite.	1
0-49	F	Minimum level has not been achieved.	0

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy E-1.5 at camosun.ca for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

IP	<i>In progress:</i> A temporary grade assigned for courses that, due to design may require a further enrollment in the same course. No more than two IP grades will be assigned for the same course. <i>(For these courses a final grade will be assigned to either the 3^d course attempt or at the point of course completion.)</i>
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.

7. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College calendar, at Student Services, or the College web site at camosun.ca.

STUDENT CONDUCT POLICY

There is a Student Conduct Policy **which includes plagiarism**. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, at Student Services, and the College web site in the Policy Section.

ADDITIONAL COMMENTS AS APPROPRIATE OR AS REQUIRED

- Assignments are due on the date assigned unless either you have a doctor's note, or we have decided as a class to change the date.
- Late assignments may not be read, or they may loose marks.
- In-class exercises are due on the day we do them in class and cannot be made up afterwards.
- If you have trouble meeting deadlines or attending class, please come and talk to me.