

Syllabus: Technical Editing Technical Communication

ENGL 3373.001

Fall 2014

TR 8:00 AM-10:50 AM, Tuesdays Only

310PH from 8:00 A.M.-9:20 A.M., and in 211PH from 9:20 A.M.-10:50.

Pickard Hall (PKH) 205—originally

Contact Information

Instructor Name: Dr. Crystal Elerson

Office Location: Carlisle Hall (CARH) 612

Email Information: Elerson@uta.edu (click link)

- **Include ENGL 3373.001, and a detailed topic in the subject line of all emails; I will not open emails that do not include a correct subject line.**
- Sign your first and last name at the bottom of each email, so I know which student you are.
- I check email daily, except on the weekends. I try to respond to emails within 48 hours.
- If you email me after noon on Friday or over the weekend, you will likely not hear back from me until Monday.

Office Hours

11:00 a.m.-12:00 p.m. on Mondays or by Appointment

- **Best appointment times** are between 8:00 a.m. and 11:00 a.m. MWF or between 2:00-3:00 PM on Tuesdays.
- I teach MWF 1:00 p.m.-2:50 p.m. and from 8:00 a.m.-1:50 p.m. on Tuesdays, so I will be unavailable for individual meetings during those hours. I work from home on most Thursdays.
- Sometimes, the department schedules meetings during my office hours, and if that happens, I will not be in my office. Always let me know in advance that you are coming, so I can let you know if I have a conflict.
- If no one schedules an appointment with me for my office hours, I may choose to use the time another way, so make sure to send an email setting up an appointment to let me know you are coming. You may do walk-in meetings, but I cannot promise to be available or there if I am unaware that you are coming.

Course Description

ENGL 3373.001

Junior-level course focused on copy editing and content editing skills. This course includes both individual and collaborative projects. Prerequisite: ENGL 1301, ENGL 1302.

Required Course Materials

Required Books (3)

Einsohn, Amy. *The Copyeditor's Handbook: A Guide for Book Publishing and Corporate Communications*, ISBN: 978-052027156

American Psychological Association. *Publication Manual of the American Psychological Association, Sixth Edition*, ISBN: 978-1433805615 (Common nickname: APA Style Guide)

Williams, Joseph. *Style: Lessons in Clarity and Grace*, ISBN: 978-0321580125

- Only these editions of the textbooks are acceptable for the course.
- You will need these books to pass this course.
- You must have *The Copywriter's Handbook* by the end of the first full week of class—no extensions for failing to purchase the book.

Required Materials

- Red pencils (no, you may not use a red pen).
- A good eraser.
- Paperclips.
- USB Drive.
- Headphones to plug into computer for video instructions.
- Standard School Supplies: Pens, Pencils, Paper, Index Cards (or Flashcard program/application) etc.
- UTA Email address that you check daily.
- Reliable Internet access (use UTA library if you cannot access the Internet from home).

Course Objectives

- To learn how to copy edit text written in American English.
- To learn how to comprehensively edit text written American English.
- To learn the technical terms, proofreading marks, and other jargon of proofreaders.
- To learn to use good editing tone when providing feedback.
- To learn to create a single voice for a document.
- To learn how to provide feedback on paper, in Microsoft Word, and on PDFs through Adobe Reader.
- To learn editing, tracking, and commenting skills.

Course Policies

- You must attend class regularly. You cannot perform well in this course unless you attend class. If you miss class for any reason, you are responsible for all material covered and all assignments made.
- If you are unable to attend class for some reason, please e-mail me.
- If you are more than 5 minutes late by the technical writing lab clock, you are absent. On the fifth absence, you will receive a WF or F in the course.
- Submit all assignments on time. I do not accept late papers. If you are having trouble completing an assignment, talk with me at least two days before the assignment is due. If you use Turn In or e-mail an assignment to me because you have to miss class, then you must bring a physical copy with you to the next class.
- Any assignment not prepared specifically according to instructions in format, organization, or style may receive a grade of F.
- If you miss a quiz because you did not arrive to class on time or missed class, you cannot make up the quiz and will receive a grade of zero.

Extra Credit

Extra Credit opportunities will pop up in class, and I will offer them when they do. If you miss the opportunity, you will not be able to take the option later.

Late Work

I will **not** accept late assignments for any reason. In case of an emergency, make sure you have a friend or relative deliver the assignment to me by the due date at the beginning of class.

Americans with Disabilities Act

In accordance with the terms and spirit of the Americans with Disabilities Act (ADA) and Section 504, Rehabilitation Act, I will cooperate with the Office of Disability Accommodation (ODA) to reasonably accommodate you if you qualify as a student with a disability. You must register with the ODA, and present your written request to me on or before the fourth day of the semester.

Plagiarism Information

According to the university catalog, term cheating includes, but is not limited to:

- Use of any unauthorized assistance in taking quizzes, tests, or examinations.
- Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.
- The acquisition, without permission, of tests or other academic material belonging to a faculty or staff member of the university; or
- Any other act designed to give a student an unfair advantage.

