

## English 302: Editing

Course Guidelines | Spring 2013 | 11:30-12:45 in G06 Colson | Dr. Brian Ballentine

### General Information

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**Instructor:** Ballentine

**URL:** [community.wvu.edu/~bdb026/302](http://community.wvu.edu/~bdb026/302)

**E-mail:** [brian.ballentine@mail.wvu.edu](mailto:brian.ballentine@mail.wvu.edu)

**Office:** 211 Colson

**Hours:** T 2:00 – 4:00

W 10:00 – 11:30

### Required Text

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There is only one book required for this class: *Technical Editing in the 21<sup>st</sup> Century*, Nicole Amare, Barry Nowlin, and Jean Hollis Weber (Prentice Hall, 2011).

### Course Goals

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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.

### Graded Work

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

Editing Projects (5x)	50%
Final Portfolio and Exam	20%
Five Unannounced Quizzes	15%
Participation and In-class Work	10%
One 10-15 Minute Presentation – Two Person Teams	5%

### Overview of Required Work

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#### *Editing Projects*

You will complete a series of 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 50% of 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 your take-home Final Exam. The portfolio should be organized and professional and should include the following in an appropriately-sized binder:

1. A Table of Contents.
2. Your completed Final Exam.
3. All original, graded Editing Projects with my marks.
4. A cover letter for each Editing Project with detailed explanations/reflections on the assignment. What did you miss and why? What was wrong with your original response? How might you catch that mistake in the future? What was challenging about the assignment? What editing skills did the assignment teach you?
5. The original notes you prepared for your 10-15 minute presentation and any handouts.
6. All of your Quizzes.
7. At least three samples of in-class work *plus* your short writing response from the first day of class on, “What is technical editing?”

The final exam will be distributed during the last 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 and Exam” portion of your final grade. Your Final Portfolio and Exam will together be worth 20% of your final grade.

### *Unannounced Quizzes*

During the term, you will be given the opportunity to take **at least five** 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). **There will be no make-up quizzes or extra credit work**, so if you miss a class during which a quiz was given, you will receive a zero for that quiz. These five unannounced quizzes will be worth a total of 15% of your final grade.

### *Participation*

Your participation will be evaluated according to your consistency with regard to attendance, level of preparedness for, and 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: Any student missing more than three classes for any reason will receive 0% for participation.**

### *One 10-15 Minute Presentation – Two Person Teams*

You and a partner will sign up to give one 10-15 minute presentation with visual aids on the topic and sub-topic for which you sign up. To earn the full 5% points this is worth towards your final grade, you must do original independent research and present new and engaging information to the class about your sub-topic for a full 10-15 minutes on the day for which you signed up, and do your best to answer any questions your classmates or I have. All of these will be evaluated. If you miss class the day you have chosen to present or fail to present for any reason, you will receive a “F” for your presentation. The 10-15 minute presentation will be worth 5% towards your final grade.

## 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 days when we do not have class), and being present and prepared for all meetings you schedule with me and/or your classmates. And, speaking of professionalism, please turn all cell phones **off** (as in no ringing and no vibrating) during class time, as they are disruptive to the class. I'll do the same. No text messaging, Facebook, etc, please. All are very detrimental to your class participation grade. Finally, let's please respect the request for **no food or drink** in the lab. *If at any time course expectations are unclear please do not hesitate to ask.*

**NOTE:** Make sure to save your absences for unforeseen illnesses and other emergencies. If you amass more than **two** unexcused absences, your grade for the course will be lowered **one** full letter grade. For each unexcused absence after two, I reserve the right to lower your final grade by an additional letter grade.

### *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 submit a written request to be allowed to submit work early; however, these will not automatically be approved and **must be submitted for consideration 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—including any marks on any editing exercises—as your own is plagiarism 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 exercises.

### *Social Justice Statement*

West Virginia University is committed to social justice. I fully support that commitment and expect to 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, color or national origin. Any suggestions as to how to further such a positive and open environment in this class will be appreciated and given serious consideration.

