Copy Editing
Comm 218/418
Fall Quarter 2006

Class: Monday
Meeting: 2:00 p.m.-3:25 p.m.
Classroom: Runner office
Modular East I,
Room 103

Instructor: John Emig

Office Hours: Monday, Wednesday – 11:15 a.m.-12:15 p.m.
Tuesday – 9 a.m.-noon
All office hours in The Runner office, Modular East I, Room 103
Or by appointment

E-Mail: jemig@csub.edu

Required Materials:
A good dictionary.

COURSE OVERVIEW

This course is devoted to the production of “The Runner,” the CSUB campus newspaper. Students will involve themselves in the copy editing of the newspaper as appropriate to their interests and assignments. Students may operate Macintosh computers in the production effort. Software programs used include Microsoft Word, QuarkXpress 6.5, and Photoshop 7.0. In addition to the print edition of “The Runner,” students will also have an opportunity to become involved in the production of the on-line edition of the newspaper.

Expectations:
Students are expected to attend each scheduled class period and show up on time, prepared for classroom discussions. Students may copy-edit stories, select and edit photos and write headlines and captions as assigned by newspaper editors. Students will complete their assigned duties in a timely fashion as necessitated by the production schedules of the newspaper. Students will turn in to the instructor a printed, double-spaced copy of each story they have edited at the same time the story is returned to the assigning editor. That printed copy will be graded by the instructor and returned to the student.
Class Activities:
The Monday class session will be devoted to instructor-led discussion of copy editing practices and principles and the copy editing of stories for the newspaper.

Plagiarism:
Plagiarism is not tolerated at CSUB and will not be tolerated in any form in this class. Plagiarism is defined as “… the misuse of published works of another by claiming them as one’s own.”¹ Students must make appropriate acknowledgments of the original source where material written or compiled by another is used. See instructor’s website for a more thorough examination of this topic.

Grading Requirements:
Grading will be at the discretion of the instructor based on the amount of effort put forth by the student and the quality of the copy editing and other work. Students will be graded on their copy editing with respect to grammar, punctuation, accuracy, fairness, balance, thoroughness, organization and style. Student participation in class activities will also be considered in the determination of the final grade for the class.

¹ CSUB 2003-2005 Catalog, Page 57.