

RWS 3345 - Editing
Department of English
University of Texas at El Paso

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REQUIRED TEXTBOOKS

Hacker, Diana, and Sommers, Nancy. *A Writer's Reference with Strategies for Online Learners*, 7th ed. Boston: Bedford/St. Martin's, 2011. Print.

Rude, Carolyn D. and Eaton, Angela. *Technical Editing*, 5th ed. Boston: Longman, 2011. Print.
(E-textbook available, ISBN -13 978-0-205-71760-6)

TECHNICAL REQUIREMENTS AND SUPPORT

Course content is delivered via the Internet through the Moodle learning management system. You should have a UTEP e-mail account and have access to the Web. You may use any of the primary Web browsers—Explorer, Google Chrome, Firefox, Safari, etc. **To access videos and websites provided in the course, you may have to switch browsers. When having technical difficulties, try switching to another browser.**

You will need to have or have access to a computer/laptop, printer, scanner, a webcam, and a microphone. You will need to purchase a USB (flash drive).

You will need to download or update the following software:
Microsoft Office, Adobe, Flashplayer, Windows Media Player, Quicktime, and Java.

Once you log into the course, you can click on the **“Student Resources”** link in the blue top bar (top of page) to check that your computer hardware and software are up-to-date and able to access all parts of the course. Go to the section “Check Your Technology.” If you can't log in, call 1-855-424-0293. For all technical support, call this same number.

This course is designed and works under Mountain Standard Time (MST). Please keep this in mind when submitting assignments and meeting deadlines.

COURSE DESCRIPTION

RWS 3345, Editing, provides an overview, grounding, and practice in theories, principles, and processes of academic and corporate (non-academic/professional/workplace) editing and writing. Students work with both academic and non-academic texts (print documents and visual texts), but they will focus on either academic or workplace writing/editing, depending on their career and preference. Students work individually and collaboratively, gaining experience in project management and teamwork.

My Teaching Philosophy and Course Objectives

Even the best of writers and authors work on revising, editing, and proofreading their texts, documents, and manuscripts. Their first draft is never their final draft. Because writing is recursive, writers continually go back to reread what they have written, and effective writers get accustomed to editing and proofreading their work. They practice reading and editing other's writing, and they welcome feedback on their own writing.

Thus, in this course, you will practice being not only writers but editors of your own and of others' texts. You will be given the opportunity to grow as individual writers and editors and learn how to collaborate and create team texts through effective project management tasks and skills. You, then, will learn strategies that will help you improve your own writing and help you help others improve their writing.

By the end of the course, you will:

- Learn and understand the difference between *revising*, *editing*, and *proofreading*, and be able to do all three by editing documents/texts at each stage of the process and at all levels – from line editing to comprehensive editing
- Practice editing for content and organization, editing graphics and document design, and editing for grammatical and surface errors
- Acquire a practical and theoretical understanding of workplace dynamics including project management skills and collaborative writing skills- “teamwork”
- Analyze the uses and applications of new communication technologies and different revision tools
- Practice both editing on a hard copy of a text and on-line editing (electronically)
- Use technology to enhance your writing and editing processes
- Create and edit both individual and collaborative texts and presentations
- Learn and practice evaluating and offering constructive feedback to others on their writing and editing
- Be familiar with the most common editing and proofreading symbols
- Understand and be aware of ethical and legal issues involved with writing and editing
- Learn and practice “good design” and learn how it applies to diverse professional documents, both academic and non-academic
- Discuss and be informed of issues derived largely from the field of professional and technical editing and writing
- Compose, evaluate, and edit written and visual texts.

COURSE PARTICIPATION

As a required part of this course, you will:

- Spend a minimum of 6 hours per week on the course Website retrieving e-mail, reading and reviewing materials, completing exercises and activities, and participating in discussion boards and team forum blogs. Each week begins on Monday morning at 8:00 a.m. (Mountain Standard Time) and ends on Sunday, 11:59 p.m. (MST).
- Spend an additional 3-5 hours per week on- and off-line working on your writing and editing assignments for the class.

- Work collaboratively with your classmates on assignments.
- Correspond with your instructor concerning questions or concerns.

COMMUNICATION

Because this is a completely online course, all communication is through the Moodle learning management system. In addition to the course materials (syllabus, assignments, learning modules, etc.), you will find the following links available to you.

Course Announcements –I will post updates, any changes to lessons/assignments, emergencies/important notifications, and reminders of course activities. **READ THESE FIRST! Make it your routine to check announcements at the beginning of each day. You will receive announcements, when necessary, during the week as well.**

Discussions- A specific number of discussion boards (DB's) are planned for the course, but I will add extra discussion boards if I see the need to address other issues, topics, or the readings themselves. This course is meant to be highly interactive, and the Discussion Board is one means to achieve this. I expect for all students to keep up with and complete all the assigned readings, and all **students must meet the deadlines for the discussion boards and assignments**. As teams, you will also conduct your own group discussions and collaborative writing through the team discussion forum blogs.

