

Writing 3224G: Technical Editing
Winter 2022**Section: 001****Email: Please use OWL Message****Time/Room: Th. 12:30-3:30, UC 1220****Office: UC 1426****Instructor: Professor Freeborn****Office Hours: 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 the **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.

Email Policy

When you contact me using OWL Message, you can expect a response within twenty-four hours. If you email me using Outlook/Western email, you can expect a response within one week. If you email me using a non-UWO account, you will not receive a response. If I foresee that I cannot respond to emails within times listed above, I will post an announcement on OWL. Please keep in mind that you should use email 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/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 (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>).

Academic Accommodation and Consideration

Students with disabilities work with Accessible Education (formerly SSD) which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The accommodation policy can be found here: [Academic Accommodation for Students with Disabilities](#).

Academic Consideration for Student Absence

Students will have up to two (2) opportunities during the regular academic year to use an on-line portal to self-report an absence during the term, provided the following conditions are met: the absence is no more than 48 hours in duration, and the assessment for which consideration is being sought is worth 30% or less of the student's final grade. Students are expected to contact their instructors within 24 hours of the end of the period of the self-reported absence, unless noted on the syllabus. Students are not able to use the self-reporting option in the following circumstances:

- for exams scheduled by the Office of the Registrar (e.g., December and April exams)
- absence of a duration greater than 48 hours,
- assessments worth more than 30% of the student's final grade,
- if a student has already used the self-reporting portal twice during the academic year

If the conditions for a Self-Reported Absence are *not* met, students will need to provide a Student Medical Certificate if the absence is medical, or provide appropriate documentation if there are compassionate grounds for the absence in question. Students are encouraged to contact their Faculty academic counselling office to obtain more information about the relevant documentation. All requests for consideration for assessments worth more than 30% of a final grade must be directed to the Academic Counselling office of a student's Home Faculty.

In this course, all requests for academic consideration must be directed to the Academic Counselling office of the student's Home Faculty if a SRA will not be used.

Students should also note that individual instructors are not permitted to receive documentation directly from a student, whether in support of an application for consideration on medical grounds, or for other reasons. **All documentation required for absences that are not covered by the Self-Reported Absence Policy must be submitted to the Academic Counselling office of a student's Home Faculty.**

For Western University policy on Consideration for Student Absence, see [Policy on Academic Consideration for Student Absences - Undergraduate Students in First Entry Programs](#)

and for the Student Medical Certificate (SMC), see:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

Religious Accommodation

Students should consult the University's list of recognized religious holidays, and should give reasonable notice in writing, prior to the holiday, to the Instructor and an Academic Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the [Western Multicultural Calendar](#).

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.

Students who are in emotional/mental distress should refer to Health and Wellness <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about how to obtain help. Immediate help in the event of a crisis can be had by phoning 519.661.3030 (during class hours) or 519.433.2023 after class hours and on weekends.

Support Services

Registrarial Services <http://www.registrar.uwo.ca>

Student Support Services <https://student.uwo.ca/psp/heprdweb/?cmd=login>

Services provided by the USC <http://westernusc.ca/services/>

Academic Support and Engagement <http://www.sdc.uwo.ca/>

Class Meeting Schedule

- January 13 Introduction
(with reference to Rude and Eaton, Chapters 1 and 2)
- January 20 Thinking about Readers and Writers; Marking Paper Copy
(Rude and Eaton, Chapters 2, 3, 4)
Assignment 1 (Newsletter: copyedit) assigned
- January 27 Editing for Consistency *Assignment 1 due (10%)*
(Rude and Eaton, Chapters 7, 8)
Assignment 2 (Chapter: copyedit and style sheet) assigned
- February 3 Editing for Correctness: Spelling and Grammar
(Rude and Eaton, Chapters 9, 10)
- February 10 Editing for Correctness: Punctuation *Assignment 2 due (15%)*
(Rude and Eaton, Chapter 11)
Assignment 3 (Report: copyedit and style sheet) assigned
- February 17 Editing for Style
(Rude and Eaton, Chapters 15, 16)
- READING WEEK: February 18-27**
- March 3 Comprehensive Editing *Assignment 3 due (15%)*
(Rude and Eaton, Chapters 14, 17)
Assignment 4 (Manual: comprehensive edit, cover letter, style sheet) assigned
- March 10 Editing for Global Contexts

(Rude and Eaton, Chapter 20)

March 17 Editing Workshop

March 24 Proofreading *Assignment 4 due (25%)*

(Rude and Eaton, Chapter 13)

Assignment 5 (PowerPoint: comprehensive edit, cover letter, style sheet) assigned

March 31 Editing Visuals
(Rude and Eaton, Chapters 18, 19)
Editing Workshop

April 7 Concluding Thoughts *Assignment 5 due (35%)*