

MEDAILLE COLLEGE
AGASSIZ CIRCLE
BUFFALO, NEW YORK

COURSE OUTLINE

Program: English
Course Number: ENG 330
Course Title: *Prelude* Practicum II
Number of Credits: 1.5
Prerequisites: ENG ____ (intro to creative writing course or ENG 310, ENG 311,
ENG 312, or ENG 313)

A. Catalog Description of Course:

A course designed to help students master the tools and strategies needed to complete desk-top publication of the *Prelude*, as well as, in the future, to create a website for the Medaille creative arts journal. This course also is designed to help students learn how to edit and organize copy; learn how to use desk-top publishing software to format and layout a book of poems, stories, and visual art; to help students master the software skills necessary to build a website for the *Prelude*, as well as, in the future, to publish the Medaille creative arts journal online.

B. Goals:

Upon completion of this course students will be able to:

- Work with others to delegate and calendar projects and meet due dates.
- Learn the rules regarding grammar, usage, and convention necessary to work successfully as a copy editor.
- Master the software and desk-top publishing skills needed to organize, format, and layout a combination of written and visual art to create a compelling creative arts journal.
- Learn how to communicate and work with a publisher to obtain hard copies of the *Prelude*.
- Master the software skills necessary to create a website for the *Prelude* and publish the Medaille creative arts journal online.

C. Objectives:

Upon completion of this course students will be able to:

- Implement the rules of grammar, usage, and convention necessary to work

successfully as a copy editor.

- Apply the software skills needed to format and layout a creative arts journal.
- Implement an editor's skills necessary to organize poems, stories, and visual art in a manner that enhances the quality of all the work in a creative arts journal.
- Work effectively with others to establish due dates for various projects and meet those deadlines.
- Work effectively with a publisher to create a copy of a creative arts journal that is print-ready for publication.
- Apply the software skills necessary to create a website and to publish the *Prelude* on line.

D. Outline of Course Content:

- Share teamwork skills and strategies; how effectively to schedule and delegate tasks.
- Share grammar rules and copy editing skills.
- Share format and layout skills and strategies; how to create a story board.
- Share editorial skills; how effectively to set out criteria for selection of art work.
- Share workshop skills and how to discuss quality of art work for selection.
- Practice discussion and selection.
- Share skills and strategies for layout and ordering poems, stories, and visual art.
- Share skills and strategies for data entry via desk-top publishing software.
- Practice data entry, format, and layout in desk-top publishing software.
- Share skills and strategies for creation of a website.
- Practice creation of a website; how effectively to enter data on the website.

E. Suggested Texts:

Anderson, Paul. *Technical Communication: A Reader-Centered Approach*. 5th ed. NY: Harcourt-Brace, 2003.

Pagel, Larry. *Proofreading and Editing Precision*. Mason, OH: Thomson, 2006.

Rosenwasser, David. *Writing Analytically*. 3rd ed. Boston: Thomson/Heinle, 2003.

Williams, Joseph. *Style: Ten Lessons in Clarity and Grace*. 7th ed. NY: Longman, 2003.

F. Instructor References:

American Poet: The Journal of the Academy of American Poets.
Doubletake.

Fiction Writer's Market.

Field (Oberlin College creative arts journal).

New England Review.

Pater, Alan F. *Anthology of Magazine Verse: Yearbook of American Poetry*. Palm Springs, FL: Monitor Book Company.

Poet's Market.

Santa Clara Review (Santa Clara University creative arts journal). *The Spoon River*

Poetry Review (Illinois State University creative arts journal).

Willow Springs (Eastern Washington University creative arts journal).

The Worcester Review (Worcester County Poetry Association, Inc.).