Please remember that the Discussion Board is reserved for meaningful classroom discussion. You will not receive credit for a post if you simply say, “I have nothing to add,” or “I have no questions,” or just a “yes” or “no” answer. It is not appropriate to use the Discussion Board to talk about topics not related to this course, to complain, to promote your business, or to sell anything. I reserve the right to delete any message that I feel is not on topic or that contains controversial or insulting language.

Moodle E-Mail -Occasionally, we will be communicating with each other via e-mail. To be consistent and avoid confusion, we will use Moodle E-mail, the e-mailing system within Moodle. To send me and/or your classmates messages, please use Moodle E-mail. Only when it is an emergency and/or Moodle is down and not working, should you contact me through the university's e-mailing system, Outlook, at ibaca@utep.edu. **Check your Moodle E-Mail on a daily basis. Even though you get an e-mail in Outlook, please respond within the course using Moodle E-Mail.**

Access Your Group- You will be assigned to teams. I will organize and set up the teams and group links accordingly. As teams, you will use the discussion board set up as team blogs. Here, you and your team members will hold conversations and discussions on team assignments and tasks. You may also exchange and upload files to revise, edit, and proofread together. **I will be included as a member of each team's blog**, giving me access to all your team discussions and team communication. Only when I deem necessary, I will participate in your team discussions.

Should you experience technical difficulty submitting your assignments via the Moodle system, use regular e-mail (Outlook) as the alternate plan.

ADDITIONAL RESOURCES

Additional resources and assistance can be found by consulting the various links located on the top and left sidebars.

Under the link “Student Resources,” you can locate the link “*Getting Ready for Online Learning*.” Under this link, you are provided with guidelines and additional resources for the following:

- **Communicating Effectively Online**
- **Checking your Technology for the Course**
- **Managing your Time Online**
- **Following University Policies**
- **Seeking Technology Support**
- **Online Teamwork**

Please take the time to visit these links and become familiar with the information provided. Make sure that you also visit the rest of the links on the top and left sidebars, since these too will provide you with contact information for your library liaison and resources for library research and assistance.

UNIVERSITY AND COURSE POLICIES

Please go to the link “**Getting Ready for Online Learning**” and consult the link “**Know University Policy**” to review university and course policies on the following:

- **Americans with Disabilities Act- UTEP’s Center for Accommodations and Support Services**
- **Copyright and Fair Use**
- **Drop Policy**
- **Academic Dishonesty**

COURSE ASSIGNMENTS AND GRADING CRITERIA

Final Course Grade: The grade you earn will be based on the quality and quantity of your work. **You must complete all minor and major assignments to pass the course; this includes doing all the required readings, watching all the provided videos, completing all editing and grammar exercises, participating fully and actively in all discussion boards, and submitting all editing and writing assignments.**

NOTE:

If students fail to participate on a weekly basis and/or do not meet the deadlines, they may be dropped from the course. Students should notify me within 24 hours if a situation arises that impedes them from participating and/or meeting a deadline.

Tentative Assignments

Probable Weight in Points

<i>Editing and Your Career</i> Writing Assignment	10
Marking a Hard Copy Exercise	10
Locating a Poor Visual Text & Summary	15
Team Project Proposal	15

Individual Progress Report	15
Team Performance Evaluation	15
Team Client Project Portfolio	40
Team PowerPoint Presentation	10
Discussion Boards – Posts and Comments on Classmates’ Posts (tentatively 6 discussion boards and additional team forum blogs)	60
Collaboration (Contributions to each team assignment, performance on team tasks, editing team members’ writing, team blogs, team evaluation, and project management)	10
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TOTAL POINTS:	200

FINAL GRADING SCALE

180-200 = A

160-179 = B

140-159 = C

120-139 = D

119 and below = F

The following is a grading system as it relates to the workplace environment:

- A:** Manager would be impressed and remember the work when a promotion is discussed.
- B:** Manager would be satisfied with the job but not be necessarily impressed.
- C:** Manager would ask employee to revise or rewrite sections before allowing those outside the department or company to see it.
- D:** Manager would be troubled by the poor quality of the work and would consider hiring more competent help.
- F:** Manager would replace the employee.

EXTRA CREDIT

For your final team project, you will submit a client project portfolio and a team PowerPoint presentation. You have the option of making this project a REAL project by selecting a REAL client to work with and producing/editing REAL documents/texts for this client. **You will receive 10 extra points to your overall grade if you select to do this.** To receive these 10 extra points, you will need to locate a client and create a contract with your client where you list and describe the texts/documents you will be creating and editing by a specific due date (typically close to the end of the semester). This contract must be signed by the client and all team members. Once this contract has been submitted, your team is committed and obligated to complete all work listed on the contract. Failure to do this will result in not only not getting the 10 extra points, but also in having 10 points deducted from your final grade in the course. Selecting this option will not only give you extra credit but will also give you experience working with a real client, practicing meeting a real client’s needs, getting real feedback, and having your documents be used in a real setting by real people in the community.

Feel free to contact me at any point in the semester if you have any questions or concerns about your grade or progress in the course.