1. Course Description:
   This course will offer qualified MA and MFA graduate students in English on-the-job training as interns for regional and online employers. The primary goal of the course is to offer graduate students an opportunity to apply their skills and knowledge as MFA and MA students in a professional setting. The aim is for students to gain skills to qualify them for potential career paths relevant to their degree.

2. Course Prerequisites:
   In order to enroll in this course, a student must be a matriculated MA or MFA student at William Paterson University. The employer must submit a confirmation of acceptance to the professor who must then grant the student special permission to enroll. Students may apply to take the course a second semester with the understanding that admission to the course is subject to Graduate Director approval.

3. Course Objectives: The course aims to:

- Provide students with practical, real-world experience in publishing and/or editing
- Guide students in developing professional writing, editing, evaluation and/or research skills
- Help students understand career expectations and opportunities in literary-related fields
- Give students experience working under pressure of deadlines

4. Student Learning Outcomes: At the completion of the course, students are expected to be able to do the following:

- To conduct appropriate research in publishing and/or editing
- To write in accordance with professional guidelines in the field
- To articulate career possibilities and expectations of literary-related work
- To work under pressure of deadlines

5. Topical Outline: Students are required to work for the employer weekly. They must also meet with the professor to discuss topics relative to the internship in English. The meetings may cover topics such as the following:

- How to make the most of the internship.
- How to apply and interview for jobs in editing, publishing, etc.
- Publishing professions
- How to build a successful resume

6. Teaching Methods and Student Learning Activities: Student learning activities and

teaching methods may include:

- Weekly online discussions
- Monthly meetings in which a speaker will present on a topic relevant to career-building.
- Presentations of interns' particular employment and relevant discussions
- On-the-job experience

7. <u>Methods of Student Assessment:</u> Tools for assessment may include:

- A journal
- A paper
- A presentation
- A letter from employer

8. <u>Suggested Readings:</u>

- Bell, Susan. *The Artful Edit*. New York, NY: W.W. Norton & Company, 2007.

- Bowles, Dorothy. *Creative Editing*. Belmont, CA: Wadsworth Publishing, 2004.

- Lerner, Betsy. *The Forest for the Trees*. New York, NY: Riverhead Books, 2000.

9. <u>Bibliography:</u>

- Brooks, Brian. *The Art of Editing in the Age of Convergence*. New York, NY: Pearson Inc., 2005.

- Cole, David. *The Complete Guide to Book Marketing*. New York, NY: Allworth, 2003.

- Einsohn, Amy. *The Copyeditor's Handbook*. Berkley, CA: University of California Press, 2000.

- Greetham, D. C., ed. *Scholarly Editing: A Guide to Research*. New York, NY: Modern Language Association, 1995.

- Gross, Gerald, ed. *Editors on Editing: What Writers Need to Know About What Editors Do*. New York, NY: Grove Press, 1993.

- Jacobi, Peter. *The Magazine Article: How to think it, plan it, write it*. Indianapolis, IN: Indiana University Press, 1991.

- Plotnik, Arthur. *The Elements of Editing A Modern Guide for Editors and Journalists (Elements of Series)*. Boston: MacMillan Company, 1986. Print.

- Underwood, Doug. When MBAs Rule the Newsroom. New York: Columbia University Press, 2000.

- Warner, Charles. *Media Management Review*. Mahwah, N.J.: Lawrence Erlbaum Associates, 1997.

- Williams, William Proctor, & Craig S. Abbott. *An Introduction to Bibliographical & Textual Studies* 3rd Edition (New York: Modern Language Association, 2000)

11. Preparer's Name: Martha Witt

12. Original Departmental Approval Date:

13. Reviser's Name and Date: Martha Witt 5/5/2010

14. Department Revision Approval Date: