

## English 494: Editing

Fall 2016 | Course Guidelines and Schedule of Work Due | Section 0101  
Tues/Thurs | 3:30-4:45 p.m. | 0207 Tawes Hall

### Instructor Information

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**Instructor:** Susan Green  
**Contact Info:** [sgreen23@umd.edu](mailto:sgreen23@umd.edu). I usually respond within 24 hours, Monday to Friday.  
**Office Location:** 1234 Tawes Hall  
**Office Hours:** Thursday 2-3:00 or by appointment.

### Required Texts

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1. *Technical Editing*, 5<sup>th</sup> Edition, Carolyn D. Rude and Angela Eaton (Longman, 2011)
2. Your UMD email account. You must check your UMD email account regularly for this class and locate and retrieve any documents on our course Canvas page that I post for you there. If there is a change to the syllabus or a class cancellation, I will send you an email with that information and you will be responsible for having reviewed it.
3. A GREEN PEN, for editing. We will color-code our editing marks for clarity. You will use green. I will use red.

### Course Goals

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Given the general focus on Editing as the framing context for English 494, during the course of the semester, you can strive to

1. Learn to evaluate a document by identifying more accurately and thoroughly the needs of its readers.
2. Identify and correct errors of grammar, spelling, and punctuation using standard symbols.
3. Understand and evaluate the effects of word choice, sentence structure, organization and document design on the meaning and effectiveness of documents.
4. Demonstrate an understanding of the relationship between writing and participation in professional life.
5. Interact professionally and communicate effectively with writers about their writing.

These course goals explicitly support the goals that all students completing a B.A. in English should be able to demonstrate a general knowledge of the social and structural aspects of the English language and a range of contextually effective writing strategies.

## Graded Work

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Your grade will be determined by the following percentages for required work:

10 Unannounced Quizzes	20%
3 In-Class Editing Tests	30%
1 Take-Home Comprehensive Editing Test	15%
Final Portfolio and Final Take-Home Exam	25%
Participation	5%

## Overview of Required Work

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### Ten Unannounced Quizzes (20%)

You will take ten unannounced quizzes on course material that has been covered up to and including the date of the quiz (reading, class discussion, and other required work). On some days, I may choose to collect your written homework and grade it as your quiz. You must be in class when I collect the homework to receive credit for it as a quiz. If you miss a class during which a quiz was given, you will receive a zero for that quiz.

### Three In-Class Editing Tests (30%)

You will complete three in-class editing tests during the term. These will give you an opportunity to work through specific aspects of editing and related challenges. You must be in class to take these tests in order to receive any credit for completing them. You will receive a zero for any test you do not submit when I collect it in class. Any violation of academic honesty in preparation of these tests (discussing them with anyone, sharing answers, receiving any help) will result in a failing grade in the class and notification to the Dean's office.

### One Take-Home Comprehensive Editing Test (15%)

You will complete one take-home comprehensive editing test toward the end of the term. You must be in class to submit your completed test in order to receive any credit for its completion. You will receive a zero for any test that you do not submit when I collect it in class. Any violation of academic honesty in completing this test (discussing it with anyone, sharing ideas or answers, receiving any help) will result in a failing grade in the class and notification to the Office of Student Conduct.

### Final Portfolio and Final Exam (25%)

At the end of the term, you will submit a Final Portfolio, which should be organized and professional and should include the following in an appropriately-sized binder:

1. A checklist that I will give you—make sure to check things off if you include them.
2. A table of contents including page numbers for all of the contents of your portfolio.
3. A 750 to 1,000-word introduction that characterizes you as an editor and uses the work you have included in the final portfolio as evidence. You must specifically cite documents that support what you claim to be true about yourself as an editor (e.g., attention to detail, effective at identifying comprehensive editing weakness, effective communication with clients).

4. Your completed Final Take-Home Exam. I will distribute the exam during our last class. The exam may cover elements of all required coursework, including reading, in-class discussion, and editing work.
5. All original, graded Editing Take-Home Tests with my original marks in red ink.
6. Photocopies of each graded Editing Take-Home Test with your re-edits/corrections in green ink for everything I circled while grading.
7. On a separate piece of paper, create a numbered list of the re-edits/corrections you made (in #6 above) and explain in a few words what was wrong with your original response and why your re-edit/correction is correct.
8. All of the answers you prepared on a separate piece of paper throughout the term for “Discussion and Application” questions. These may be handwritten or typed. Each paper should identify the date you completed the work, chapter number, question number, page number, and your answers.
9. Any other work you complete for the course that you would like me to consider when evaluating your portfolio, including the draft of your portfolio introduction.

If you do not submit both the Final Exam and the portfolio by the due date and time, you will receive an “F” for the “Final Portfolio” portion of your grade.

#### Participation (5%)

Your participation will be evaluated based on your attendance and your level of preparedness for and professional conduct in all course-related work. I will assess the consistency, effectiveness, quality, and thoughtfulness of your interactions with the course, your instructor, and your classmates. Missing more than two classes or arriving late for any reason will affect your participation grade. See “Attendance” under “Course Policies” below for details.

### Course Policies

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#### Attendance

Because it is unprofessional and irresponsible to miss or be late to scheduled meetings, attendance is mandatory. I define “present” for class as arriving on time, bringing the appropriate materials to class, and remaining in the room until the class ends. Being prepared for class, bringing all required course materials with you, joining in class discussion, and frequent in-class writing will earn you participation points. If you miss a class during which I hand out an editing take-home test, I will leave it on the bulletin board next to my office door for you to pick up after class.

**You may miss three classes—pre-excused and on your honor—for illness, car issues, family stuff, or other emergency. If work is due that day, you must find a way to get it to me or put it in my mailbox before class or it will not be accepted. For each absence after these 3 pre-excused absences, you will forfeit 5% of your final grade.**

#### Cell Phone Use

Anyone who uses a cell phone during class must, without being asked and immediately after the end of class, explain to me how it was used and why. Looking at your cell phone while people are talking to or trying to work with you is rude and unprofessional. During class, I am comfortable with you occasionally looking up something related to class content, but using your cell phone for any other reason or in a way that distracts other students or me is not acceptable.

## Deadlines

**Any work not submitted by the author when I collect it in class will not be accepted or graded.**

It is unprofessional to miss a deadline. If you want to submit work early because you know you will have to miss a class when work is due, you must get my written approval at least a week in advance of your absence.

## Academic Honesty

I expect that all of the work you will do for this class will be your own and will be done specifically to meet the requirements for this course. While I encourage you to talk over course-related ideas with your classmates, you may not share any answers or consult with anyone in preparation for graded work unless specifically instructed to do so.

**Trying to pass off someone else's work as your own—including anything related to any editing take-home tests, quizzes, or homework—is plagiarism and will result in a failing grade for the course.**

The University of Maryland defines academic integrity as the pursuit of scholarly activity in an open, honest, and responsible manner. All students should act with personal integrity; respect other students' dignity, rights, and property; and help to create and maintain an environment in which all can succeed through the fruits of their efforts.

Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. For university procedures that I intend to follow when addressing academic dishonesty cases, please consult the University of Maryland's Student Honor Council webpage: <<http://www.shc.umd.edu/SHC/Default.aspx>>.

### *Code of Academic Integrity and the Honor Pledge*

The University of Maryland is one of a small number of universities with a student-administered "Code of Academic Integrity and Honor Pledge" <<http://www.orientation.umd.edu/VirtualFolder/academicintegrity.pdf>>. The code prohibits you from cheating, plagiarizing papers, submitting the same paper for credit in two courses without permission of both instructors, buying papers, submitting fraudulent documents, and forging signatures.

Following University Senate recommendations, I ask you to write and sign the following statement on the take-home test, final exam, and portfolio you submit for this course:

*"I pledge on my honor that I have not given or received any unauthorized assistance on this assignment."*

You may choose not to write the pledge, but in such an event, I will want to discuss with you your reasons for declining. Please note that compliance with the Code is administered by the University of Maryland Student Honor Council, which strives to promote a "community of trust" on the College Park campus.

### **Social Justice Statement**

The University of Maryland is committed to social justice. I concur with that commitment and expect to maintain a positive learning environment based upon open communication, mutual respect, and non-discrimination. Our University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, gender identity, color, or national origin.

