

SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

JOUR 1142: Basics of Copy Editing

Course Format:

[Course format may vary by instructor. The typical course format would be:]

Lecture 1 h + Seminar 0 h + Lab 1 h

Credits: 1.5

Transfer credit: For information, visit bctransferguide.ca

Course Description, Prerequisites, Corequisites:

Readers judge writing as much by its attention to details as by its grand phrases or sweeping narratives. Students in this course will learn how to ensure that their writing adheres to accepted style conventions in Canada. They will also learn how to ensure that their grammar, spelling and punctuation enhances their writing and bolsters their credibility.

Students will receive credit for only one of JOUR 1140 and 1142.

Registration in this course is restricted to students admitted to the Diploma or Certificate in Journalism.

Prerequisites: None

Corequisites: None

Learning Outcomes:

Upon successful completion of this course, students will be able to:

- Identify correct Canadian Press style usage
- Recognize the basics of correct grammar, spelling, and punctuation and apply them in their own writing
- Correct problems of poor sentence structure and wordiness
- Modify and improve individual sentences and short pieces of writing

Instructor(s): TBA

Office: TBA **Phone:** 604 323 XXXX **Email:** TBA

Office Hours: TBA

Textbook and Course Materials:

[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:]

Canadian Press Stylebook

Canadian Press Caps and Spelling

Note: This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.

Assessments and Weighting:

Final Exam %

Other Assessments %

(An example of other assessments might be:) %

Quizzes/Tests: 60%

Assignments: 40%

Constant assignment and feedback cycle characteristic of journalism programs

Proportion of individual and group work:

Individual: 100%

Grading System: Letter grade

Specific grading schemes will be detailed in each course section outline.

Passing grade: C-

Topics Covered:

[Topics covered may vary by instructor. An example of topics covered might be:]

Week 1: What do editors do

Week 2: An introduction to Canadian Press style

Week 3: Copy editing symbols; primer on grammar and usage

Week 4: Capitalization, Part 1

Week 5: Capitalization, Part 2

Week 6: Punctuation; subject-verb agreement

Week 7: Active vs passive voices; clichés and jargon

Week 8: Metric and military usage

This generic outline is for planning purposes only.

Week9: Learning how to trim wordiness

Week 10: Obscenity, sensitive subjects

Week 11: Technical terms; time

Week 12: Students work on The Voice during a full production week

As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

[E1003 - Student Code of Conduct](#)

[F1004 - Code of Academic Conduct](#)

[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)

[E2006 - Appeal of Final Grade](#)

[F1002 - Concerns about Instruction](#)

[E2011 - Withdrawal from Courses](#)

Departmental/Course Policies:

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