### *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.

**Standard Grading Percentages: A 100-93, A- 92-90, B+ 89-87, B 86-83, B- 82-80, C+ 79-77, C 76-73, C- 72-70, D+ 69-67, D 66-60, F 59-0**

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<b>Week 1</b>	(January 15 <sup>th</sup> and 17 <sup>th</sup> )
Tuesday	General introductions and discussion of syllabus plus course goals.
Thursday	To be prepared for class, carefully read Chapters 1 & 2 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (The Technical Editor / Audience & Authors)
<b>Week 2</b>	(January 22 <sup>nd</sup> and 24 <sup>th</sup> )
Tuesday	Read Chapter 3 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Tools & Technology)
Thursday	Chapter 4 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Style Guides: Reinforcing Consistency)
<b>Week 3</b>	(January 29 <sup>th</sup> and 31 <sup>st</sup> )
Tuesday	Chapters 5 & 6 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (An Intro to Grammar / Parts of Speech)
Thursday	Chapter 7 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (The Sentence)
<b>Week 4</b>	(February 5 <sup>th</sup> and 7 <sup>th</sup> )
Tuesday	<b>Editing Project #1 Due; Presentation Set #1: Copyediting;</b> Conference Sign-Up: You must sign up for one 10 minute conference to be held on 2/7 or 2/12. If you miss class, you will not have a choice of time and I will email you your conference time.
Thursday	<b>CONFERENCES</b> in my office (211 Colson) for Editing Project #1.
<b>Week 5</b>	(February 12 <sup>th</sup> and 14 <sup>th</sup> )
Tuesday	<b>CONFERENCES</b> in my office (211 Colson) for Editing Project #1.
Thursday	Chapters 8 & 9 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Punctuation / Mechanics)
<b>Week 6</b>	(February 19 <sup>th</sup> and 21 <sup>st</sup> )
Tuesday	Chapter 10 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Document Design)
Thursday	Chapter 11 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Graphics)
<b>Week 7</b>	(February 26 <sup>th</sup> and 28 <sup>th</sup> )
Tuesday	<b>Editing Project #2 Due; Presentation Set #2: Grammar and Mechanics</b>
Thursday	Chapters 12 & 13 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Editing for Effectiveness / Style)
<b>Week 8</b>	(March 5 <sup>th</sup> and 7 <sup>th</sup> )
Tuesday	Chapters 14 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Organization)
Thursday	Chapter 15 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Coherence)

<b>Week 9</b>	(March 12 <sup>th</sup> and 14 <sup>th</sup> ) BALLENTINE AWAY AT CONFERENCES
Tuesday	InDesign Tutorial Work
Thursday	InDesign Tutorial Work
<b>Week 10</b>	(March 19 <sup>th</sup> and 21 <sup>st</sup> )
Tuesday	<b>Editing Project #3 Due; Presentation Set #3: Visual Design (Print)</b>
Thursday	Chapter 16 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Online Publications)
<b>Week 11</b>	(March 26 <sup>th</sup> and 28 <sup>th</sup> ) SPRING BREAK
Tuesday	SPRING BREAK – No class
Thursday	SPRING BREAK – No class
<b>Week 12</b>	(April 2 <sup>nd</sup> and 4 <sup>th</sup> )
Tuesday	Chapter 17 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Editing Online Documents: Players and Processes)
Thursday	Chapter 18 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Editing Online Content: Tools and Techniques)
<b>Week 13</b>	(April 9 <sup>th</sup> and 11 <sup>th</sup> )
Tuesday	<b>Editing Project #4 Due; Presentation Set #4: Visual Design (Digital)</b>
Thursday	Chapter 19 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Production Editing of Websites)
<b>Week 14</b>	(April 16 <sup>th</sup> and 18 <sup>th</sup> )
Tuesday	Chapter 20 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Ethical and Legal Issues in Technical Editing)
Thursday	Chapters 21 & 22 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Global and Cultural Issues in Technical Editing / Production and Project Management Issues)
<b>Week 15</b>	(April 23 <sup>rd</sup> and 25 <sup>th</sup> )
Tuesday	<b>Editing Project #5 Due; Presentation Set #5: InDesign/Page Layout Software</b>
Thursday	Chapters 23 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Usability Testing on a Budget)
<b>Week 16</b>	(April 30 <sup>th</sup> and May 2 <sup>nd</sup> )
Tuesday	Chapter 24 in <i>Technical Editing in the 21<sup>st</sup> Century</i> (Technical Editing Careers)
Thursday	Review for and receive Final Exam. Preparation for Final Portfolio: Bring all original editing projects and be prepared to write/discuss your cover letters/explanations.

**FINAL PORTFOLIO and TAKE-HOME EXAM DUE on  
Tuesday, May 7<sup>th</sup> 3:00 p.m. – 5:00 p.m. in my office (211 Colson)**