

Syllabus Editing & Layout

Description: In this course, students will learn editing and layout processes, with an emphasis on accuracy and fairness, including the principles and techniques of design.

Objectives:

- AP Style
- Copyediting
- Ethics in editing
- Principles of editing
- Layout processes
- Programs for layout
- Layout ethics
- Layout for print products
- Layout for web

Required Text: AP Stylebook 2022-2024

Instructor Information:

Kati Moody

CM 158

Office Hours M/W 11-noon & 3-4 T/R 11-noon Friday: 8-noon and by appointment

kmood@southplainscollege.edu

Grading:

Weekly Assignments (25 percent)

Weekly Quizzes (25 percent)

Two (2) Layout Projects (25 percent)

One (1) Final Project (25 percent)

Class Schedule:

Module 1

Weeks 1-4 AP Style

Students will review and retain information regarding AP Style and the importance of AP Style in journalism. Students will participate in weekly quizzes pertaining to AP Style and turn in weekly assignments testing their abilities to accurately edit copy.

Module 2

Weeks 5-8 Introduction to Layout Processes for Print

Students will be introduced to the processes utilized to layout copy for print products. Students will review and retain information related to the ethics and importance of decisions regarding layout in print products, including newspaper and magazine.

Module 3

Weeks 9-12 Introduction to Layout Process for Web

Students will be introduced to the processes utilized to layout copy for web. Students will review and retain information related to the ethics and importance of decisions regarding layout in web and digital products, including websites and social media.

Module 4

Weeks 13-16 Applying AP Style and Ethics to Layout

Students will use the information they have learned throughout the semester to apply ethics and AP style principles to layout for their own print and web product. Students will be expected to turn in two finished products for their final grade.

Quizzes (25 percent)

Students will be expected to complete weekly quizzes in class regarding AP Style. Students must be in class to complete the quizzes and the total grade for quizzes will account for 25 percent of the student's final grade. Students will not be able to make up quizzes.

Assignments (25 percent)

Students will have weekly assignments due to demonstrate their understanding of editing and AP Style. Assignments will be due Thursday by 4 p.m. Assignments that are not turned in on time will not be accepted.

Projects (25 percent)

Layout for Print: Students will be given a template to apply the principles learned regarding layout for print products. Students will submit a completed layout for a print product for a grade using the resources supplied by the instructor.

Layout for Web: Students will be given a template to apply the principles learned regarding layout for web products. Students will submit a completed layout for a web product for a grade using the resources supplied by the instructor.

Final Project (25 percent)

Students will use the information they have learned throughout the semester to apply ethics and AP style principles to layout for their own print and web product. Students will be expected to turn in two finished products for their final grade.

Intellectual Exchange Statement

In South Plains College courses, the instructor will establish and support an environment that values and nurtures individual and group difference and encourages engagement and interaction. Understanding and respecting multiple experiences and perspectives will serve to challenge and stimulate all of us to learn about others, about the larger world and about ourselves. By

promoting intellectual exchange, we will not only mirror society as it is, but also model society as it should and can be.

Disabilities Statement

Students with disabilities, including but not limited to physical, psychiatric, or learning disabilities, who wish to request accommodations in this class should notify the Disability Services Office early in the semester so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodations must provide acceptable documentation of his/her disability to the Disability Services Office. For more information, call or visit the Disability Services Office at Levelland (Student Health & Wellness Office) 806-716-2577, Lubbock Centers (located at the Lubbock Downtown Center) 806-716-4675, or Plainview Center (Main Office) 806-716-4302.

Non-Discrimination Statement

South Plains College does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Vice President for Student Affairs, South Plains College, 1401 College Avenue, Box 5, Levelland, TX 79336. Phone number 806-716-2360.

Title IX Pregnancy Accommodations Statement

If you are pregnant, or have given birth within six months, under Title IX you have a right to reasonable accommodations to help continue your education. To activate accommodations you must submit a [Title IX pregnancy accommodations request](#), along with specific medical documentation, to the Health and Wellness Center. Once approved, notification will be sent to the student and instructors. It is the student's responsibility to work with the instructor to arrange accommodations. Contact the Health and Wellness Center at 806-716-2529 or email dburleson@southplainscollege.edu for assistance.

CARE (Campus Assessment, Response, and Evaluation) Team

South Plains College is committed to ensuring the safety, health, and well-being of its students and community. To support its campus community SPC has a CARE Team. This is a dedicated group of campus professionals responsible for assessing and responding to students who could benefit from academic, emotional, or psychological support, as well as those presenting risk to the health or safety of the community. If you see someone experiencing challenges, appearing distressed, posing a threat to their safety or someone else's safety, or causing a significant disruption to the SPC community, please submit a [CARE Team referral](#). You may also submit a referral for yourself if you would like additional support. NOTE: In cases where a person's behavior poses an imminent threat to you or another, contact 911.

Campus Concealed Carry Statement

Texas Government Code 411.2031, et al. authorizes the carrying of a concealed handgun in South Plains College buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and South Plains College policy, license holders may not carry a concealed handgun in restricted locations. For a list of locations and Frequently Asked

Questions, please refer to the Campus Carry page
at: <http://www.southplainscollege.edu/campuscarry.php>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all South Plains College campuses. Report violations to the College Police Department at 806-716-2396 or 9-1-1.

Cheating & Plagiarism

Dishonesty of any kind on examinations or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination, obtaining information during an examination from the textbook or from the examination paper of another student, assisting others to cheat, alteration of grade records, illegal entry or unauthorized presence in an office are examples of cheating.

Complete honesty is required of the student in the presentation of any and all phases of course work. This applies to quizzes of whatever length, as well as to final examinations, to daily reports and to term papers.

Offering the work of another as one's own, without proper acknowledgment, is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical expression of material taken from books, encyclopedias, magazines and other reference works, or from the themes, reports or other writings of fellow student, is guilty of plagiarism.