Course Meets

Mon/Weds – 5:30—6:45 p.m., O’Conner Room 222

Required Texts and Materials

• A notebook (electronic notebook, laptop, iPad, or paper notebook for exercises and journaling)

Recommended Texts and Materials


Course Design and Objectives

This course will give students professional editorial experience while they produce the Windward Review, Vol. 18, a national literary journal celebrating Coastal Bend narratives. Students will act as an indispensable editorial team to publish the fiction, poetry, creative non-fiction, and art from local and professional artists. The course is designed to help students develop a sense of craft as writers and editors while you work on all phases of production, from reading and selecting submissions to corresponding with professional writers that have submitted to the journal. In favor of a team model, students will have opportunities to specialize in other roles, such as marketing/publicizing, social media, web design, copy editing, or planning the lay-out on InDesign. Assessment via editorial deadlines/deliverables and reflection assignments.

Student Learning Objectives

Upon successful completion of the course, students will be able to:
• Objectively assess the merits of creative work in the genres of fiction, nonfiction, and poetry, and professionally correspond with contributors and submitters
• Develop a sustained marketing/publicizing strategy that promotes and celebrates the Windward and its authors and related events, and builds our distribution network
• Artfully arrange the sequence of the journal’s contents, paginate on InDesign
• Fulfill all objectives within a team setting, and cultivate ethical and professional intercommunication skills

Course Requirements and Grade Distribution
Grades will be determined according to the following percentages for each component of the course requirements:

- Professionalism: 10% | Journal Reflections 10% | Reviewing Submissions: 20% |
- Responding to Submissions 10% | Editorial Team Work 20% |
- Arrangement/Copy Editing 20% | Final Exam: Self-Assessment, Editor’s Resume, and Cover Letter 10% |

**Journal Reflections and Planning: (10%)**

Throughout the semester, you will need to be reflecting on and assessing your progress on your editorial team and your other deadlines. At least every other week, you will need to assess your progress and revise or update your plans. I will set up your Journal on BB, under Course tools.

**Reviewing Submissions (20%):**

During the first part of the semester, all students will be learning and engaged in the process of reviewing submissions of poetry, fiction, nonfiction, and art, in an anonymous screening process. You will be learning the criteria for evaluating the merits of poetry, fiction, and nonfiction within the scope of our journal’s mission (voices from and about South Texas and the Coastal Bend) and the current theme, Civility and You. You will also be learning to work with a team in arriving at decisions together.

**Responding to Submissions (10%):**

After reviewing submissions, you will be learning how to correspond professionally, with encouragement and detailed feedback, with potential contributors and submitters during the acceptance and non-acceptance feedback, as well as writing contracts under the North American Serial Rights of authors.

**Editorial Support Teams: (20%):**

In favor of a team model, students will also have choices and opportunities to specialize in other roles, such as marketing/publicizing, social media, web design, copy editing, or planning the lay-out on InDesign. Students in each time will develop and execute a vision, goals, and plan. This will include setting up editorial deadlines and deliverables.

**Arrangement/InDesign 20%**: Artfully arranging the contents, designing fonts, paginating, etc., learning InDesign, Copy-editing

**Final Exam: (10%)** Self-Assessment with Editor’s Resume and Cover Letter

**Note on Professionalism:**
While this isn't a class that calls for tests or other more usual academic evaluation methods, it does ask of you a high degree of *professionalism*. You will be expected to be in class on time at the start of each class period, to do every assigned reading and to be fully prepared to discuss every reading assignment and piece of your peers’ submitted work throughout the semester, *whatever else is going on in your life!* A workshop only works if all its participants are willing to give, and to be engaged with the group at all times. From time to time, I may assign a short in-class reading quiz.

### My Course Policies

**Professionalism: (10%)**
Your professional conduct is an urgent part of what will help you and our community of learners in this course successful. In other words, you are one of the parts that make the whole. Your professional contribution to our community of learners requires your *attendance, daily preparation, participation, and interaction*. Participation in physical and virtual class discussions is an important part of this course. This course sees professionalism as the ways you prepared, contributed to/engaged in the processes of reading, writing, organizational work, collaborative work, online and face-to-face discussions and inquiry, peer-draft reviewing, drafting, revising, and critical thinking. Reading quizzes will count toward professionalism. You need to plan to attend every class, be in class on time, and stay until the end of class.

**Blackboard Policy**
You are responsible for checking our course on Blackboard every T/TR. Check Announcements for daily assignments and messages from me. Download the free BB app, if you have smartphone!

**Establish Partnerships and Communicate**: Make a pact with at least two colleagues in your group to stay in contact about the course in the event of one’s absence. You are encouraged to take responsibility for each other and for information missed. If you are absent, make sure a colleague picks up necessary handouts, worksheets, and takes careful notes and gathers information for you. Again, always check Blackboard.

