

**TCOM 4000
Professional Editing
Fall 2009**

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Office hours: M: 10-12
 T: 11-12, 1-3
 W: 11-12
 and by appointment

Course description:

This course covers both the responsibilities of a professional editor and the basic skills and talents necessary to become a successful professional editor. Please read all assignments by the day they are assigned. We will spend much of the semester practicing editing skills but will also cover the job of the editor, including the relationship of editor and writer and the organizational aspects of being an editor. These aspects include organizational style guides and the role of the editor in the organizational culture.

Even if you do not desire to become a professional editor, you will be expected to have excellent editing skills in no matter what area of professional/technical communication you wish to pursue. You should learn the vocabulary of an editor as you do your readings.

Learning Outcomes:

- Learn the responsibilities and tasks of a professional editor
- Review the organizational aspects of being an editor
- Edit a variety of documents to correct errors in grammar, usage, style, and mechanics
- Develop competency in editing electronic documents and editing for the web

Text:

Carolyn Rude, *Technical Editing*, 4th ed. New York: Pearson/Longman, 2006

U.S. Copyright Office Website <http://www.copyright.gov>

House rules:

Attendance

Attendance is a course requirement. More than four absences may result in a reduction to your final grade (A to B, B to C, and C to D). If you require an excused absence, please notify me in advance, either by phone or by email. All assignments are due on the date noted.

Lateness and cell phone courtesy

If you are late for class, I expect you to note that on the daily sign-in sheet. Lateness will figure into your participation grade. To promote an effective learning environment and as a courtesy to your classmates and to me, cell phones should be turned off or set so that they do not ring while you are in class.

Students with disabilities

Students with disabilities who believe that they may need accommodations in this class are encouraged to contact the counselor working with disabilities as soon as possible to better ensure that such accommodations are implemented in a timely fashion.

Plagiarism

Plagiarism is the act of presenting someone else's work as your own whether intentionally or not. Proper credit must be given to the source of all material used. Plagiarism may result in a zero on an assignment, but this depends on the severity of the infraction.

Participation

Students are expected to participate regularly in class discussions and exercises. Participation will figure as part of your overall grade.

Class Website and paper for printing

I will be developing a WebCT site to support this course. Please check it regularly for exercises and assignments. If you plan to use the printers in the lab, you need to bring in a packet of paper (less than \$3.00 at Staples).

Humanities and Technical Communication Department

Student Responsibility Policy

While we recognize that a number of students work and have other commitments, we also assume that students accept certain responsibilities. These are based on students' responsibilities to their classmates and their instructor in support of a learning environment. Students' responsibilities in support of a learning environment include *attendance, promptness, and communication*.

Attendance: Students have a responsibility to attend class regularly and to abide by the specific attendance policy set by individual instructors. Regular attendance is part of the academic learning process. A lack of attention to regular attendance deprives students of interaction and exchange of ideas and knowledge. As many classes involve teamwork, students have an increased responsibility to attend regularly in support of team learning.

Promptness: Students have a responsibility to be prompt in arriving to class when scheduled. Arrangements must be made to arrive on time, which means accounting for normal traffic delays and the appropriate commuter time, as well as making arrangements with employers to leave work so as to arrive on time to class. The instructor may define "lateness" and set consequences for being late. In the case of emergencies, students should inform their instructor at the earliest possible opportunity.

Communication: Communication is a two-way medium. Students have a responsibility to communicate effectively, using the most appropriate medium, with their instructor and their classmates (as needed for team projects). Email should not be used as a substitute for face-to-face conversations in classes that are delivered on campus. Email is an acceptable form of communication for routine matters or simple questions, but it should not take the place of a dialogue or exchange. Email or voice mail, when used for notification to an instructor of tardiness, absence, or delay on assignments, should not be regarded as approval by the instructor to be late, absent, or delayed on assignments. Credit for such missed or delayed work may not be given unless the instructor has approved a change in due date.

Students should expect responses to email or voice messages left for instructors during normal business hours, Monday through Friday. Faculty may not be able to respond after hours or during the weekend.

Assignments

Assignments	% of Grade
Copyediting 1	10
Copyediting 2	10
Editing journal	10
Electronic edit	10
Comprehensive edit (editing for portfolio quality)	25
Style guide (group)	25
Exercises, homework, and participation	10
Total	100

Editing journal I expect you to keep an editing journal that I will collect. You should at minimum make three substantive entries (the equivalent of two paragraphs per entry) per week. Your journal should record your day-to-day observations regarding paper and/or electronic documents/signs. Your journal can also include observations that you make on your readings, exercises, and assignments. Satisfying the minimum requirements for this assignment earns a B. Doing more than what is required earns an A. Unsatisfactory work (below minimum requirements) earns a C or lower.

Day-to-day Activities, Assignments and Readings

Date	Class Activity	Readings & Assignments
Monday, Aug. 24	Introduction Syllabus	Chapter 1
Wednesday, Aug. 26	Levels of edit Mark-up symbols Exercises	Chapter 4 Copyediting assignment #1 is made.
Monday, Aug. 31	Copyediting Exercises	Chapters 7 & 8 Copyediting assignment #1 is due. Copyediting assignment #2 is made.
Wednesday, Sep. 02	Copyediting for consistency Exercises	Levels of edit assignment is made.
Monday, Sep. 07	Labor Day Holiday (no class)	
Wednesday, Sep. 09	Macro editing (format and organization) Exercises	Copyediting assignment #2 is due Chapter 14. Macro edit assignment is made.
Monday, Sep. 14	Macro editing (cont.) Exercises	Chapter 17
Wednesday, Sep. 16	Catch-up	Chapters 2 & 3
Monday, Sep. 21	Grammar and the editor Exercises	Chapter 10 Macro edit assignment is due.
Wednesday, Sep. 24	Grammar and the editor (cont.) Exercises	
Monday, Sep. 28	Marking digital copy Microsoft's tracking changes Exercise	Chapters 5 & 6
Wednesday, Sep. 30	Electronic editing	
Monday, Oct. 05	Editing for punctuation and numbers Exercises	Chapter 11
Wednesday, Oct. 07	Editing for style Hayakawa's ladder of abstraction Exercises	Chapter 15
Monday, Oct. 12	Editing for style Language edit Exercises	Chapter 16
Wednesday, Oct. 14	Editing graphics and websites Exercises	Chapters 18 & 19
Monday, Oct. 19	Presentations on levels of edit assignment Editing graphics cont.	Levels of edit assignment is due.
Wednesday, Oct. 21	Collaborating with writers: Readability, Legibility, and usability	
Monday, Oct. 26	Editing for international audiences Exercises	Chapter 20
Wednesday, Oct. 28	Editing for international audiences (cont.) Exercises	
Monday, Nov. 02	Creating style guides	Style guide Assignment (group assignment) is made.

Wednesday, Nov. 04	Creating style guides (cont.) Exercise	
Monday, Nov. 09	Editing quantitative material Legal and ethical issues that affect editing	Chapter 12
Wednesday, Nov. 11	Legal and ethical issues (cont.) Proceedings case analysis	Chapter 22
Monday, Nov. 16	Work on style guides No class	
Wednesday, Nov. 18	Conferences on style guides No class	
Monday, Nov. 23	Editing medical information Exercises	
Wednesday, Nov. 25- Sunday, Nov. 29	Thanksgiving holiday No class	
Monday, Nov. 30	Editing indexes Guest speaker	
Wednesday, Dec. 02	Production and project management	Chapters 23 and 24
Monday, Dec. 07	Presentations on style guides	Style guides are due.
Wednesday, Dec 09	Finish presentations on style guides Wrap-up	