

## Course Outline

**Code: CMN213**

**Title: Editing for the Communication Professional**

**School:** Creative Industries  
**Teaching Session:** Semester 2  
**Year:** 2020  
**Course Coordinator:** Dr Sarah Casey, scasey3@usc.edu.au  
**Course Moderator:** Dr Jane Stephens, efynes@usc.edu.au

Please go to the USC website for up to date information on the teaching sessions and campuses where this course is usually offered.

### 1. What is this course about?

#### 1.1 Description

Editing for the Communication Professional examines the processes of copy editing and headline writing for publications such as newspapers, magazines, and academic articles. You will gain understandings and skills needed to edit reports, essays, theses, and business documents, as well as learning how to edit material from one genre to another.

#### 1.2 Field trips, WIL placements or activities required by professional accreditation

Activity	Details
Nil	Nil

### 2. What level is this course?

200 level Developing – Applying broad and/or deep knowledge and skills to new contexts. May require pre-requisites and introductory level knowledge/skills. Normally undertaken in the 2nd or 3rd year of an undergraduate program.

### 3. What is the unit value of this course?

12 units

### 4. How does this course contribute to my learning?

Specific Learning Outcomes	Assessment tasks	Graduate Qualities or Professional Standards mapping
On successful completion of this course, you should be able to:	You will be assessed on the learning outcomes in task/s:	Completing these tasks successfully will contribute to:
Effectively edit sentences applying the rules of grammar, style and punctuation.	1, 2 and 3	Knowledgeable
Analyse and edit text to a required length, style and standard.	3	Creative and critical thinkers

<b>Specific Learning Outcomes</b> On successful completion of this course, you should be able to:	<b>Assessment tasks</b> You will be assessed on the learning outcomes in task/s:	<b>Graduate Qualities or Professional Standards mapping</b> Completing these tasks successfully will contribute to:
Effectively use computer-based editing methods and software.	1, 2 and 3	Knowledgeable

## 5. Am I eligible to enrol in this course?

Refer to the [USC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

### 5.1 Enrolment restrictions

Nil

### 5.2 Pre-requisites

Nil

### 5.3 Co-requisites

Nil

### 5.4 Anti-requisites

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### 5.5 Specific assumed prior knowledge and skills (where applicable)

Nil

## 6. How am I going to be assessed?

### 6.1 Grading scale

Standard – High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL)

### 6.2 Details of early feedback on progress

Students will be prepared for Assessment Task 1 as it is based on using the in-house Style Guide. Familiarity with the Style Guide will be provided during tutorials 1 – 4 with substantial examples being provided in class with computer activities related to the task.

### 6.3 Assessment tasks

<b>Task No.</b>	<b>Assessment Product</b>	<b>Individual or Group</b>	<b>Weighting %</b>	<b>What is the duration / length?</b>	<b>When should I submit?</b>	<b>Where should I submit it?</b>
1	Quiz/zes	Individual	20%	N/A	Monday, Week 5, midnight	Quiz (Online Test)
2	Quiz/zes	Individual	30%	N/A	Monday Week 9, midnight	Quiz (Online Test)
3	Written Piece	Individual	50%	Not exceeding 1500 words	Friday, Week 13, midnight.	Online Assignment Submission
			100%			

### Assessment 1: Editing exercise 1

<b>Goal:</b>	You will demonstrate and develop your knowledge of the application of the rules of style, grammar, spelling and punctuation in a series of sentences in an online quiz.
<b>Product:</b>	Quiz/zes
<b>Format:</b>	Academic format Correct a series of sentences based on the principles of editing discussed in lectures and computer workshops.
<b>Criteria:</b>	<ul style="list-style-type: none"> <li>Effectively edit sentences applying the rules of style, grammar, spelling and punctuation.</li> </ul>

