



## UNIVERSITI TEKNOLOGI MARA

### FWC661: MANUSCRIPT EDITING PROJECT

<b>Course Name (English)</b>	MANUSCRIPT EDITING PROJECT <b>APPROVED</b>
<b>Course Code</b>	FWC661
<b>MQF Credit</b>	20
<b>Course Description</b>	<p>The course provides the students with the opportunity to engage and learn directly from the creative industries by being introduced and inducted by various industry practitioners (known as mentors) of relevant fields. Also known as work-based learning or apprenticeship, the course is designed to allow the students to prepare for the work environment especially in areas that require immediate and skilled talent. The students will be attached to the workplace for the duration of a semester and are expected to gain appropriate knowledge and experience in order to allow them performing effectively within a daily work setting. This notion of experiential learning allows the students to acquire and develop the much needed skills for the 21st century workforce. Throughout the duration of the semester, the students will be under the patronage of respective mentors. Emphasis of the course is on the students' ability to adapt to the working environment and contribute to their respective employers in a professional manner as they learn the trade. The students are expected to perform and contribute whole-heartedly to the companies or organizations they are attached to in order to ensure that the full engagement is experienced. This experience will allow the students to develop their portfolios and establish liaison with the industry practitioners.</p>
<b>Transferable Skills</b>	Creating Ideas, Using various styles of written communication, Editing, Interacting effectively with peers, superiors and subordinates, Accepting responsibility, Working effectively under pressure, Taking initiative in job-related duties, Evaluating personal and professional strength and weakness. Solving problem, Prioritizing tasks, Taking responsibility for decisions, Multi-tasking
<b>Teaching Methodologies</b>	Industrial Training, Supervision, Project-based Learning, Work-based Learning
<b>CLO</b>	<p>CLO1 Conform to ethical values and professionalism in completing assigned tasks</p> <p>CLO2 Initiate effective communication, leadership and teamwork skills in completing assigned tasks.</p> <p>CLO3 Practice research skills in identifying and addressing relevant problems and their possible resolutions.</p> <p>CLO4 Demonstrate the ability of managing information independently and acquiring lifelong learning skills.</p> <p>CLO5 Master managerial and entrepreneurial skills required in working for the creative industries.</p>
<b>Pre-Requisite Courses</b>	No course recommendations
<b>Topics</b>	
<b>1. Manuscript Writing Project</b> 1.1) Course Briefing	
<b>2. Manuscript Writing Project</b> 2.1) Week 2	
<b>3. Manuscript Writing Project</b> 3.1) Week 3	
<b>4. Manuscript Writing Project</b> 4.1) Industrial Lecturer's Report 1	
<b>5. Manuscript Writing Project</b> 5.1) Week 5	

<b>6. Manuscript Writing Project</b> 6.1) Week 6
<b>7. Manuscript Writing Project</b> 7.1) Week 7
<b>8. Manuscript Writing Project</b> 8.1) Week 8
<b>9. Manuscript Writing Project</b> 9.1) Industrial Lecturer's Report 2
<b>10. Manuscript Writing Project</b> 10.1) Week 10
<b>11. Manuscript Writing Project</b> 11.1) Industrial Lecturer's Report 3
<b>12. Manuscript Writing Project</b> 12.1) Week 12
<b>13. Manuscript Writing Project</b> 13.1) Week 13
<b>14. Manuscript Writing Project</b> 14.1) Week 14

Assessment Breakdown		%		
Continuous Assessment		100.00%		
Details of Continuous Assessment	Assessment Type	Assessment Description	% of Total Mark	CLO
	Internship Report	Reflective Journal	10%	CLO3
	Internship Report	Employer's Assessment Report	40%	CLO5
	Portfolio/Log Book	Weekly Log	10%	CLO4
	Portfolio/Log Book	Continuous Draft	20%	CLO2
	Portfolio/Log Book	Final Draft	20%	CLO1
Reading List	Reference Book Resources	<ul style="list-style-type: none"> <li>• Dawson, P. &amp; Andriopoulos, C 2017, <i>Managing change, creativity and innovation</i>, Harvard Business School Publishing Corporation USA</li> <li>• DeFillippi, R. &amp; Wikstrom, P 2014, <i>International perspectives on business innovation and disruption in the creative industries: Film, video and photography</i>, Edward Elgar Pub Cheltenham, UK</li> <li>• Guffey, M.E. &amp; Loewy, D. 2012, <i>Essentials of business communication</i>, Cengage Learning Mason, OH</li> <li>• Jones, C. &amp; Lorenzen, M 2015, <i>The Oxford handbook of creative industries</i>, Oxford University Press Oxford</li> <li>• Khaire, M 2017, <i>Culture and commerce: The value of entrepreneurship in creative industries</i>, Stanford Business Books Stanford</li> <li>• Masters, A. &amp; Wallace, H.R. 2010, <i>Personal development for life and work</i>, South-Western Educational Pub Mason, OH</li> <li>• Ross, A 2016, <i>The industries of the future</i>, Simon &amp; Schuster NY, USA</li> <li>• Schwab, K 2017, <i>The fourth industrial revolution</i>, Crown Business NY, USA</li> </ul>		
Article/Paper List	This Course does not have any article/paper resources			
Other References	This Course does not have any other resources			