USC

Course Outline

Code: CMN320
Title: Creative Writing and Editing for Publication

School:	Creative Industries
Teaching Session:	Semester 2
Year:	2019
Course Coordinator:	Dr Ross Watkins, rwatkins@usc.edu.au
Course Moderator:	Dr Paul Williams, pwillia3@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

This course empowers you to exercise creative and critical thinking in the production of creative content for industry-focused publications. The workshop environment is structured as a publishing house where each student is responsible for an assigned role. You will be assessed according to the quality of your contribution to the collectively produced publications within your assigned role, the culmination of skills and knowledge acquired within the Bachelor of Creative Writing Program.

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

Activity	Details
N/A	N/A

2. What level is this course?

300 level Graduate - Independent application of graduate knowledge and skills. Meets AQF and professional requirements. May require pre-requisites and developing level knowledge/skills. Normally taken in the 3rd or 4th 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 On successful completion of this course, you should be able to:	Assessment tasks You will be assessed on the learning outcomes in task/s:	Graduate Qualities or Professional Standards mapping Completing these tasks successfully will contribute to:
Demonstrate knowledge of specific skills involved in electronic editing and publishing.	1, 2	Knowledgeable.
Be empowered to exercise creative and critical thinking in the production of an original 'e-zine' project.	1, 2	Empowered.

Specific Learning Outcomes On successful completion of this course, you should be able to:	Assessment tasks You will be assessed on the learning outcomes in task/s:	Graduate Qualities or Professional Standards mapping Completing these tasks successfully will contribute to:
Demonstrate effective communication skills and work cohesively within a team environment.	1, 2	Ethical.
Ability to engage, positively contribute to and reflect upon practices within the electronic publishing industry.	1, 2	Engaged.
Develop and demonstrate critical knowledge of ethical and aesthetic considerations in the electronic publishing industry.	1, 2	Creative and critical thinkers.

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

Nil

5.5   Specific assumed prior knowledge and skills (where applicable)

You are expected to be knowledgeable of a diversity of written narrative forms intended for various audiences. You are also expected to have knowledge and skills in word processing and basic editing.

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

Feedback on your Role Progress Presentation plan will be discussed during Weeks 1 – 5, including your understanding and practical execution of your assigned role. The Role Progress Presentation assessment task will form the basis of your Role Reflection.

6.3   Assessment tasks

Task No.	Assessment Product	Individual or Group	Weighting %	What is the duration / length?	When should I submit?	Where should I submit it?
1	Oral	Individual	50%	15 minutes	Week 6	In Class
2	Written Piece	Individual	50%	2500 words	Week 13	Online Assignment Submission
			100%			

Assessment 1: Role Progress Presentation

Goal:	You will have a distinct set of responsibilities that must be met for the collective publication to be successfully produced. This assessment task requires you to present an individual report that demonstrates your understanding of the responsibilities and challenges of your assigned role, and updates the class on your progress.
Product:	Oral
Format:	Professional/industry format. Individual 15 minute in-class presentation. Presentation notes must be provided to the tutor prior to presentation delivery.
Criteria:	This task will be assessed according to the student's demonstrated ability to: • understand basic approaches to editorial and production processes within publishing; • devise an appropriate (realistic, executable) plan with a view to meeting publication deadlines; • reflect on problems and strategise to resolve them; • communicate clearly, productively and ethically within a group situation.

Assessment Task 2: Role Reflection

Goal:	Within your assigned role you must work both autonomously and as an integral part of the group, and you are assessed according to the quality of your contribution to the publication material within the assigned role. This assessment task requires you to submit an individual written reflection which documents your fulfilment of the role's responsibilities and the resultant contributions to the publication (progressively and as an end product).
Product:	Written Piece
Format:	Academic format. 2500 words. This is an individual written assessment task submitted via Blackboard. Audience is scholarly with knowledge of publishing industry practices.
Criteria:	You will be assessed according to your demonstrated ability to carry out the assigned role in an appropriately professional manner by: • evidence of working productively and ethically within a group situation; • evidence of solving problems by making informed decisions; • evidence of actively planning and strategising in order to successfully meet publication deadlines; • critically reflecting in a meaningful way on your contributions to the publication process; • presenting your report in an appropriate format, with lucid expression and correct grammar and spelling; • engaging with at least three industry-relevant texts in a critical way to aid self-reflection.

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.

Location: Specific Campus(es) or online:	Directed study hours for location:
Sippy Downs	Campus workshop: 3 hours

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
The production of the e-zine requires much computer-related work. Students unable to access software at home should take advantage of USC computer labs, wither in/outside of class time.

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:

a)   The final mark is in the percentage range 47% to 49.4%
b)   The course is graded using the Standard Grading scale
c)   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

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 or 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 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