### **Accessibility Statement**

The University of Maryland is committed to ensuring the full participation of all students in its programs. If you have a documented disability (or think you may have a disability) and, as a result, need a reasonable accommodation to participate in this class, complete course requirements, or benefit from the university's programs or services, contact the Office of Disability Support Services (DSS) as soon as possible. To receive any academic accommodation, you must be appropriately registered with DSS. The DSS works with students confidentially and does not disclose any disability-related information without their permission. For further information about services for students with disabilities, please contact the DSS.

Office of Disability Support Services  
0106 Shoemaker Building  
301-314-7682  
[dissup@umd.edu](mailto:dissup@umd.edu)  
<http://www.counseling.umd.edu/DSS/>

I assume that all of us learn in different ways, and that the organization of any course will accommodate each student differently. For example, you may prefer to process information by speaking and listening, so that some of the written handouts I provide may be difficult to absorb. Please talk to me as soon as you can about your individual learning needs and how this course can best accommodate them. If you do not have a documented disability, remember that other support services, including the Writing Center and the Learning Assistance Services Center (<http://www.counseling.umd.edu/LAS/>), are available to all students.

### **Undergraduate Writing Center**

Please consider taking your ideas and your written work to the Writing Center, where trained peer tutors will consult with writers about any piece of writing at any stage of the writing process. The Writing Center is located in 1205 Tawes Hall. You can schedule appointments with the Writing Center in three different ways:

Phone: 301.405.3785  
Email: [writadmin@umd.edu](mailto:writadmin@umd.edu)  
Scheduling Website: <http://rich65.com/umd/>

For more information about Writing Center programs as well as for materials to help you negotiate various stages of the writing process, visit the center's website:  
<<http://www.english.umd.edu/academics/writingcenter>>.

## English 494: Editing

Schedule of Work | Fall 2016 | 0207 Tawes Hall | Susan Green

**Important:** If you missed the first class, you must read the syllabus very carefully and note the emphasis on professionalism and punctuality in every area of your conduct for the class.

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### Week 1 August 30 and September 1

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Tuesday Overview of Course: Coursework, Expectations, and Policies. You will write and submit a “Letter of Introduction” during class.

Thursday More in-class writing and introduction to course. Bring the textbook with you to class.

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### Week 2 September 6 and 8

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Tuesday Read Chapters 1 and 2 (The Big Picture and Readers, Users, etc.) in *Technical Editing*. Complete in writing “Discussion and Application” (D&A) question #1 at the end of Chapter 1 and D&A #1 and 2 at the end of Ch. 2.

Being an effective editor demands effective organizational skills. Along those lines, note two important things about your written D&A homework for today and every day hereafter:

1. Make sure the date, chapter number, page number of the question, and your answers are all written down on a separate piece of paper unless otherwise indicated before class. You may handwrite or type these—it’s up to you—but you must have them printed and ready to go before you come to class.
2. I might ask to see your homework in class; I might collect it; I might count it as a quiz. No matter whether it is collected or not, you will need to save and submit any completed on a separate piece of paper (i.e., not in your book) along with all the other required written work in your final portfolio.

Thursday Read Chapter 3 in *Technical Editing* (Collaborating with Writers) and respond to D&A question #1, neatly and **on a separate piece of paper**.

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### Week 3 September 13 and 15

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Tuesday Read Chapter 4 in *Technical Editing* (Marking Paper Copy) and respond to D&A questions #1 and #2 in your book. I will check this in class.

Thursday Bring with you to class the completed practice exercises I gave you last class. If you missed last class, I left it pinned to the bulletin board outside my office with your name on it.

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### Week 4 September 20 and 22

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Tuesday Read Chapters 8 and 9 in *Technical Editing* (Copyediting for Consistency and Spelling, Capitalization, and Abbreviations) and respond to D&A question #2 on page 121 **on a separate piece of paper** and D&A questions #1 and 6 on pages 132/133 in your book.

Thursday **Test #1 in class (Copyediting)**. You will have the full period to complete this test. You may use your book and any notes you have taken to complete this test, but you may not give or receive any help from anyone else.

