



ENG 563.01W (Creative and Scholarly Publishing)

CRN 40132

COURSE SYLLABUS: Summer I 2014

(2nd June-3rd July)

Instructor: M. Hunter Hayes, Associate Professor

Office Location: HL 140

Office Hours: Monday-Friday, 10:00-11:00 and by appointment

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

There are no required textbooks for this course.

Course Description

Creative and Scholarly Publishing (ENG 563.01W) is intended as introduction to publishing for writers. Although this is not designed as an all-inclusive course by any means, nor is it a guarantee that the works you submit for publication will be accepted by a publisher, it will provide you with a foundation pertaining to the professional market for creative activities and nonfiction work. Some of the fundamental purposes of this include helping students understand publishing from creative, editorial and marketing perspectives; helping students become more engaged with their respective "fields" or discursive communities; and to prepare students further in pursuing academic and creative endeavors.

Student Learning Outcomes

1. Students will possess a basic understanding of the publishing market relevant to their emphasis.
2. Students will understand how to identify appropriate venues for submitting work for publication consideration.

3. Students will understand how to develop strategies for gaining insights from others' perspectives and experiences regarding publishing markets.

Students should approach this course as a practicum, one designed to eliminate some of the mystery from the publishing process so that each student will feel better prepared for submitting creative or scholarly works for publication consideration. As a practicum this course will give students a measure of "real world" experience with submitting their work for publication. Indeed, my intention is for students to submit works to publishers not only by the end of this course but also for them to continue doing so afterward. Students will learn to identify print and electronic publications that would be appropriate places to submit original work; they will compose letters of inquiry and transmittal (ie, "queries" and "cover letters") relevant to the students' original contributions and specific publishers; and they will conduct interviews with writers and/or editors. In addition to submitting original compositions as appropriate to the student's interest in fiction, poetry, creative nonfiction, and/or scholarly essays, each student will also prepare to submit at publisher an initial query letter and a cover letter that will accompany the manuscript (ms).

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

This course consists of a series of activities and assessments to assist you in achieving the outcomes/objectives of this course and instructional units/modules. By the end of this course the class will participate in a variety of exercises and activities within a workshop atmosphere in order to glean a better understanding of relevant publishing markets.

- **Weekly Discussions:** During Weeks 1-4 all students must engage in the directed discussion activities, which may include searching for information and reporting findings to the class. *(10% each; 40% of total course grade)*
- **Submission of edited manuscripts:** Students will prepare and submit manuscripts as follows:
 - Prose (fiction, creative nonfiction, scholarly essays): Three completed and edited mss, at least two to be submitted to print publications
 - Poetry: Three groups of 2-5 poems, at least two groups for submission to print Publications*(15% of course grade)*
- **Interview & Commentary:** Each student will conduct a brief interview (in person, by telephone, or via email or Skype) with an editor or writer. The student must compose the interview questions and submit them to the instructor prior to the interview. After the

interview the student will submit to the instructor the complete interview transcript with the student's analysis of the conversation.

(15% of course grade)

- **Query Letters:** Each student will compose and submit to the instructor query letters, as appropriate to actual publications, pertaining to the student's work.

(10% of total course grade)

- **Cover Letters:** Each student will compose and submit to the instructor cover letters intended to accompany the student's work. As with the queries, these should be actual letters and not hypothetical exercises. The idea is that you will then have vetted letters to use in submitting your work, whether submitting hard copies or electronically by email or a submission manager.

(10% of course grade)

- **Journal Report:** Students must also provide detailed, analytical reports on a selected publication (journal or trade magazine) of their selection. Popular and general interest magazines will not be permitted as subjects for these reports.

(10% of total course grade)

GRADING

Grading Criteria

The student's final grade for the course will stem from the following:

40	Discussions (10% each)
15	Submission to instructor of complete, edited manuscripts
15	Interview & Commentary
10	Query letters
10	Cover letters
10	Journal Report

Grading Scale

I will calculate grades as follows:

A	90-100
B	80-89
C	70-79
D	60-69

TECHNOLOGY REQUIREMENTS

All students should have reliable access to a computer with a word-processing program and printer and internet access.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

Because email is the primary method of communication on campus I will communicate with students via email sent to their university email account. Be sure to check your university email frequently. I will also make announcements during class. Although students are welcome to meet with me during and outside of my posted office hours, I recommend scheduling an appointment to ensure my availability.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Academic Honesty Policy

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of **academic dishonesty**. Conduct that violates generally-accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another person and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension and expulsion (Texas A&M University-Commerce Code of Student Conduct 5.b[1, 2, 3]). Cheating, including plagiarizing papers in whole or part, will result in a grade of zero (0) on the assignment for the first offense and failure of the course for any subsequent offenses.

Attendance Policy

Students must logon to the course site regularly and frequently, completing all assigned activities by the posted deadlines. For practical reasons, each week will follow the university's schedule but with each day extended to midnight. Thus, except for the final week each week will run from 8:00 AM on Monday until 11:59 PM on Friday. Students will be able to access that week's unit through the weekend until the end of the semester.

Students must follow the weeks as they progress; I will not open any units ahead of the schedule.

Assignment Policy

I will provide specific details regarding assignments within the respective unit and possibly by email.

Late Work

I will not accept any assignment after its due date. Assignments submitted after the due date may receive a score of zero (0).

Drop a Course

A student may drop a course by logging into his/her myLEO account and clicking on the hyperlink labeled "Drop a class" from among the choices found under the myLeo section of the Web page. Students should review the university's academic calendar for drop and withdrawal deadlines.

Incompletes

Incompletes (grade of "X") are granted only under rare and extraordinary circumstances.

Administrative Withdrawal

I reserve the right to drop a student from the course administratively for excessive absences or violations of student conduct codes.

University Specific Procedures

ADA Statement

Students with Disabilities

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 have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Gee Library- Room 132

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

StudentDisabilityServices@tamuc.edu

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

COURSE OUTLINE / CALENDAR

The following course schedule is subject to revisions and other modifications as the instructor deems necessary for the course. Any changes to the course schedule will be announced on the course website in advance of the week in which the change will occur.

WEEK 1 (June 2nd-6th)

- Publishing Overview: literary and scholarly journals, book publishing
- Identifying and Evaluating Publications
- Assignment: Discussion Assignment #1

WEEK 2 (June 9th-13th)

- Understanding the submission and editorial processes
- Interviews
- Assignments: Discussion Assignment #2; select one journal for report; begin drafting report (due June 26th); identify an editor or author for interview

WEEK 3 (June 16th-20th)

- Preparing Manuscripts for Submission
- Query Letters, Cover Letters, and Proposals
- Assignments: Discussion Assignment #3; draft query and cover letters

WEEK 4 (June 23rd-27th)

- Alternative Publishing
- Assignment: Discussion Assignment #4; journal report due (26th); drafts of cover and query letters due (26th)

WEEK 5 (June 30th-July 3rd)

- Agents, Contracts, Copyright, and Other Business
- Assignments (all due July 3rd): Interview transcripts; revised letters with edited mss

Assignment	Deadline
Discussion Assignment #1	June 5 th
Discussion Assignment #2	June 12 th
Discussion Assignment #3	June 19 th
Discussion Assignment #4	June 26 th
Journal Report	June 26 th

Cover & Query Letters (drafts)	June 26 th
Cover & Query Letters (revised) & edited mss	July 3 rd
Interview Transcripts	July 3 rd