

Daily Schedule

(Items below are subject to change as needed.)

Any changes will be communicated via our UVACollab site and via email.)

Note: It is your responsibility to keep track of due dates. Please use your planner, digital calendar, or notebook to write down important due dates, daily assignments, and course work.

How to find readings: With the exception of your “mystery” assignments (which are in the envelopes in your course box), all course readings will be available through Collab or our course website.

Date and Subject Matter		Assignments Due BEFORE Coming to Class	Assignments We'll Complete DURING Class
Course Introduction: Basics of Contemporary Book Editing/Publishing			
Week One, 1/18-1/20			
W 1/18	Course Introduction	<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> - Blind Edit exercise
F 1/20	Introduction to the Publishing Industry	<ul style="list-style-type: none"> • incoming survey. • Read <i>Book Business</i>, preface through the end of Ch. 2 (pages ix-67) • Bring a selected passage from the reading or a question to discuss. 	<ul style="list-style-type: none"> - Lecture - Discussion
Unit One: Developmental Editing (primary reading from <i>Book Business</i>)			
Week Two, 1/23-1/27			
M 1/23	Exploration and Early Decisions	<ul style="list-style-type: none"> • Review <i>Book Business</i> through page 67 in light of Friday's class and see if anything strikes you differently. Bring your passages/questions back on Monday, and we'll jump in with those. • Listen to this interview with and around long-time editor Robert Gottlieb: https://www.npr.org/transcripts/1146641641 • Take at least 20 minutes to explore the “go-to” resources from Friday's slides. 	<ul style="list-style-type: none"> - Discussion - Group assignments and early project drafting
W 1/25	Seeing Ideas	<ul style="list-style-type: none"> • Read <i>Book Business</i> through page • Bring about 2 messy pages to class 	<ul style="list-style-type: none"> • In-class exercises
F 1/27	Revising Together	<ul style="list-style-type: none"> • Read <i>Book Business</i> through page • Bring about 800 words to class, mid-process 	<ul style="list-style-type: none"> • In-class exercises
Week Three, 1/30-2/3			
M 1/30	Group Presentation Planning	<ul style="list-style-type: none"> • Read <i>Book Business</i> through page • Bring revised/“final” drafts to class 	<ul style="list-style-type: none"> In-class exercises
W 2/1	Indie Publishing	<ul style="list-style-type: none"> • Readings as assigned online *Note: Today is the last day to add new classes in the College for the spring term. Tomorrow (Thursday, Feb. 2) is the last day to DROP classes in the College. 	<ul style="list-style-type: none"> • Guest Speaker/Publisher Laura Stanfill
F 2/3	Unit One Presentations	<ul style="list-style-type: none"> • Finish your portfolios and group presentation slides 	<ul style="list-style-type: none"> • Group presentations
Unit Two: Substantive Editing (primary reading from <i>What Editors Do</i> and books on library course reserve)			
Week Four, 2/6-2/10			
M 2/6	East Coast Publishing	<ul style="list-style-type: none"> • Bring questions! 	<ul style="list-style-type: none"> • Guest Speaker/Editor-Agent Chris Min Park
W 2/8	Unit 2 begins	<ul style="list-style-type: none"> • Read Peter Ginna, <i>What Editors Do</i>, chapters 6-8 	<ul style="list-style-type: none"> • Lecture • In-class exercises
F 2/10	Deconstruction	<ul style="list-style-type: none"> • Review your group's assigned books from course reserve 	<ul style="list-style-type: none"> • Guided group work

