

# **Reed Magazine**

## **English 133, Section 1 – Spring 2016**

**To translate knowledge and  
information into experience...  
that seems to me the function of literature and art.  
— Joseph Campbell**

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### **COURSE DESCRIPTION**

This course is a two-semester sequence in which students produce this year's issue of *Reed*, the San José State literary magazine. Students will perform all editorial duties themselves, including reading submissions, selling advertising, designing the layout, promoting the issue, and distributing the finished product. Previous experience editing a literary magazine (i.e., in high school or at another college) is not required but is certainly an asset.

### **REED MISSION STATEMENT**

With roots which run back to 1867 on the San José State University campus, *Reed* is the oldest literary journal west of the Mississippi. Although we pride ourselves on our Bay Area origins, we publish outstanding fiction, poetry, nonfiction, and art from contributors around the world. We target our journal primarily toward our audience of educated, literary readers, many of whom are writers themselves.

### **STUDENT LEARNING GOALS**

- ❖ Understanding the process required to produce a periodical publication
- ❖ Ability to organize tasks around a deadline
- ❖ Ability to edit submissions
- ❖ Face-to-face exchange of ideas with faculty and fellow students in a classroom, in office visits, and in shared activities on and off campus

## **REQUIRED TEXTS AND SUPPLIES**

**Reed #68** - You are required to read the most recent issue of *Reed*, if you have not done so already. I will provide the class with copies.

**Another litmag of your choice** - For the Journal Report assignment, you are required to purchase a current issue of a reputable printed literary journal. These are stocked at most bookstores in the magazines' area. To get you started with ideas, peruse the list of journals at <http://www.clmp.org/directory/>.

**Laptop** - Most of *Reed*'s business is conducted online. All submissions, for example, come to us through our website, <http://www.reedmag.org>; the content is then managed by Submittable, a cloud-based online platform used by thousands of publishers and organizations. Staff will log in to this system to view and edit material. You may use the computers available in 229 Sweeney Hall or bring your own if you prefer.

## **COURSE REQUIREMENTS AND GRADING**

This course requires a mix of individual and group work. I will grade all assignments on effort and thoroughness, taking into account that group work rarely reflects equal effort by all members of the group.

Entrepreneurial spirit is greatly appreciated and will be rewarded. In other words, it is your responsibility in this course to find opportunities to make yourself useful and to help solve the myriad challenges which will arise throughout the semester.

Participation in class discussions is essential. Overall, your grade will be based on your commitment to the successful publication of *Reed*. If at any point in the semester you would like to discuss your performance in the course, come see me during office hours.

Final grades will be determined, roughly, by the following:

Contribution & Effort on Production Team	70%
Class Participation	20%
Journal Report	10%

**IMPORTANT NOTE:** Since we must publish a magazine by the end of the semester, one of the vital aspects of this course is learning how to manage and schedule a project. For this reason, deadlines are essential and failure to meet them will adversely affect your grade. It is extremely important to keep your commitments to your team and to the class in order to produce a magazine on schedule.

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**No passion in the world is equal to the passion  
to alter someone else's draft.  
— H.G. Wells**

**Proofread carefully to see if you any words out.**  
— Author Unknown

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### **GROUP WORK**

Our mission for this term is to take the art and literature chosen by our staff in the fall semester and produce the next issue. At the first class meeting, each student will select a production team; your work as part of this team will be your primary contribution for the semester.

Production teams will cover all the tasks necessary to produce a publication, e.g. design of the magazine and website, copyediting, grantwriting, promotions, sales and distribution. Members of each production team work closely together and leadership positions are usually given to graduate students or those with relevant experience. Enthusiasm and dedication to produce a quality product are also important contributions. Remember that the great thing about this class is that at the end of the semester you will have a portfolio piece with your name on it to show for all your hard work—which can be a helpful tool when entering the job market.

Note that the Faculty Advisor reserves the right to revise membership in any of the teams as needed.

### **INDIVIDUAL ASSIGNMENT**

**Journal Report** – You will read one literary journal (in print, not online) and present a short report on its style (layout, design, organization) and content (the *substance* of the writing in the journal) to the class. You should compare and contrast the journal to the most recent issue of *Reed*, making sure to highlight any qualities you think *Reed* should imitate. Please bring in a copy of the magazine for show and tell, make a five-minute presentation to the class, and create a two-page report.

### **CLASS MEETINGS & ATTENDANCE**

This seminar is scheduled to meet for three hours per week. The "lecture" part of these meetings is minimal, and we will use most of the time for presentations and group work. As deadlines approach, I expect that teams will meet outside of normal class hours as well. We have all made time in our schedules to be here in the classroom, so as a courtesy to your fellow staff members, please be on time. Students who come in after roll call will be considered absent. Note that 20% of your grade is class participation and you must be present in order to participate in class discussions.

If you are ill, or are presented with an emergency that will cause you to miss more than one class, please contact me as soon as possible.