### Assessment Task 2: Editing exercise 2

<b>Goal:</b>	You will demonstrate your ability to apply the skills acquired in the course to edit news, and/or an academic work provided to you.
<b>Product:</b>	Quiz/zes
<b>Format:</b>	Academic format You will be provided with a selection of short written texts and you will complete an online quiz in relation to these.
<b>Criteria:</b>	<ul style="list-style-type: none"> <li>Effectively edit different genres by applying the rules of style, grammar, spelling and punctuation.</li> </ul>

### Assessment Task 3: Editing exercise 3

<b>Goal:</b>	This task is designed to develop your analytical and editing skills by reducing text to a required length, style and standard.
<b>Product:</b>	Written Piece
<b>Format:</b>	Academic format You will be given a rough copy of a feature story, and an academic writing article that you will be asked to edit. You may choose one. In the process you will edit the article to an exact number of words while correcting errors of style, grammar, spelling and punctuation in accordance with the rules laid down in lectures, tutorials and the style guide. You will write a headline for the article or a title for the academic work, and produce a 250 word report to provide to the author to explain your editorial suggestions.
<b>Criteria:</b>	<ul style="list-style-type: none"> <li>Analyse and edit text to a required length, style and standard.</li> <li>Accurate use of style, grammar, spelling and punctuation.</li> </ul>

## 7. Directed study hours

The directed study hours listed here are a portion of the workload for this course. A 12 unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Directed study hours may vary by location. Student workload is calculated at 12.5 learning hours per one unit.

<b>Location:</b>	<b>Directed study hours for location*:</b>
USC Sunshine Coast	Lecture: 1 hour Computer workshop: 2 hours

*\*This course will be delivered via technology-enabled learning and teaching. All lectures will remain in this mode for Semester 2 2020. When government guidelines allow, students that elected on-campus study via the class selection process will be advised when on campus tutorials and practical sessions will resume.*

## 8. What resources do I need to undertake this course?

Please note that course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Blackboard site. Please log in as soon as possible.

### 8.1 Prescribed text(s) or course reader

Nil

### 8.2 Specific requirements

Nil

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low.

It is your responsibility as a student to review course material, search online, discuss with lecturers and peers, and understand the health and safety risks associated with your specific course of study. It is also your responsibility to familiarise yourself with the University's general health and safety principles by reviewing the [online Health Safety and Wellbeing training module for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1 Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Blackboard, are electronically checked through SafeAssign. This software allows for text comparisons to be made between your submitted assessment item and all other work that SafeAssign has access to.

### 10.2 Assessment: Additional requirements

#### Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

- The final mark is in the percentage range 47% to 49.4%
- The course is graded using the Standard Grading scale
- You have not failed an assessment task in the course due to academic misconduct

### 10.3 Assessment: Submission penalties

Late submission of assessment tasks will be penalised at the following maximum rate:

- 5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task.
- 10% (of the assessment task's identified value) for the third day

- 20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task.
- A result of zero is awarded for an assessment task submitted after seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.

To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.

#### 10.4 Study help

In the first instance, you should contact your tutor, then the Course Coordinator. Additional assistance is provided to all students through Academic Skills Advisers. To book an appointment or find a drop-in session go to [Student Hub](#).

Contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)

#### 10.5 Wellbeing Services

Student Wellbeing Support Staff are available to assist on a wide range of personal, academic, social and psychological matters to foster positive mental health and wellbeing for your success. Student Wellbeing is comprised of professionally qualified staff in counselling, health and disability Services.

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, mental health issue, learning disorder, injury or illness, or you are a primary carer for someone with a disability, [AccessAbility Services](#) can provide assistance, advocacy and reasonable academic adjustments.

To book an appointment with either service go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or [accessability@usc.edu.au](mailto:accessability@usc.edu.au) or call 07 5430 1226

#### 10.6 Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Administration of Central Examinations
- Deferred Examinations
- Student Academic Misconduct
- Students with a Disability

Visit the USC website:

<http://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

#### 10.7 General Enquiries

In person:

- **USC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **USC Moreton Bay** – Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **USC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **USC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **USC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **USC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

Tel: +61 7 5430 2890

Email: [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)