Date and Subject Matter		Assignments Due BEFORE Coming to Class	Assignments We'll Complete DURING Class
Week Five, 2/13-2/17			
M 2/13	Using the Proposal	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Guided group work
W 2/15	Format, Content, and Length	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • NO SYNCHRONOUS CLASS (professor traveling) • Out of class exercises
F 2/17	Format, Content, and Length, cont.	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • NO SYNCHRONOUS CLASS (professor traveling) • Out of class exercises
Week Six, 2/20-2/24			
M 2/20	Organization & Shape	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Discussion • Guided group work
W 2/22	Organization & Shape, cont.	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Discussion • Guided group work
F 2/24	Organization & Shape, cont.	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Discussion • Guided group work
Week Seven, 2/27-3/3			
M 2/27	Balance	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Discussion • Guided group work
W 3/1	Balance, cont.	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Discussion • Guided group work
W 3/3	Balance cont.	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Discussion • Guided group work
Week Eight, 3/6-3/10			
3/6-3/10	NO CLASSES (SPRING RECESS)		
Week Nine, 3/13-3/17			
M 3/13	Edit Letters	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Discussion • Guided group work
W 3/15	Collating & Comparing	<ul style="list-style-type: none"> • Readings as assigned online • Continue working on assigned books from course reserve 	<ul style="list-style-type: none"> • Open group work (presentation prep)
F 3/17	Unit Two Presentations	<ul style="list-style-type: none"> • Finish your portfolios and group presentation slides 	<ul style="list-style-type: none"> • Group presentations

Unit Three: Copy Editing (primary reading from *Subversive Copy Editor* and the *Chicago Manual of Style* online)

Week Ten, 3/20-3/24			
M 3/20	Intro. to Unit 3	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
W 3/22	Practice, Practice, Practice (CMS)	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
F 3/24	Practice, Practice, Practice (CMS), cont.	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
Week Eleven, 3/27-3/31			
M 3/27	Understanding Sentences (beyond CMS)	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
W 3/29	Understanding Sentences (beyond CMS), cont.	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
F 3/31	Understanding Sentences (beyond CMS), cont.	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
Week Twelve, 4/3-4/7			
M 4/3	Fact-Checking	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
W 4/5	Hands On Sample Texts	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class exercises 	<ul style="list-style-type: none"> • In-class exercises
F 4/7	Hands On Sample Texts, cont.	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class copy editing 	<ul style="list-style-type: none"> • In-class exercises • Guided group work
Week Thirteen, 4/10-14			
M 4/10	Round Robin & Debate	<ul style="list-style-type: none"> • Readings as assigned online • Out-of-class copy editing 	<ul style="list-style-type: none"> • Guided group work
W 4/12	Collating & Comparing	<ul style="list-style-type: none"> • Out-of-class copy editing 	<ul style="list-style-type: none"> • Open group work (presentation prep)
F 4/14	Unit Three Presentations	<ul style="list-style-type: none"> • Finish your portfolios and group presentation slides 	<ul style="list-style-type: none"> • Group presentations

Unit Four: Portfolio Work (primary focus on curating final portfolios)**Week Fourteen, 4/17-21**

M 4/17	Editorial Philosophies	<ul style="list-style-type: none">• Readings as assigned online• Reflective writing as assigned online	<ul style="list-style-type: none">• Discussion• In-class exercises
W 4/19	Digital Portfolio Set-Up	<ul style="list-style-type: none">• Readings as assigned online• Initial portfolio assembly	<ul style="list-style-type: none">• Discussion• In-class exercises
F 4/21	Individual Conferences	<ul style="list-style-type: none">• Portfolio assembly• Philosophy revision	<ul style="list-style-type: none">• No Class—Come to Individual Conference as Assigned

Week Fifteen, 4/24-28

M 4/24	Individual Conferences	<ul style="list-style-type: none">• Portfolio assembly• Philosophy revision	<ul style="list-style-type: none">• No Class—Come to Individual Conference as Assigned
W 4/26	Final Presentations	<ul style="list-style-type: none">• Presentation Prep	<ul style="list-style-type: none">• Attentive Listening• Discussion
F 4/28	Final Presentations	<ul style="list-style-type: none">• Presentation Prep	<ul style="list-style-type: none">• Attentive Listening• Discussion

Week Sixteen, 5/1

M 5/1	Last day of class/ Course wrap-up	<ul style="list-style-type: none">• n/a	<ul style="list-style-type: none">• Course discussion• Course evaluations
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