The term plagiarism includes, but is not limited to:

- The knowing or negligent use by paraphrase or direct quotation of the published or

- unpublished work of another person without full or clear acknowledgment; and
- The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person or agency engaged in the selling of term papers or other academic materials. (Student Catalog 92)

In my class plagiarism includes:

- Turning in any material (even one sentence) that is not your own without acknowledging the source.
- Turning in material that is identical to a classmate's material.
- Using material from a previous course.
- Any student caught plagiarizing will be given an F in the course, and his or her actions will be reported to the Office of Student Rights and Responsibilities—no exceptions.

Attendance Information

The Department of English expects all students to attend class and will consider absences when determining semester grades. I will include your attendance as part of your professionalism grade.

Number of Allowed Absences

At the discretion of the instructor, a student who **has** the following number of absences, may receive a WF or F:

- 7 absences in a class that meets 3 times a week.
- 5 absences in a class that meets 2 times a week.
- **3 absences in a class that meets 1 time per week or a summer course that meets four times a week.**
- 1 absence in a summer class that meets twice a week.

Missed Class

If you miss a class, do **not** come to me to ask what you missed. I recommend you exchange emails with your classmates, so that you can find out what we did in class when you were absent.

Excused Absences

The only excused absences recognized by the University of Texas at Arlington are those wherein a student is representing the university in an official capacity. *These absences will not be excused without appropriate documentation.* Athletes and other students who will miss class for an official university activity **must advise me in writing at least 48 hours in advance of the absence.** Notice only lets the instructor know that a student will be missing class; this notice does not extend due dates for assignments or allow the student to make up missed quizzes. Students must make arrangements with the instructor at least 48 hours prior to the absence for turning in the work. No guaranteed extensions.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UTA. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc.

Headphones and Music

I do allow students to listen to their own music on headphones during workshop portions of the class as long as the volume is low enough that students can hear me if I need to bring something to their attention.

Cell/Mobile Phones

- To avoid distractions during lectures, I expect students to mute their phones and keep them out of sight.
- Students may listen to music on headphones during workshop time, but students should avoid texting, checking email, or surfing the Internet.
- If a student is expecting an important call that he or she needs to take during class, the student should:
 - Inform the instructor before class begins.
 - Arrange for notes from another student before class if leaving is necessary.
 - Go out into the hall to answer the phone and have the conversation.

Restroom Breaks

- Students may leave the class and return without asking permission for restroom breaks.
- Try to time exit or entrance when the instructor is changing slides or switching activities, so the exit or entrance causes the least amount of disruption.
- Be polite and quiet.

Student Tardies

- If a student is running late, come to class anyway. Even hearing part of a lecture can help students understand the necessary concept.
- Be quiet and respectful when entering the classroom late. The instructor is probably already teaching, and lateness should not disrupt the lecture.
- If a student is late to class on a day when an assignment was due at the beginning of class, the student will receive a zero on the assignment. I do not take late work.
- Ask another student for notes over what you missed if you are late.
- Speak with the instructor after the lecture if you have a really good reason for being late (accident, emergency of some kind).
- Having to work is never an accepted reason for being late to class.

Leaving Early

- If a student must leave early, let the instructor know before class.
- Ask another student to give you notes on anything you miss by leaving early.
- Having to work is never an accepted reason for leaving class early.

Computer Etiquette

While we will be using the computers in the classroom to complete both homework assignments and papers, you must use good computer etiquette during class time. Hacking, surfing the net, sending/reading personal emails, or completing work for other courses during class time is strictly forbidden. Failure to adhere to these rules will result in dismissal from the classroom and will count as a zero on any daily work for that class day.

Students may bring their own laptops or tablets to class, however, the student is then responsible for having all the software needed for the course and for using the software. UTA employees (including the instructor) cannot help students working on their own machines because of the differences in software versions and settings.

Course Evaluation (Grades)

Grading Scale

Range	Letter	Category	Description
90–100	A	Excellent	Reserved for Excellence
80–89	B	Good	You've gone above and beyond
70–79	C	Average	You've done everything I asked you to do
60–69	D	Below Average	You're doing below average work
Below 60	F	Failing	You did not meet the minimum requirements

Grade Evaluation

Assignments	Percentage	Due Dates
Quizzes, Professionalism	10%	Daily
In-Class Exercises	10%	Daily
Homework	10%	Daily
Midterm Exam	15%	10/14
Team Project	15%	11/18
Individual Project	20%	12/2
Final Exam	20%	12/9

Assignment Descriptions

Quizzes, Professionalism (10%)

Most of quizzes will come from assigned readings to test whether students completed the readings before class. Personal responsibility comes under the heading of professionalism and will be measured partially by students' arrival on-time to take quizzes, preparedness for class, and behavior in class. These quizzes will open in Blackboard at the beginning of class and close at an announced time (5-15 minutes into class depending on quiz length). Make-up quizzes will not be available.

In addition, students will also complete term and symbol quizzes to aid in learning editing vocabulary.

