

**Writing 3224G: Technical Editing**  
Winter 2018**Section: 001****Time/Room: Tues. 6:30-9:30, AHB-3R07****Instructor: Professor Freeborn****Email: Please use OWL Message****Office: Lawson Hall 3270****Office hours: Tues. and Thurs. 3:30-4:30 or by appointment****Course Description and Objectives**

Because almost all technical communicators edit the work of other writers, technical communicators need to be competent at editing. Editing also improves writing: the more thought a person gives to the process of writing and to an approach and a vocabulary for editing, the more that person understands what constitutes good writing, in any field or genre. In this course, therefore, we will learn to be good editors, and, by doing so, we will also become better writers. In general, WR 3224 encourages students to reflect on the role of editing in the development, publication, and use of documents, particularly technical documents. In practice, this course will take students through the various aspects of the editing process, including the use of editing symbols and the tasks involved in copyediting and comprehensive editing. Specifically, as the UWO Course Calendar indicates, topics covered in WR 3224 include “editing for organization and structure; audience; usability; style; and grammar, mechanics, punctuation, and spelling.”

**Required Text**

Carolyn D. Rude and Angela Eaton. *Technical Editing*. 5th ed. New York: Pearson Longman, 2011.

**Course Requirements**

Newsletter copyedit	10%
Chapter copyedit + style sheet	15%
Report copyedit + style sheet	15%
Manual comprehensive edit, cover letter, style sheet	25%
PowerPoint comprehensive edit, cover letter, style sheet	30% + 5% (cover letter)

## Assignment Submission

Assignments are due in-class on the date specified on the schedule. Only the cover letters for assignments four and five need to be submitted in both paper and electronic forms. Late assignments will receive a grade no higher than 65% and will not receive comments unless you negotiate a new deadline with me prior to the original due date: you must request a new deadline in either a memo that clearly states your reason(s) for needing the extension (see also Medical Accommodation Policy below).

If necessary, please submit essays to the Writing Studies Drop Box outside Lawson Hall 3270, making sure that you include your instructor's name and the course number. However, do not fax or e-mail assignments.

You must keep copies of all assignments submitted.

## Attendance policies

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

- You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That means that the first three class hours you miss will be recorded as absences but *excused provided you don't miss any more*.
- However, if you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g. an earned final grade of 80% will be reported as a final grade of 72).
- If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings) your final grade will be reduced by 15% (e.g. an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g. if you've missed three hours, and need or want to miss another class meeting) discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also: '**Medical Accommodation Policy**' below.

**Attendance also extends to tardiness.** If you are more than 20 minutes late, you will be penalized an hour of attendance. Please make every effort to be on time as late entry can disrupt the flow of discussion in our class. Early departures from class, which have not been previously arranged with the instructor, will also be counted as an absence. If you leave during the break, you will be docked an hour of attendance.

**Note:** a class meeting missed in order to write a test, exam, or other form of ‘make-up class’ in another course **will** count as non-attendance, and **will** attract penalties as defined above if applicable. Instructors at the University of Western Ontario **shall not require** a student to write a make-up test or similar at times which conflict with that student’s other scheduled class times. If you are asked or ‘required’ to do this, you should immediately contact an academic counsellor in your Dean’s office. If you elect to miss a class in order to write such a test, that is **your** choice; your absence will not be excused.

## **Classroom Policy**

You will be expected to read the chapters assigned from your textbook before coming to class. I will not summarize the required reading. Instead, I will explain the salient issues arising from a particular chapter. Also, expect intermittent lessons on unassigned topics in response to repeated editing errors.

## **E-Mail Policy**

When you contact me through OWL mail, you can expect a response within twenty-four hours. If you e-mail me using Convergence, you can expect a response within one week. If you e-mail me using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to e-mails within that period of time, I will post an announcement on OWL. Please keep in mind that you should use e-mail to arrange appointments, to inform me that you will miss a class, and to ask relatively simple questions (i.e., questions that I can answer in one or two sentences).

## **Scholastic Offences, including Plagiarism**

The University Senate requires the following statements, and Web site references, to appear on course outlines:

“Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site: <http://www.uwo.ca/univsec/handbook/appeals/scholoff.pdf>.

