

**Writing 3224G: Technical Editing**  
Winter 2020**Section: 001****Email: Please use OWL Message****Time/Room: Wed. 6:30-9:30, UC 1220****Office: UC 1426****Instructor: Professor Freeborn****Office Hours: Tuesday and Thursday  
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, 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 the Department of English and Writing Studies Drop Box outside of University 2401, using a cover page featuring 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.

**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 Western University **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 Writing class in order to write such a test in another class, that is **your** choice; your absence will not be excused.

**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.

### **Scholastic Offences, including Plagiarism**

“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/pdf/academic\\_policies/appeals/scholastic\\_discipline\\_undergrad.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.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.

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 Western and Turnitin.com <http://www.turnitin.com>.”

### **Prerequisites**

“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.”

### **Medical Accommodation Policy**

Western has a comprehensive policy covering requests for accommodation by students who are not registered with Student Accessibility Services. All students should review this policy here, under the heading ‘Accommodation for Illness – Undergraduate Students’, noting the procedures, restrictions, and notice requirements: [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_1)

[Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_1](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_1)  
[2](#)

In Writing courses, students covered by this policy who are seeking academic consideration must proceed as follows.

**Writing Studies' Basic Policy:** Students seeking academic consideration on medical or any other grounds for any missed tests/exams, class attendance/participation components, or late or missed assignments must either initiate a Self-Reported Absence (for a grade component worth up to 30% of their final grade, but excluding final exams scheduled during the exam period) or apply in person to the Academic Counselling or Undergraduate office of their home Faculty and provide a Student Medical Certificate (SMC) or other supporting documentation as required in accordance with official Western policy (linked above).

Students seeking academic consideration must communicate with their instructors no later than 24 hours after the end of the period covered by either:

- i. A Self-Reported Absence, or
- ii. Academic consideration supported by the Academic Counselling Office.

**Exception:** In Writing Studies courses, a student seeking academic accommodation on non-medical grounds for any missed in-class tests/exams, class attendance/participation components, or late or missed assignments worth less than 10% of a final grade may first consult directly with her or his instructor, who will – in his or her discretion – elect either to make a decision on the request directly or instruct the student to follow the procedures set out in Writing Studies' Basic Policy (above).

Please note that individual instructors will not under any circumstances accept or read medical documentation directly offered by a student, whether in support of an application for accommodation on medical grounds or for related 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 or Undergraduate office of a student's home Faculty.

Students who are or who feel they should be covered under Student Accessibility Services should review Western policy here: [http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_10](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_10)

Students who are in emotional/mental distress should refer to MentalHealth@Western (<https://www.uwo.ca/health/>) for a complete list of options about how to obtain help.

## **Class Meeting Schedule**

January 8	Introduction (with reference to Rude and Eaton, Chapters 1 and 21)	
January 15	Thinking about Readers and Writers; Marking Paper Copy (Rude and Eaton, Chapters 2, 3, 4) Assignment 1 (Newsletter: copyedit) assigned	
January 22	Editing for Consistency (Rude and Eaton, Chapters 7, 8) Assignment 2 (Chapter: copyedit and style sheet) assigned	<i>Assignment 1 due (10%)</i>
January 29	Editing for Correctness: Spelling and Grammar (Rude and Eaton, Chapters 9, 10)	
February 5	Editing for Correctness: Punctuation (Rude and Eaton, Chapter 11) Assignment 3 (Report: copyedit and style sheet) assigned	<i>Assignment 2 due (15%)</i>
February 12	Editing for Style (Rude and Eaton, Chapters 15, 16)	
February 26	Comprehensive Editing (Rude and Eaton, Chapters 14, 17) Assignment 4 (Manual: comprehensive edit, cover letter, style sheet) assigned	<i>Assignment 3 due (15%)</i>
March 4	Editing for Global Contexts (Rude and Eaton, Chapter 20)	
March 11	Editing Workshop	
March 18	Proofreading (Rude and Eaton, Chapter 13) Assignment 5 (PowerPoint: comprehensive edit, cover letter, style sheet) assigned	<i>Assignment 4 due (25%)</i>
March 25	Editing Visuals (Rude and Eaton, Chapters 18, 19) Editing Workshop	
April 1	Concluding Thoughts	<i>Assignment 5 due (35%)</i>