The literary publishing internship is a student team-based internship supported by traditional classroom components. The purpose of the course is to successfully publish HUMID, SFA’s undergraduate literary journal. Internship skills you will practice include using collaborative writing applications, scheduling, negotiating teamwork, networking with the community, publicizing, reporting work, and self-evaluating. Writing and editing skills you will practice include how to create a call for submissions, evaluate submissions, write acceptance and rejection letters, edit and proofread, communicate with authors and creators, and develop a style guide and publication template.

In addition to the HUMID project, we will explore the history and possible futures of literary journals, mags, and zines. We will discuss reading assignments, will likely invite special guest speakers who have practical, recent experience in literary publishing, and you will develop one individual creative or academic project or paper. Between class, work, and preparation, 9 hours per week of dedication is expected.

**GENERAL COURSE DESCRIPTION AND UNIT OF CREDIT**

“Students will have the opportunity to create HUMID, the undergraduate literary journal, or intern at REAL, the national literary journal of SFA, to participate in all facets of a magazine’s operation, from screening manuscripts and recording subscriptions through issue preparation. The internship places classroom writing workshops into skills acquisition, enabling students to carry real editing experience into graduate studies or into careers in professional writing or publishing.”

**Consent:** Permission of instructor. **Prerequisite Course(s):** [ENGL 2307](#), either [ENGL 3359](#), [ENGL 3361](#) or [ENGL 3362](#)

“The unit of credit is the semester hour, defined as one class meeting per week (or its equivalent) for one semester of 15 weeks. Most courses meet three hours per week and have a credit value of three semester hours. For each hour in class, at least two hours of preparation are expected on the part of the student. Many students should spend more than this amount of time in study.” – See full explanation in the Undergraduate Bulletin Registration page.

**REQUIRED TEXTS:**

Students must maintain access to SFA websites and applications including D2L Brightspace, the library, email, SFA 360, etc. Students must maintain access to readings
posted on D2L through a personal laptop or handheld device or by printing out texts. Zoom access will be available in the classroom.

**ACCOMMODATION INCLUDING MENTAL HEALTH AND WELLNESS**

Stephen F. Austin provides students reasonable accessibility accommodation to participate in educational programs, activities or services. Students requiring accommodation to participate in class activities or meet course requirements should contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify Dr. Parks and outline the accommodation and/or auxiliary aids to be provided.

The full policy is available at:
http://www.sfasu.edu/disabilityservices/

SFA values students’ mental health and the role it plays in academic and overall student success. SFA provides a variety of resources to support students' mental health and wellness. Many of these resources are free, and all of them are confidential.

**On-campus Resources:**

*SFA Counseling Services*  
[www.sfasu.edu/counselingservices](http://www.sfasu.edu/counselingservices)  
Rusk Building, 3rd Floor  
936.468.2401

*SFA Human Services Counseling Clinic*  
[www.sfasu.edu/humanservices/139.asp](http://www.sfasu.edu/humanservices/139.asp)  
Human Services, Room 202  
936.468.1041

**Crisis Resources:**

Burke 24-hour crisis line: 1.800.392.8343
Suicide Prevention Lifeline: 1.800.273.TALK (8255)
Crisis Text Line: Text HELLO to 741-741

**BRIGHTSPACE COURSE WEBSITE**

SFA uses Brightspace as its virtual course management system. You can locate our course website through your MySFA login.

Class handouts, reading links, assignment sheets, and important documents such as this syllabus will be posted on D2L Brightspace in the **content** tab.

We may use the **discussion board** and other Brightspace features.

Assignments will be submitted electronically. Look in the **assessments** tab for submission folders.

Locate the site’s **gradebook**. You are in charge of checking the gradebook for errors throughout the semester.

Dr. Parks will **email** you from both the Brightspace (for class listserv emails) and the regular Jacks email. So plan to regularly check both!
ATTENDANCE AND LATE WORK

This course requires that we meet regularly in the classroom. During a global pandemic some flexibility may be required as we possibly move from regular in-person, to mask-to-mask, to online Zoom synchronous meetings and back again. We will expect disruptions.

Face-to-face meetings can be socially distanced meetings; our classroom has adequate space. You may choose to wear a mask or may choose not to, depending on our situation and university procedures. If you are sick but awake, you may Zoom in to class. Please do not push yourself to attend class in person if you are feeling at all unwell. The Zoom link will be posted in our D2L Brightspace.

Please contact Dr. Parks in advance or as soon as possible after you have an extraordinary circumstance that affects your performance in this class. No penalties beyond the natural consequences of missing class meetings will be assigned.

Dr. Parks assigns due dates to keep you on track in the class and to keep herself on schedule in grading. Due dates may be renegotiated. However, do not expect timely grading and feedback on renegotiated submissions.

Due dates for HUMID are very tight due to printing and distribution schedules. Don’t let your teammates down – let them know if you need help or extra coverage for one of your assigned tasks.

ONLINE AVAILABILITY

Dr. Parks’ office hours are held during the day – which means some students may not be able to attend office hours. If this is the case, you may request to meet outside of these hours. Dr. Parks will send you a Zoom link if you request this.

Dr. Parks strives to maintain a 24-hour response time for email if you have a relatively simple question. Feel free to email her at any time at Sara.Parks@sfasu.edu.

