

**English 302: Editing**  
Course Guidelines | Spring 2013 | Tues/Thurs 1:00-2:15pm

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**Instructor Information**

Instructor: Dr. Gouge  
Phone: 293-9718  
Office: 343 Colson  
Office Hours: Weds 1-3p.m. and by appointment  
Email: cgouge@wvu.edu

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**Required Things**

1. *Technical Editing*, 5<sup>th</sup> Edition, Carolyn Rude (Longman, 2011)
2. MIX. You must check your MIX email account regularly for this class and locate and retrieve any documents on our course MIX page that I post for you there. If there is a change to the syllabus or a class cancellation, I will send you a MIX email with that information and you will be responsible for having reviewed it.
3. A GREEN PEN, for editing. We will color-code our editing marks for clarity: You will use green. I will use red.

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**Course Goals**

Given the general focus on Editing as the framing context for English 302, during the course of the semester, you can strive to

1. Learn to identify more accurately and thoroughly the needs of an audience and use that understanding to evaluate a document.
2. Identify and correct errors of grammar, spelling, and punctuation using standard copymarking symbols.
3. Understand and evaluate the effects of word choice, sentence structure, organization and document design on the meaning and effectiveness of documents.
4. Demonstrate an understanding of the relationship between rhetoric and writing to participation in professional life.
5. Interact professionally and communicate effectively with writers about their writing.

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**Graded Work**

Your grade will be determined by the following percentages for required work:

Editing Projects	40%
Final Portfolio and Exam	25%
Unannounced Quizzes	20%
Participation	10%
One 5-Minute Presentation	5%

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## Overview of Required Work

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### Editing Projects

You will complete a series of four graded editing projects over the course of the term. You must submit your projects in person when I collect them in class in order to receive any credit for completing them. You will receive a zero for any project you do not submit when I collect it in class. **These must be treated as exams and done individually, without consultation or help from anyone--especially other editing students, past or present.** Any violation of this will result in a failing grade in the class. The projects together are worth 40% toward your final grade.

### Final Portfolio and Exam

During the regularly scheduled final exam slot for this course, you will submit a Final Editing Portfolio that will include everything you do during the term—both graded and non-graded work. This means that you should SAVE EVERYTHING throughout the course of the term. At the end of the term, we will discuss the organization and submission of the final portfolio.

The Final Exam will be distributed to you during the last class and submitted by you in your portfolio during the university-scheduled final exam slot for this class. The exam may cover elements of all required coursework (course reading, discussion, and all written work). Any student who does not submit the exam or the portfolio will receive an automatic “F” for the “Final Portfolio” portion of your final grade. Your Final Portfolio will be worth 25% of your final grade.

### Unannounced Quizzes

During the term, you will be given the opportunity to take at least 10 unannounced quizzes on course material that has been covered up to and including the date of the quiz (reading, class discussion, and other required work). Some days, I may choose to collect your written homework and grade it as your quiz. To submit this work as a quiz, you must be in class when I collect it. **There will be no make-up quizzes,** so if you miss a class during which a quiz was given, you will receive a zero for that quiz. These 10 unannounced quizzes will be worth a total of 20% of your final grade.

### Participation

Your participation will be evaluated according to your consistency with regard to attendance, level of preparedness for, and professional conduct in all course-related work. This includes your attendance at and preparedness for all course-related meetings, your conduct in all course-related activities, how consistently and effectively you engage with the demands of the course, and the overall quality and thoughtfulness of all aspects of your interaction with the course, your instructor, and your classmates. Participation is worth 10% of your final grade.

**NOTE:** You can miss a couple classes due to illness or a weather incident or something else that come up and is beyond your control. **Any student missing more than three classes for any reason will receive 0% for participation.**

### One 5-Minute Presentation

You will sign up to give one 5-minute presentation with visual aids on a topic related to the unit for which you sign up. If you do not present on the day for which you sign up, you will receive a 0 for your presentation. Your 5-minute presentation will be worth 5% of your final grade.

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## Course Policies

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### Attendance

Because it is unprofessional and irresponsible to miss or be late to scheduled meetings, attendance is mandatory and **all absences and late arrivals will be noted and may affect your final course grade**. Attendance includes being present and prepared for all class meetings, checking your email regularly (on weekdays when we do not have class), and being present and prepared for all meetings you schedule with me and/or your classmates. If you miss a class during which I distribute an editing project, I will leave it on the bulletin board next to my office door for you to pick up after class.

