

COURSE OUTLINE		
<b>TERM:</b> Fall 2020	<b>COURSE NO:</b> ENGL 464	
<b>INSTRUCTOR:</b> TBA	<b>COURSE TITLE:</b> Capstone Project	
<b>OFFICE:</b> LOCAL: <b>E-MAIL:</b> @capilanou.ca	<b>SECTION NO(S):</b>	<b>CREDITS:</b> 3.0
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

### **COURSE FORMAT**

Three hours of class time, which includes an experiential learning component, plus an additional hour delivered through on-line or other activities for a 15-week semester.

### **COURSE PREREQUISITES**

45 credits of 100-level or higher coursework including 6 credits of 100 or 200-level ENGL

### **CALENDAR DESCRIPTION**

In this course, students will refine a creative or critical work of their own making as well as collaboratively produce a professional-quality anthology publication for both print and web formats. Beginning with a brief history and assessment of the anthology form itself, the course will guide students through every stage of the production process, inviting them to try a variety of tasks and allowing them to specialize in the publishing-related role of their choice.

### **COURSE NOTE**

ENGL 464 is an approved Capstone course for Cap Core requirements.

For the focus of the course each term, see the "Courses" page on the English Department website.

### **REQUIRED TEXTS AND/OR RESOURCES**

A selection of critical readings related to the history of anthologizing trends and practices in the arts and humanities. Personal access to Adobe Photoshop and InDesign (available discounted through the Capilano University library).

### **COURSE STUDENT LEARNING OUTCOMES**

On successful completion of this course, students will be able to do the following:

1. Describe and critically evaluate the emergence and persistence of the anthology form in Western critical and creative contexts.
2. Identify the specific and interrelated tasks involved in the production of a professional-quality print and web publication.

3. Demonstrate basic skills in editing, designing, and publicizing a print and web publication.
4. Demonstrate intermediate-to-advanced skills in a publishing-related role of their choice.
5. Reflect on their particular strengths as writers, editors, publishers, and team members.

Students who complete this Capstone course will be able to do the following:

1. Identify a topic of inquiry or practice.
2. Gather and organize relevant research materials.
3. Evaluate, synthesize, and apply research findings.
4. Share findings or results in a means appropriate to a field of study.

### COURSE CONTENT

Week 1	Introduction to the Publishing Process
Week 2	Anthology Forms of the Past
Week 3	Anthology Forms of the Present
Week 4	Guest Panel: How a Publication Comes Together
Week 5	Group Brainstorm and Task Assignments
Week 6	Revision Workshop for Individual Contributions
Week 7	Introduction to Adobe InDesign A: Preparing Files
Week 8	Design and Typesetting Lab
Week 9	Introduction to Adobe InDesign B: Exporting Files
Week 10	Editing and Proofreading Lab
Week 11	Printing and Publicizing
Week 12	Publishing on the Web
Week 13	Course Reflection & ePortfolio Lab
Weeks 14-15	Anthology Launch

### EVALUATION PROFILE

Written Assignments*	20-60%
Task Leadership	20-30%
Participation	<u>10%</u>
<b>Total</b>	<b>100%</b>

\* No single assignment to be worth more than 35% of the final grade.

### ASSIGNMENTS

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. Please refer to the course syllabus and Moodle site for a more detailed breakdown.

#### Written Assignments:

This course may include a combination of short written assignments (e.g. journal, primary source analysis, blog posts) and a longer assignment such as a revised creative or critical text.

#### Task Leadership:

A major component of this course is the collaborative production of a single anthology publication. Students will be evaluated on their leadership skills within the publishing-related role of their choice.

**Participation:**

Participation grades are based on the consistency, quality, and frequency of contributions to class discussions. Consistency means attending every class, maintaining a positive and respectful presence in the classroom, and actively contributing to discussions on a regular basis. Quality means demonstrating respect for peers and their contributions; listening attentively during lectures and when other students are speaking; and participating in all activities with an open and inquisitive mind.

**GRADING PROFILE**

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

**Late Assignments**

Assignments are due at the beginning of the class on the due date listed. If you anticipate handing in an assignment late, please consult with your instructor beforehand.

**Missed Exams/Quizzes/Labs, etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

**Attendance**

This course is built around an active classroom component. Attendance in all class meetings is therefore required. Students not attending class regularly will be at a considerable disadvantage. Official university policy on attendance is found in the Calendar.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

Students may use electronic devices during class for note-taking only.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

## UNIVERSITY OPERATIONAL DETAILS

### Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

### Policy Statement (S2009-06)

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

### Academic Integrity (S2017-05)

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.