GRADES

The purpose of grades in this class is to show you have learned ideas, demonstrated skills, as well as internalized and processed that learning and performance. Therefore the “small” assignments as a group are the most important grade in this class.

70% - Small Assignments (includes reading responses and discussion as well as periodically assigned goal-setting, self-evaluation, and reflection on your performance and learning)
10% - Team Evaluation (an evaluation of your performance written by your teammates)
20% - Individual Paper or Project

ACADEMIC HONESTY

Work for any course should be newly generated by you or your assigned team for each assignment.
Plagiarism involves using another’s work, words, or ideas without correctly giving credit to the author. It is just as serious to plagiarize the work of another student as it is to plagiarize the work of a published author.

Use a standard documentation style to credit your source. If you have questions about correct documentation, please ask!

In a collaborative class such as this, you may not always fully understand what is and is not plagiarism or what type of collaboration outside of class is and is not allowed. If you have questions, please ask!

**General Policy**
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at [http://www.sfasu.edu/policies/academic_integrity.asp](http://www.sfasu.edu/policies/academic_integrity.asp)

**WITHHELD GRADES**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**OTHER UNIVERSITY POLICIES APPLY**
See these links for some other university-wide policies and explanations:
- [Student athletes and representatives in sponsored events](http://www.sfasu.edu/policies/athletics.asp).
- [What University letter grades mean](http://www.sfasu.edu/policies/letter_grades.asp).
- [What University credit hours mean](http://www.sfasu.edu/policies/credit_hours.asp).
- [How to appeal a grade](http://www.sfasu.edu/policies/appeal_grade.asp).
- [How to request a medical withdrawal](http://www.sfasu.edu/policies/medical_withdrawal.asp).
What happens when you don’t follow the SFA rules.
Your professor is a mandatory reporter for Title IX.

GENERAL SCHEDULE
Please refer to our full schedule on Brightspace. This is just the required syllabus outline. Every date indicates a class meeting.

**Monday, Aug. 23** – Fall classes begin
Internship assignment: Goal setting
    Team sign-up
Class assignment: What is a literary journal or magazine?

**Wednesday, Aug. 25**
Internship assignment: Call for submissions creation
    Pre-submission team organizing (strategize call distribution, organize submission folders, create a schedule, discuss baseline ideals for acceptance, etc.)

Aug. 30
Internship assignment: Call for submissions printing and distribution

Sept. 1
Internship assignment: Team distribution oral reports. Strategize missing coverage.
Class assignment: Individual paper or project decision-making

Sept. 6
Internship assignment: Week 3 reflection and notes
Class assignment: Literary journals as a genre

Sept. 8
Class assignment: History of literary journals.
Questions about literary journals if we have a speaker next week.

Sept. 13
Guest speaker about literary journals? If not, then networking assignment.
Internship assignment: Networking via HUMID 14.

Sept. 15
Class assignment: Topics in literary publishing.
Questions about publishing in the literary world if we have a speaker next week.

Sept. 20
Guest speaker about publishing in the literary world? If not, then networking assignment.
Internship assignment: Networking via HUMID 14.

Sept. 22
Internship assignment: report submission status. Strategize and begin final push.
    Teams create a “bare minimum” rubric and begin reading submissions to identify major problems in submissions. (Ongoing assignment.)

Sept. 27
Class assignment: Literary journal aesthetics, style guides, thematic ideals
Internship assignment: Create team style guide

**Sept. 29**
Internship assignment: Negotiate overall publication template from team guides and publishing standards. Teams check-in on status of reading and major problems in submissions.

(All submissions due Oct. 1)

**Oct. 4**
Internship assignment: Report submission and ongoing reading status.
Class assignment: From ideal to real goal renegotiation for teams. Self-reflections.

**Oct. 6**
Class assignment: Writing acceptance and rejection letters
Internship assignment: Teams begin writing and sending acceptance and rejection emails.

(All must be sent by Oct. 13)

**Oct. 11**
Class assignment: Working with and respecting authors and creators. Editing vs. proofreading.

**Oct. 13**
Internship assignment: Report status of acceptance/rejection letters. Provide proof of sent emails. Begin editing/proofreading and working with authors.

(All working with authors must be finished by Oct. 25)

**Oct. 18**
Internship assignment: Continue editing/proofreading and working with authors.

**Oct. 20** – Last day to drop courses
Internship assignment: Place work in journal template.

**Oct. 25**
Internship assignment: proofread your team’s section according to template and publishing standards

**Oct. 27**
Internship assignment: proofread whole journal according to template and publishing standards

**Nov. 1** – HUMID ready to be sent to printer and published online via PDF.
Internship assignment: scramble to finish anything still wrong. Plan launch party.

**Nov. 3** – HUMID online launch party!

**Nov. 8**
Class assignment – self-evaluations, team evaluations, reflective support
Internship assignment – how to request bids and work with a printer

**Nov. 10**
Class assignment – if speaker next week. Questions.
Individual projects or papers.

**Nov. 15**
Guest speaker? If not, future of literary journals, mags, and zines.

**Nov. 17**
Individual projects or papers.

**Nov. 22 & 24** – Thanksgiving break

**Nov. 29**
HUMID journal delivery? If so, distribute and network.
If not, individual projects/papers presentations and readings.

**Dec. 1**
Individual projects/papers presentations and readings

**Dec. 6-10** – Exam Week
We will meet during our exam time to complete a final guided metacognitive self-evaluation and reflection on the internship experience.