**E-Communication Policy**
- The best way to contact me is through my email address: robin.carstensen@tamucc.edu.
- I will respond to professional emails that include your subject and class section in the Subject Heading, address me by my professional title, and offer your signature.
- I will respond to email within 24 hours between 9 a.m.- 5 p.m, M-F.
- Though I do respond to e-mails from students who have very specific questions, I never respond to tweets, instant-messages, badly misspelled, and vague, unprofessionally addressed e-mails or text-messages, such as “hey, slept thru alarm. what’d i miss?”
- If you need an appointment with me outside of my office hours, please ask me after class or email me.
Absence Policy: It is impossible to earn an A after three absences, and very unlikely to earn a B after five absences. So, try to save your absences for unexpected illnesses and crises (i.e., don’t use them all up recuperating from all-night festivities). Typically, an “A” student exemplifies outstanding community professionalism and self-initiative.

Late work Policy: In the case that a document is turned in or posted late with no prior arrangement with me, that document’s grade will be lowered ten percentage points for each class meeting that the student fails to turn it in. If the student has made arrangements with me prior to class, due to job, sports team travel or family crisis, late work may be accepted with no grade penalty.

Extra Credit: I encourage you to attend literary events, performances, and lectures within and around the campus community. To that end, I award you extra credit for attending a literary, creative, and/or performance-based event, in full, and typing at least a two-page detailed reflection, using literary concepts and vocabulary that you are learning in class. I announce these events on Blackboard and in class, and welcome your own announcements of such events hosted by any student organizations and extracurricular groups in which you are active.

Grading Standards

A (90%-100%): Outstanding work. An A document superbly addresses all components of the assignment. It clearly and logically expresses and develops an idea for a particular audience in an interesting way. A writing is highly polished and generally contains no errors in the use of English.

B (80%-89%): Very good work. A B document does a better than average job of addressing all components of the assignment. It expresses and develops an idea in a clear, logical way, and it is well adapted to the needs of its intended readers. B writing contains few or none of the common errors in the use of English. The professional appearance of B work is generally neat and polished.

C (70%-79%): Competent work. A C document manages to address most of the components of the assignment and develops an idea for its intended readers, but does little to create a positive or lasting impression on them. C writing avoids serious errors in the use of English. The professional appearance of C work is acceptable but unremarkable and needs revision, polish, or redesign.

D (60%-69%): Unsatisfactory work. A D document is flawed by one or more of the following: insufficient attention to the assigned task and its audience, poorly developed ideas, inaccurate information, errors in the use of English.

F (50%-59%): Unacceptable work. An F document is flawed by one or more of the following: failure to accomplish the assigned task and adapt to its audience, failure to develop an idea, serious errors in the use of English language.
Academic Advising

The College of Liberal Arts requires that students meet with an Academic Advisor as soon as they are ready to declare a major. Degree plans are prepared in the CLA Academic Advising Center. The University uses an online Degree Audit system. Any amendment must be approved by the Department Chair and the Office of the Dean. All courses and requirements specified in the final degree plan audit must be completed before a degree will be granted. The CLA Academic Advising Office is located in Driftwood #203. For more information please call 361-825-3466.

Academic Integrity/Plagiarism

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one’s own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in the F.

Classroom/Professional Behavior

Texas A&M University-Corpus Christi, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor’s ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

In-class Conduct

- In general, treat each other and the instructor with respect and follow standards of common courtesy. Here are a few specifics:
- Please place all cell phones or other electronic communication devices out of sight (in a bag, purse, pocket) while in class. You may think quietly texting someone is not distracting to the instructor or fellow students, but it is.
- Do not use your time in our class to work on assignments for other classes.
- Do not talk or make excessive noise while the instructor or another student is speaking to the class as a whole. (This includes typing on the keyboard or clicking the mouse.)
- When group work is assigned in class, you must work in a group, not as an individual.
During group work time, please stay on task and work cooperatively with other group members.

**Dropping a Class**
I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. Please be aware that you are allowed 6 drops in your entire undergraduate career, so these decisions must be made carefully. **April 10th** is the last day to drop a class with an automatic grade of “W” this term.

**Grade Appeals***
As stated in University Procedure 13.02.99.C2.03, *Student Grade Appeals*, a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see University Procedure 13.02.99.C2.03, *Student Grade Appeals*. These documents are accessible online at: [http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf](http://academicaffairs.tamucc.edu/rules_procedures/assets/13.02.99.C0.03_student_grade_appeals.pdf). For assistance and/or guidance in the grade appeal process, students may contact the Associate Dean’s office in the college in which the course is taught. For complete details on the process of submitting a formal grade appeal in CLA, please visit the College of Liberal Arts website, [http://cla.tamucc.edu/about/student-resources.html](http://cla.tamucc.edu/about/student-resources.html).