Daily In class Exercises (10%)

In-class practice exercises done to re-enforce material from lectures and reading.

Homework (10%)

Practice assignments that student complete between class days to hone their skills. Homework assignments will be announced in class and posted on Blackboard each week.

Midterm Exam (15%)

Will include multiple choice and paper editing. Designed to allow students to prove understanding and skill level of course concepts.

Team Project (15%)

Students will work in teams of two or more to complete a substantial editing project. Assignment sheets and materials will be available when projects are assigned.

Major Individual Project (20%)

Students will complete an individual editing project to hone their editing skills. Assignment sheets and materials will be available when projects are assigned.

Final Exam (20%)

Will include multiple choice, paper editing and electronic editing. Designed to allow students to prove understanding and skill level of course concepts.

Readings and Assignments

All dates are subject to change by instructor

Week 1

T 8/26	What We Will Learn	Introduction to Course
	What to Read Before Class	Nothing
	What is Due Today	Nothing

Week 2

T 9/2	What We Will Learn	Copy Editing, Procedures, and References
	What to Read Before Class	The Copyeditor's Handbook, Part I, Ch. 1-3 (p 1-67)
	What is Due Today	<p>--Homework (due at beginning of class) Memorize the marks, names, and how to use each mark on pages 32-35 in the reading. Bring flashcards you have made to memorize these to class.</p> <p>--Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class)</p> <p>--In-Class Exercises (due at end of class)</p>

Week 3

T 9/9	What We Will Learn	Punctuation, Spelling, Capitalization, Numbers
	What to Read Before Class	The Copyeditor's Handbook, Part II, Ch. 4-7 (p 69-194)
	What is Due Today	<p>--Homework (due at beginning of class)</p> <p>--Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class)</p> <p>--In-Class Exercises (due at end of class)</p>

Week 4

T 9/16	What We Will Learn	Quotations and Special Options
	What to Read Before Class	The Copyeditor's Handbook, Part II, Ch. 8-10 (p 196-272)
	What is Due Today	<p>--Homework (due at beginning of class)</p> <p>--Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class)</p> <p>--In-Class Exercises (due at end of class)</p>

Week 5

T 9/23	What We Will Learn	References, Front & Back Matter, Typencoding
	What to Read Before Class	The Copyeditor's Handbook, Part II, Ch. 11-13 (p 274-329)
	What is Due Today	--Homework (due at beginning of class) --Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class) --In-Class Exercises (due at end of class)

Week 6

T 9/30	What We Will Learn	Grammar and Beyond
		The Copyeditor's Handbook, Part III, Ch. 14-15 (p 333-416)
	What to Read Before Class What is Due Today	--Homework (due at beginning of class) --Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class) --In-Class Exercises (due at end of class)

Week 7

T 10/7	What We Will Learn	Exam Review
	What to Read Before Class	APA Style Guide, Ch. 1-2 (p. 9-39)
	What is Due Today	--Homework (due at beginning of class) --Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class) --In-Class Exercises (due at end of class)

Week 8

T 10/14	What We Will Learn	Midterm Exam
	What to Read Before Class	Review notes and flashcards from sections from The CopyEditor's Handbook.
	What is Due Today	Midterm Exam—Only over material from The Copyeditor's Handbook and class discussions.

Week 9

T 10/21	What We Will Learn	Science Writing and Writing Style
	What to Read Before Class	APA Style Guide , Ch. 3 (p. 61-86), Ch. 8 (p. 225-244) <i>Style</i> , Pt. 1 (p. 1-26)
	What is Due Today	--Homework (due at beginning of class) --Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class) --In-Class Exercises (due at end of class)

Week 10

T 10/28	What We Will Learn	Cohesion, Coherence, Motivation, and More
	What to Read Before Class	<i>Style</i> , Pts. 2-3, Lessons 5-8 (p. 66-124),
	What is Due Today	--Homework (due at beginning of class) --Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class) --In-Class Exercises (due at end of class)

Week 11

T 11/4	What We Will Learn	Cohesion, Coherence, Motivation, and More
	What to Read Before Class	<i>Style</i> , Pts. 4-5, Lessons 9-12 (p. 125-206),
	What is Due Today	--Homework (due at beginning of class) --Reading Quiz (open book and notes, taken in class via Blackboard at the beginning of class) --In-Class Exercises (due at end of class)

Week 12

T 11/11	What We Will Learn	Team Project Workshop Day
	What to Read Before Class	Nothing
	What is Due Today	TBA

Week 13

T 11/18	What We Will Learn	Team and/or Individual Project Workshop Day
	What to Read Before Class	Nothing
	What is Due Today	Team Project (due by end of class)

Week 14

T 11/25	What We Will Learn	Individual Project Workshop Day
	What to Read Before Class	Nothing
	What is Due Today	TBA

Week 15

T 12/2	What We Will Learn	Final Exam Review Day
	What to Read Before Class	Nothing
	What is Due Today	Individual Project

Week 16—Final Exam Week

T 12/9	Final Exam	PH 310 8:00 AM – 11:30 AM
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