

I. Catalog Description and Credit Hours of Course:

Practicum in the forms of research commonly performed by professional writers, such as historical and data fact-checking; analysis of and collaboration with authorial style; and usage of CMS, APA, and online style manuals. (3 credit hours)

II. Prerequisite(s): EN 311 or graduate standing

III. Purposes or Objectives of the Course:

- A. Students will demonstrate the ability to correctly use two major style manuals: CMS, and APA.
- B. Students will demonstrate an understanding of analyzing and collaborating with different authorial styles.
- C. Students will demonstrate the ability to use in-print and online resources to fact check in various disciplines and to communicate with human resources to obtain necessary information.

IV. Expectations of Students:

- A. Students will complete all projects, readings, and writing assignments by the deadlines
- B. Students will attend, be prepared for, and participate in all classes.
- C. Graduate students will complete an additional editing project of 40-50 pages in *Chicago* style.

V. Course Content or Outline:

- A. Analysis of various authorial styles 12 hours
 - 1. editing marks, queries, and house style
 - 2. the basics in grammar, punctuation, numeration
 - 3. normalizing exercises
 - 4. compiling the style sheet
 - 5. differences in presentation of style sheets to authors, compositors, and publishers
- B. Usage of *Chicago Manual of Style* 6 hours
 - 1. common issues and limitations
 - 2. bibliographic structures
 - 3. manuscript editing practicum
- C. Usage of *Publication Manual of the American Psychological Association* 6 hours
 - 1. common issues and limitations
 - 2. bibliographic structures
 - 3. manuscript editing practicum

D. Online style considerations	6 hours
1. user-interface text basics	
2. online content legal checklist	
3. online editing practicum	
E. Fact-checking and verification	15 hours
1. awareness	
2. contractual (and noncontractual) roles of copyeditor and author	
3. sources: libraries, online, direct source	
4. historical fact-checking	
5. data fact-checking	
6. communication with a human resource	
Total	45 hours

VI. Textbook(s) and/or Other Required Materials or Equipment:

- A. *Chicago Manual of Style*
- B. *Publication Manual of the American Psychological Association*,
- C. *The Oxford Guide to Library Research*
- D. *The Fact Checker's Bible* (Anchor)

VII. Basis for Student Evaluation:

A. Undergraduate Students	
1. Weekly worksheets and quizzes	20%
2. Participation in discussions	10%
3. Fact checking project	10%
4. Two major editing projects	40%
5. Midterm and final exams	20%
B. Graduate Students	
1. Weekly worksheets and quizzes	10%
2. Participation in discussions	10%
3. Fact checking project	10%
4. Two major editing projects	30%
5. Midterm and final exams	20%
6. Major CMS editing project	20%

VIII. Academic Policy Statement

The Undergraduate Bulletin defines academic dishonesty as "...those acts which would deceive, cheat, or defraud so as to promote one's scholastic record...", and states that "[v]iolations of academic honesty represent a serious breach of discipline and may be considered grounds for disciplinary action, including dismissal from the university". You are expected to understand and abide by the rules governing academic honesty. The official statement about academic honesty, including plagiarism, may be found in the University's Code of Student Conduct (<http://www6.semo.edu/stuconduct/Code%20of%20Student%20Conduct%20Jan%2004-Revised%20Jul%2008.pdf>).

A common example of academic dishonesty is plagiarism, defined in the university Code of Student Conduct as "the act of passing someone else's work

off as one's own" and, additionally, as "using the essential style and manner of expression of a source as if it were one's own." Any student submitting an assignment that fits either of these descriptions, will, at a minimum, receive a zero on that assignment with no opportunity to re-submit it. If you have *any* questions about what might qualify as academic dishonesty, you should ask me about them. This is definitely one case in which you're better off asking permission rather than forgiveness.

IX. Student with Disabilities

Southeast Missouri State University and Disability Support Services remain committed to making every possible educational accommodation for students with disabilities. Many services and accommodations which aid a student's educational experience are available for students with various types of disabilities. It is the student's responsibility to contact Disability Support Services to become registered as a student with a disability. Accommodations are implemented on a case by case basis. For more information visit the following site: <http://www6.semo.edu/lapdss/index.htm>

X. Civility and Harassment

The University strives to offer learning experiences and opportunities designed to help students think effectively, develop the capacity to communicate, discriminate among values, and make relevant judgments. A major determinant of a successful educational experience is a shared sense of respect among and between the students and their instructor. Mutual respect for all as well as a no tolerance policy on harassment of any kind is expected. Every student at Southeast is obligated at all times to assume responsibility for his/her actions, to respect constituted authority, to be truthful, and to respect the rights of others, as well as to respect private and public property.