**NOTE: Make sure to save your absences for unforeseen illnesses and other emergencies.**

Regardless of why you miss, if you miss three classes, you will automatically receive an “F” for the participation portion of your grade. Your fourth absence will earn you a ZERO for the 10% of your grade dedicated to participation.

### Deadlines

It is unprofessional to miss a deadline. Because this course places a strong emphasis on professionalism and professional responsibility, **any work not submitted by the author when I collect it in class will not be accepted or graded**. You may send me an email requesting permission to submit work early, but you must do this at least one week in advance of the due date.

### Academic Honesty

I expect that all of the work you will do for this class will be your own and will be done specifically to meet the requirements for this course. **Trying to pass off someone else's work as you own—including any marks on any editing projects—is plagiarism and will result in a failing grade for the course**. Unless otherwise noted, then, you should assume that all work is to be done individually. While I otherwise encourage you to talk over course-related ideas with your classmates, you may not share any answers or consult with anyone in preparation for your editing projects.

### Social Justice Statement

West Virginia University is committed to social justice. I fully support that commitment and will do anything I can to foster a nurturing learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, cultural or national origin.

### Learning Support

If you anticipate needing any type of assistance to enable you to fully participate in this class, please let me know at the start of the term and contact the WVU Office of Disability Services (293-6700) for their guidance. I would like to be given the opportunity to help every student to successfully complete this course; however, I am unable to help you with the successful completion of this course if you do not tell me at the start of the term what kinds of challenges the course might present for you and what forms of support you might need as you prepare for and work through the assignments.

# English 302: Editing

Schedule of Work | Spring 2013 | G18 Colson | Dr. Gouge

<b>Week 1</b>	<b>January 15<sup>th</sup> and 17<sup>th</sup></b>
Tuesday	Overview of Course: Coursework, Expectations, and Policies; Write and submit editorial values statement.
Thursday	To be prepared for class today (Thursday), carefully read Chapter 1 (The Big Picture) in <i>Technical Editing</i> and complete “Discussion and Application” (D&A) question #1 in writing. Being an effective editor demands effective organizational skills. With that in mind, note two important things about your written D&A homework for today and every day after: <ol style="list-style-type: none"><li>1. Make sure the date, the chapter number, page number of the question, and your answers are all written down on a separate piece of paper unless otherwise indicated <u>before class</u>. You may handwrite or type these—it’s up to you—but you must have them printed and ready to go before you come to class.</li><li>2. With today’s written homework along with all future written homework, you are expected to bring your written response to class. I may ask to see it in class; I might collect it; I might count it as a quiz. No matter whether it is collected or not, you will need to save it and submit it along with all the other required written work in your final portfolio.</li></ol>
<b>Week 2</b>	<b>January 22<sup>nd</sup> and 24<sup>th</sup></b>
Tuesday	Read Chapter 2 in <i>Technical Editing</i> (Readers, Users, etc.) and respond to D&A questions #1, 2 and 3 in writing, neatly, on a separate piece of paper.
Thursday	Chapter 3 in <i>Technical Editing</i> (Collaborating with Writers) and respond to D&A question #1 in writing, neatly, on a separate piece of paper.
<b>Week 3</b>	<b>January 29<sup>th</sup> and 31<sup>th</sup></b>
Tuesday	Chapter 4 in <i>Technical Editing</i> (Marking Paper Copy) and respond to D&A questions #1 and 2 in your book. I will check this in class; <b>Sign up for presentations.</b>
Thursday	Chapter 7 in <i>Technical Editing</i> (Basic Copyediting) and respond to D&A question #1 in your book. I will check this in class.
<b>Week 4</b>	<b>February 5<sup>th</sup> and 7<sup>th</sup></b>
Tuesday	<b>Editing Project #1 Due; Presentation Set #1: Basic Copyediting.</b>
Thursday	Chapters 8 and 9 in <i>Technical Editing</i> (Copyediting for Consistency and Spelling, Capitalization, and Abbreviations) and respond to D&A question #2 on page 121 on a separate piece of paper and D&A questions #1 and 6 on pages 132/133 in your book.