## **CLASS ETIQUETTE**

Please observe the following: no eating during lecture and, of course, no cell phone use. During class time laptop use should be limited to Reed production, which with our current editorial mission does not include logging time on Tinder or World of Warcraft.

## **DEPARTMENTAL GRADING POLICY**

The Department of English reaffirms its commitment to the differential grading scale as defined in the official SJSU Catalog ("The Grading System"). Grades issued must represent a full range of student performance: A = excellent; B = above average; C = average; D = below average; F = failure.

## **SJSU ACADEMIC INTEGRITY POLICY**

Your own commitment to learning, as evidenced by your enrollment at San Jose State University, and the University's Academic Integrity Policy require you to be honest in all your academic course work. Faculty are required to report all infractions to the office of Judicial Affairs. The policy on academic integrity can be found at <http://www2.sjsu.edu/senate/S04-12.htm>. The SJSU rules against plagiarism are set forth in the SJSU Catalog, which defines plagiarism as the act of representing the work of another as one's own (without giving appropriate credit), regardless of how that work was obtained, and submitting it to fulfill academic requirements. Plagiarism at SJSU includes, but is not limited to: (1) the act of incorporating the ideas, words, sentences, paragraphs, or parts thereof, or the specific substance of another's work, without giving appropriate credit, and representing the product as one's own work. It is the role and obligation of each student to know the rules that preserve academic integrity and abide by them at all times. This includes learning and following the particular rules associated with specific classes, exams, and/or course assignments. Ignorance of these rules is not a defense to the charge of violating the Academic Integrity Policy. All instances of violating the Academic Integrity Policy will be reported to the Dean of Student Services.

## **CAMPUS POLICY ON COMPLIANCE WITH AMERICANS WITH DISABILITIES ACT**

If you need course adaptations or accommodations because of a disability, or if you need special arrangements in case the building must be evacuated, please make an appointment with me as soon as possible, or see me during office hours. Presidential Directive 97-03 requires that students with disabilities register with the DRC to establish a record of their disability.

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**I think I did pretty well,  
considering I started out  
with nothing but a bunch of blank paper.  
— Steve Martin**

## GROUP ASSIGNMENTS

### Production Teams

At the first class meeting, each student will select a Production Team on which you will serve for the whole semester. NOTE: the Faculty Advisor reserves the right to assign members to teams as needed, but she, in her infinite generosity, will try to give you your first or second choice of positions.

- ❖ **Design & Layout (5)** – Duties include:
  - ◆ Design the cover and interior spreads for the next issue.
  - ◆ Layout *Reed* in Adobe InDesign, an industry-standard software package for desktop publishing. Important qualifications for this team are computer skills, attention to detail, and the ability to work on deadline.
  - ◆ Note that this is one of the most demanding but ultimately rewarding jobs of the semester.
- ❖ **Copyediting & Proofreading (5)** – Duties include:
  - ◆ Responsibility for editing all accepted content and working with authors to approve changes
  - ◆ Members of this team also provide the second (and third, and fourth) set of eyes, reviewing the layout before it goes to print
- ❖ **Marketing & Promotion (5)** – Duties include:
  - ◆ Advertising submission deadlines
  - ◆ Growing the number of applicants to our contests to generate revenue
  - ◆ Preparing for the AWP Bookfair ([www.awpwriter.org/awp\\_conference/bookfair\\_overview](http://www.awpwriter.org/awp_conference/bookfair_overview))
  - ◆ Creating all advertising and publicity related to the launch of *Reed*
  - ◆ Making sure all messaging stays on target for the *Reed* brand
  - ◆ Researching the history of *Reed* and incorporating it into our branding
  - ◆ Planning the launch party
- ❖ **Sales & Distribution (4)** – Our goal is to get the new issue of *Reed* distributed as far and wide as possible and to generate new revenue through ad sales. Duties include:
  - ◆ Staff sales tables at Center for Literary Arts readings and other local literary events
  - ◆ Fulfill mail and online orders
  - ◆ Become familiar with the benefits local businesses enjoy by advertising in *Reed* (the sales pitch)
  - ◆ Contact ad sales leads, in person or on the phone
  - ◆ Work with advertisers on text and graphics for their ads (in conjunction with the Design Team)
  - ◆ Contact bookstores (chains, independents, college and university bookstores, etc.) and secure commitments for carrying *Reed*
  - ◆ Distribute copies of the magazine to all outlets that agree to carry it
- ❖ **Web (3)** – Duties include:
  - ◆ Update the *Reed* website (<http://www.reedmag.org>)
  - ◆ Expand *Reed*'s electronic reach, for example by creating an email list of past contributors
  - ◆ Explore creating a digital version of the journal for tablets
- ❖ **Grantwriting (3)** – Duties include:
  - ◆ Research new funding opportunities for *Reed*
  - ◆ Draft grant proposals and see that they are submitted on schedule