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).”

## **Prerequisites**

The University Senate requires the following statement to appear on course outlines:

“Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.”

*The prerequisite for registration in this course is a) a final grade of 65 or more in one of Writing 2101F/G, 2125F/G (or the former 2121F/G), 2111F/G, 2130F/G, or 2131F/G; or b) a final grade of 70 or more in one of Writing 1000F/G, 1030F/G, 1031F/G, or c) Special Permission of the department.*

## **Medical Accommodation Policy**

For UWO Policy on Accommodation For Medical Illness, see:

<http://www.uwo.ca/univsec/handbook/appeals/medical.pdf>

(downloadable Student Medical Certificate (SMC): <https://studentservices.uwo.ca> under the Medical Documentation heading)

Students seeking academic accommodation **on medical or other grounds** for any missed tests, exams, participation components and/or assignments **worth 10% or more of their final grade** must apply to the Academic Counselling office of their home Faculty and provide documentation. Academic accommodation on medical grounds cannot be granted by the instructor or Writing Studies, and Writing Studies requires students in these circumstances to follow the same procedure when seeking academic accommodation on non-medical (i.e. non-medical compassionate or other) grounds.

Students seeking academic accommodation **on medical grounds** for any missed tests, exams, participation components and/or assignments **worth less than 10% of their final grade** must also apply to the Academic Counselling office of their home Faculty and provide documentation. Where in these circumstances the accommodation is being sought on **non-medical grounds**, students should consult in the first instance with their instructor, who may elect to make a decision on the request directly, or refer the student to the Academic Counselling office of their home Faculty.

Students should also note that individual instructors are not permitted to receive medical documentation directly from a student, whether in support of an application for accommodation on medical grounds, or for other reasons (e.g. to explain an absence from class which may result in a grade penalty under an ‘Attendance’ policy in the course). **All** medical documentation **must** be submitted to the Academic Counselling office of a student’s home Faculty.

**“Students who are in emotional/mental distress should refer to MentalHealth@Western: <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help.”**

### **Special Requests: Special Examinations, Incomplete Standing, Aegrotat Standing**

Please refer to the “Information for All Students in a Writing Course” for more detailed information. Briefly, remember that your instructor does not have the discretion to initiate, consider, or grant (or not) such requests; you must go directly to the Dean’s office of your home faculty.

## **Class Meeting Schedule**

- January 10 Introduction  
(with reference to Rude and Eaton, Chapters 1 and 21)
- January 17 Thinking about Readers and Writers; Marking Paper Copy  
(Rude and Eaton, Chapters 2, 3, 4)  
Assignment 1 (Newsletter: copyedit) assigned
- January 24 Editing for Consistency  
(Rude and Eaton, Chapters 7, 8)  
Assignment 2 (Chapter: copyedit and style sheet) assigned  
*Assignment 1 due (10%)*
- January 31 Editing for Correctness: Spelling and Grammar  
(Rude and Eaton, Chapters 9, 10)
- February 7 Editing for Correctness: Punctuation  
(Rude and Eaton, Chapter 11)  
Assignment 3 (Report: copyedit and style sheet) assigned  
*Assignment 2 due (15%)*
- February 14 Editing Visuals  
(Rude and Eaton, Chapters 12, 18, 19)
- February 28 Comprehensive Editing  
(Rude and Eaton, Chapters 14, 17)  
Assignment 4 (Manual: comprehensive edit, cover letter, style sheet) assigned  
*Assignment 3 due (15%)*
- March 7 Editing for Style  
(Rude and Eaton, Chapters 15, 16)
- March 14 Editing Workshop
- March 21 Proofreading  
(Rude and Eaton, Chapter 13)  
Assignment 5 (PowerPoint: comprehensive edit, cover letter, style sheet) assigned  
*Assignment 4 due (30%)*
- March 28 Editing for Global Contexts  
(Rude and Eaton, Chapter 20)
- April 4 Editing Workshop
- April 11 Concluding Thoughts  
*Assignment 5 due (30%)*