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**Week 5**      **February 12<sup>th</sup> and 14<sup>th</sup>**

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Tuesday      Chapter 10 in *Technical Editing* (Grammar and Usage) and D&A questions 1-7 in your book.

Thursday      Chapter 11 in *Technical Editing* (Punctuation) and D&A questions 1-10 in your book and on a separate piece of paper (some questions require short responses that may not be easy to fit in your book—please use a separate piece of paper for these responses).

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**Week 6**      **February 19<sup>th</sup> and 21<sup>st</sup>**

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Tuesday      **Editing Project #2 Due; Presentation Set #2; Conference Sign-Up:** You must sign up for one 10-minute conference to be held on Thursday March 5<sup>th</sup> or Tuesday March 7<sup>th</sup>. If you miss class, you will not have a choice of time and I will email you your conference time.

Thursday      **CONFERENCES** in my office (343 Colson) for Editing Project #2. Your project will be returned to you during conference.

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**Week 7**      **February 26<sup>th</sup> and 28<sup>th</sup>**

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Tuesday      **CONFERENCES** in my office (343 Colson) for Editing Project #2. Your project will be returned to you during conference.

Thursday      Chapter 14 in *Technical Editing* (Comprehensive Editing) and respond to D&A question #2 (note that this is a bit more work than some other weeks, so make sure you plan ahead and set aside enough time to complete it).

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**Week 8**      **March 5<sup>th</sup> and 7<sup>th</sup>**

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Tuesday      Chapter 15 in *Technical Editing* (Style) and respond to D&A question #1 on a separate piece of paper (not in your book).

Thursday      Chapter 16 in *Technical Editing* (Style: Verbs and Other Words) and respond to D&A questions # 1 and 2 (can be done in book).

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**Week 9**      **March 12<sup>th</sup> and 14<sup>th</sup>**

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NO CLASS: I'll be away at a conference.

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**Week 10**      **March 19<sup>th</sup> and 21<sup>st</sup>**

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Tuesday      Chapter 17 in *Technical Editing* (Organization) and respond to D&A question #1.

Thursday      Chapters 18 and 19 in *Technical Editing* (Visual Design and Illustrations) and respond to D&A question #1 for both chapters on a separate piece of paper (so, two different D&A ques.).

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**Week 11**      **March 26<sup>th</sup> and 28<sup>th</sup>**

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NO CLASS: Spring Break.

**Week 12**      **April 2<sup>nd</sup> and 4<sup>th</sup>**

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Tuesday      **Editing Project #3 Due; Presentation Set #3: Comprehensive Editing; Bring both your original Editing Project #2 to class and a xerox copy.**

Thursday      Chapter 20 in *Technical Editing* (Global Contexts) and D&A question #2 (can be done in book).

**Week 13**      **April 9<sup>th</sup> and 11<sup>th</sup>**

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Tuesday      Chapter 21 in *Technical Editing* (Legal and Ethical Issues) and respond to D&A question #2 on a separate piece of paper. Question asks for a “brief report.” You can type this up as a couple paragraphs, about 250 words. Try to make it look clear, neat, and professional.

Thursday      Chapter 13 in *Technical Editing* (Proofreading) and respond to D&A questions #5 and 6 in your book.

**Week 14**      **April 16<sup>th</sup> and 18<sup>th</sup>**

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Tuesday      Chapters 23 and 24 in *Technical Editing* (Project Management and Client Projects).

Thursday      Chapter 6 in *Technical Editing* (Electronic Editing).

**Week 15**      **April 23<sup>rd</sup> and 25<sup>th</sup>**

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Tuesday      **Editing Project #4 Due; Presentation Set #4: Freelance Editing; Bring both your original Editing Project #3 to class and a xerox copy.**

Thursday      Preparation for Final Portfolio: Bring all original editing projects, corrections, and notations, as well as any other work done in or for English 302 (quizzes, homework, in-class work, etc.).

**Week 16**      **April 30<sup>th</sup> and May 1<sup>st</sup>**

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Tuesday      Bring a draft of your portfolio introduction to class; Editing Project #4 returned; Continue Portfolio Prep.

Thursday      Complete portfolio prep; Receive Final Exam (a “take home” exam due during the final exam slot for this class).

**FINAL PORTFOLIO and EXAM DUE in my office (343 Colson) @ 4:30p.m.  
on Monday, May 6<sup>th</sup> (the end of the final exam slot for this class).**