English 4360/5360: Professional Editing

Bring a vet to shcool.
-SAISD Sign

...the passive voice is wherever possible used in preference to the active.
-George Orwell

And as I've argued in this chapter...
-Excerpt from an article

...writers should not turn purple...
-Mark Davidson, *Right, Wrong, and Risky*

Course and Contact Information
Instructor: Dr. Kevin Garrison, Professor
E-Mail: kevin.garrison@angelo.edu
Telephone: (325) 486-6145
Office: 021C, Academic Building
Office hours: T/H, 1:00–3:00 PM
Section: 4360.010 and 5360.010: T/H, 11:00 AM–12:15 PM, Room 205A, Academic

Description
Study and practice in editing methods for business, technical, scientific, and other professional documents, both electronic and paper. Practical experience includes editing documents produced by the business community and university.

Objectives
- Objective #1: Gain a basic understanding of professional editing (e.g., factual knowledge, methods, principles, generalizations, theories).
- Objective #2: Learn to apply course material (to improve thinking, problem solving, and decision making) as it relates to professional editing.
- Objective #3: Develop specific skills, competencies, and points of view needed by editors.

Assignments and Grading
You will achieve the stated objectives by turning in the following assignments this semester:

Weight	Assignment	Outcomes
15%	Quizzes (15 @ 1% each)	Demonstrating factual knowledge in editing
50%	Editing Projects (5 @ 10% each)	Developing editing skills
20%	Mid-term Exam	Applying course material and improve thinking
10%	Participation (in-class editing)	Practicing real-time decision making
5%	Final Exam	Developing points of view
100%	**Total Percent**	

Grades on Assignments
Points earned on assignments indicate the following:
    A (89.5-100)   **B** (79.5-89.4)   **C** (69.5-79.4)   **D** (59.5-69.4)   **F** (0-59.4)

Miscellaneous
Assignments will be assessed a penalty of 20% if turned in after the submission time and 20% more for each additional 24 hours. This includes weekends and holidays. Also, I will not give an "Incomplete" in this class, and I may use your work as examples for future classes.

Participation
For participation points, students will periodically have to demonstrate their editing knowledge to the class by making edits and defending them to me and your peers. Also, I will occasionally post "Easter Egg activities" on Blackboard that require students to seek out real-world examples of editing problems, post pictures/links to Blackboard, and describe the problems to classmates.

5360
Students enrolled in 5360 (a graduate-level course) will be expected to do *more* (both quantitatively and qualitatively) than their 4360 peers. For instance, 5360 students should expect to complete longer and more difficult editing projects, complete longer and more difficult quizzes/exams, and participate more often and with stronger editing insights.

Materials for this Class
1. Carolyn Rude and Angela Eaton, *Technical Editing*. Fifth edition. Pearson, 2011.
2. A computer with an Internet connection, MS Office, Adobe Acrobat Reader, email access, and RamPort/Blackboard access.
3. File storage (e.g. flash drive, external hard drive, J: drive, email).
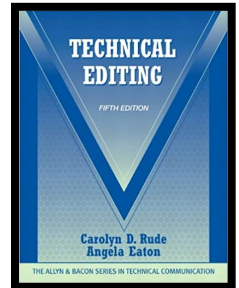
Classroom Behaviors
- You will adhere to the standards set in the ASU Student Handbook.
- You will adhere to standards of common courtesy (e.g. turn off and put away cell phones, no eating/drinking, no sleeping, no checking Facebook in class, no studying for tests during class time, etc…). If your actions are disruptive or disrespectful, then I will ask you to stop and/or leave.
- As I will demonstrate and discuss on the first day of class, I have a high-frequency hearing impairment. I read lips, so do three things when speaking to me:
    1. Get my attention.
    2. Speak at a volume that everyone in the class can hear.
    3. Don't cover your mouth.

Email Policy
I tend to check email 9:00 AM – 4:00 PM Monday through Friday. I will not discuss your grades via email since this would violate the Family Educational Rights and Privacy Act.

Academic Misconduct
If you plagiarize, cheat, gain an unfair advantage, or participate in any activities described in the Student Code of Conduct, then you will receive an automatic "0" on the assignment(s). For a

second violation, you will fail the course. Egregious violations will be reported to appropriate officials via an [Incident Report](#).