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### Week 5 September 27 and 29

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Tuesday Read Chapter 10 in *Technical Editing* (Grammar and Usage) and complete D&A questions 1-7 in your book.

Thursday Review Chapter 10 and complete any additional work assigned in class. We will do more work with the material in Ch. 10 during class.

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**Week 6      October 4 and 6**

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Tuesday Read Chapter 11 in *Technical Editing* (Punctuation). Complete D&A questions 1-10 in your book **and/or on a separate piece of paper** if you can't fit the answers onto the page in your book.

Thursday Review Chapter 11 and complete any additional work assigned in class. We will do more work with Chapter 11 in *Technical Editing* (Punctuation) during class.

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**Week 7      October 11 and 13**

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Tuesday **Test #2 in class (Advanced Copyediting).** You will again have the full period to complete this test. You may use your book and any notes you have taken to complete this test, but you may not give or receive any help from anyone else.

Thursday Read Chapter 14 in *Technical Editing* (Comprehensive Editing) and respond to D&A question #2 **on a separate piece of paper.** NB: this is a bit more work than in some other weeks, so plan ahead.

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**Week 8      October 18 and 20**

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Tuesday **Midterm Conferences** (no regular class). I will return your second test during the conference and we will discuss your progress/performance in the course. Being late or missing your conference will count as being late/absent for two classes. These will be held in Tawes 1234 (my office).

Thursday **Midterm Conferences** (no regular class). I will return your second test during the conference and we will discuss your progress/performance in the course. Being late or missing your conference will count as being late/absent for two classes. These will be held in Tawes 1234 (my office).

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**Week 9      October 25 and 27**

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Tuesday **No class.**

Thursday Read Chapters 15 and 16 in *Technical Editing* (Style) and respond to Ch. 15 D&A question #1 **on a separate piece of paper** and Ch. 16 ques. #1 and #2 (can be done in book).

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**Week 10      November 1 and 3**

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Tuesday Review Chapters 15 and 16 and complete any additional work assigned in class. We will do more work with Chapters 15 and 16 during class.

Thursday **Test #3 in class (Grammar and Style).** You will again have the full period to complete this test. You may use your book and any notes you have taken to complete this test, but you may not give or receive any help from anyone else.

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**Week 11      November 8 and 10**

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Tuesday Review Chapter 17 (Organization) and complete D&A #1 **on a separate piece of paper.**

Thursday Read Chapter 18 in *Technical Editing* (Visual Design) and complete D&A question #1 **on a separate piece of paper.** Also read Chapter 19 in *Technical Editing* (Illustrations) and complete D&A question #1 **on a separate piece of paper.**

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**Week 12      November 15 and 17**

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Tuesday Read Chapter 13 in *Technical Editing* (Proofreading). Respond to D&A questions #5 and 6 in your book.

Thursday We will do more with Chapter 13 in class. Be prepared for a quiz and complete any additional work assigned in class on Tuesday.

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**Week 13 November 22**

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Tuesday Read Chapter 6 in *Technical Editing* (Electronic Editing). No written homework due.  
Thursday **No class. Thanksgiving holiday.**

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**Week 14 November 29 and December 1**

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Thursday Read Chapter 20 in *Technical Editing* (Global Contexts). **Take-Home Comprehensive Editing Test distributed in class.**  
Tuesday Read Chapters 23 and 24 in *Technical Editing* (Project Management and Client Projects).

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**Week 15 December 6 and 8**

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Tuesday **Take-Home Comprehensive Editing Test Due in Class.** Preparation for Final Portfolio: Have corrected and revised your first three editing tests and bring those and all your other work from the term to assemble your portfolio in class. We will start drafting your portfolio introduction in class.  
Thursday Bring complete draft of portfolio intro., final editing test corrections to class, and assembled portfolio. **Final Exam Distributed (you will submit it in your Final Portfolio).**

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**Week 16**

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**Final Portfolios and Final Exams are due  
in my office (1234 Tawes Hall) on Tuesday, December 13, between 3:30 and 4:45 p.m.**

**No portfolios will be graded if they are late. Late or un-submitted portfolios will count as 0% toward your final grade.**