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**Student Resources**

**Students with Disability and Veterans**

*Disabilities Accommodations*

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability
requiring an accommodation, please call or visit Disability Services at (361) 825-5816 in Corpus Christi Hall 116.

If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance at (361) 825-5816.

**The Center for Academic Student Achievement (CASA):** The Writing Center of CASA provides free writing instruction to any student interested in improving his/her writing abilities. Tutors will assist you with all aspects of writing. The Writing Center’s purpose is not to correct or proofread your drafts but to help you learn strategies that good writers use during the processes of writing. You may visit the Center for assistance with a writing project for any of your classes. It is located in the Glasscock Building (825-5933).

**University Counseling Center**

We all encounter stress, problems, and difficult decisions in our daily lives. Sometimes, these problems may seem overwhelming or it might be difficult to talk about certain issues with your friends or family. The University Counseling Center is available for all students enrolled at TAMUCC. Students seek counseling for a multitude of reasons and the University Counseling Center offers individual therapy, group counseling, psychiatric services, psychological testing, consultation, outreach services, alcohol and drug education and prevention programs, and personal skills training. If you are in need of counseling services or just someone to talk to, please call or visit the University Counseling center at (361) 825-2703 in the Driftwood Building. Visit: [http://counseling.tamucc.edu](http://counseling.tamucc.edu) for more information.

**Reminder to English Majors:** As part of the English undergraduate capstone course (ENGL 4351), all English majors are required to submit a portfolio of writings in different discourse genres that they have completed for their college classes. To help you prepare for this assignment, you should keep a copy of all essays, research papers, literary analyses, creative and report writing, etc., so that you will have an ample selection from which to choose when the portfolio comes due.

Tentative Schedule Outline:

**For the Schedule, see Blackboard Announcements, updated weekly, with more specifics.**

**Week 1: Wednesday, January 22:** Course introductions and in-class writing: individual and collaborative. Readings and Exercises from the Literary Publishing text.

**Weeks 2-6 Overview:** Reviewing Submissions and Editorial Workshop Sessions
Week 2: January 27 & 29: Reviewing Submissions and Editorial Team Sessions

Reflective Journal Entries Due |

Week 3: Feb 3 & 5: Reviewing Submissions and Editorial Team Sessions

Editors Deliverables Due

***Extra Credit: University Author’s Day, February 6th—Ire’na lara silva will be the featured writer for the 2020 University Authors Day, which will be on February 6th and 7th. Thursday night will be the big public reading (more details to follow), and Friday will be the big event with approximately 140 area high school students.

Week 4: Feb. 10 & 12: Reviewing Submissions and Editorial Team Sessions

Reflective Journal Entries Due |

Week 5: Feb. 17 & 19: Reviewing Submissions and Editorial Team Sessions

Editors Deliverables Due | First Round of Decisions in Whole Group

Week 6: Feb. 24 & 26: Reviewing Submissions and Editorial Team Sessions

Reflective Journal Entries Due | Second Round of Decisions in Whole Group

**Extra Credit: People’s Poetry Festival: February 27-29

Week 7: March 2: Introduction and Modeling Responding to Submissions |

Assigning Responses | Editors Deliverables Due

Week 7: March 4: No Class. ICW (Islander Creative Writers) traveling to AWP.

***March 4-7 ICW students traveling to AWP (Associated Writers and Writing Programs Conference, San Antonio)
**Week 8: March 9-13: Spring Break!!!**

Week 9: March 16 & 18: *Responding to Submissions | Begin Arrangement of Content*
   
   *Reflective Journal Entries Due |*

**Week 10: March 23 & 25: Responding to Submissions | Arrangement of Content**

Arrangement and *Editors Deliverables Due*

**Week 11: April 6 & 8: Arrangement of Content**

*Reflective Journal Entries Due |*

***Drop Date: April 10th***

Week 12: April 13 & 15: *Copy Editing Content/ Corresponding with Contributors*

*Editors Deliverables Due*

Week 13: April 20 & 22: *Copy Editing Content/ Corresponding with Contributors*

*Reflective Journal Entries Due |*

Week 14: April 27 & 29: *Editorial Teams: Copy Editing and Marketing*

*Editors Deliverables Due*

Week 15: May 4 & 6: *Final Copy Editing & Group Assessment and Strategic Planning*

Week 16: May 11-14: *Final Exam/Self- Assessment with Editor’s Resume and Cover Letter*