Attendance Policy
You can miss seven classes. After you miss eight or more classes, you will receive an "F" for the course.

- *Excused:* The only excused absences are sickness/quarantine, a university-sanctioned event, or the observance of a religious holiday.
- *Sickness Policy*: Do NOT come to class if you suspect that you have a transmissible illness or if you've been exposed to one. All absences that are the result of actual illness, contact tracing, or quarantine will be waived. I may ask you to provide proof (emails, doctor's notes, text messages, etc…) if you have to miss several weeks.
- *Tardies:* Several minutes after class begins (approximately 3-5 minutes), I check attendance. If you arrive after I've checked attendance, then you will be counted absent. You have one "grace" tardy this semester.
- *Leaving Early:* If you leave class early for any reason, you will be counted absent.

Accommodations
If you have a disability and would like to request reasonable accommodations, please contact Dallas Swafford, the Director of Student Disability Services, in the University Center, Room 112. Her phone number is 325-942-2047, and her email is dallas.swafford@angelo.edu.

Title IX
The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance.

Students are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator at: Michelle Boone, J.D., Director of Title IX Compliance/Title IX Coordinator, Mayer Administration Building, Room 210, 325-942-2022, mmichelle.boone@angelo.edu. You may also file a report online 24/7 at www.angelo.edu/incident-form.

If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic and Counseling Center at 325-942-2173 or the ASU Crisis Helpline at 325-486-6345.For more information about Title IX in general you may visit https://www.angelo.edu/services/title-ix/.

Covid-19 Policy
Please adhere to the university policies, as outlined here: https://www.angelo.edu/covid-19/

Tentative Schedule

*Note: Each quiz will be due on midnight the day after the chapter reading is due. The 15 quiz points include the syllabus, the 13 chapter readings, and proof of the IDEA survey submission.

Week	Day	Section	Topic	Major Assignment Due	Reading/Quiz Due
1	18-Jan	1) Introductions	Introducing the Course and Ourselves		
	20-Jan	2) Definitions	Defining Editing and Rhetoric		
2	25-Jan		Three Levels of Editing		Chapter 1
	27-Jan	3) Marking Copy	Marking Paper Copy		Chapter 4
3	1-Feb		Workshop: Practicing Marking Copy		
	3-Feb		Marking Electronic Copy		Chapter 6
4	8-Feb	4) Copyediting	Grammar and Usage	Editing Project #1: Marking Copy	Chapter 10
	10-Feb		Workshop #1: Grammar and Punctuation		
5	15-Feb		Punctuation		Chapter 11
	17-Feb		Workshop #2: Grammar and Punctuation		
6	22-Feb		Spelling, Capitalization, and Abbreviations	Editing Project #2: Punctuation	Chapter 9
	24-Feb		Workshop on Spelling/Capitalization/Abbr.		
7	1-Mar		Consistency		Chapter 8
	3-Mar	5) Midterm Exam	Midterm Exam Review #1		
8	8-Mar		Midterm Exam Review #2	Editing Project #3: Copyediting	
	10-Mar		Midterm Exam	Midterm Exam	
9	22-Mar		Midterm Results		
	24-Mar	6) Stylistic Editing	Style: Definition and Sentence Structure		Chapter 15
10	29-Mar		Workshop on Definition/Sentence Structure		
	31-Mar		Style: Verbs and Other Words		Chapter 16
11	5-Apr		Workshop on Verbs/Other Words		
	7-Apr	7) Editing Visuals	Visual Design	Editing Project #4: Style	Chapter 18
12	12-Apr		Workshop on Visual Design		
	14-Apr		Illustrations		Chapter 19
13	19-Apr		Workshop on Illustrations		
	21-Apr		Type and Production		Chapter 22
14	26-Apr		Workshop on Type/Production		
	28-Apr		TBD: Student Decision		Chapter TBD
15	3-May		Extra Day/Workshop	Editing Project #5: Comprehensive	IDEA Survey
	5-May	8) Final Exam	Final Exam Review		
16	10-May		Final Exam	Final Exam – 10:30-12:30	