RWS 3345

Editing

Fall 2023 // RWS 3345:12274, Online
Dr. Levi Martin // lrmartin@utep.edu
Office Hours // Online office by appointment via link in Blackboard, in-person by appointment

Course Overview: 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 working writing/editing, depending on their career goals and preferences. Students work individually and collaboratively, gaining experience in project management and teamwork.

Even the best of writers 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 others’ 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 this 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
- Analyze the uses and applications of new communication technologies and different revision tools
- Practice both editing on a hard copy of a test and online editing
- 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
**Required Textbooks:** This course will using the following textbooks throughout the course:


**Technical Requirements and Support:** Course content is delivered via the Internet through the UTEP Blackboard Learn course management system. You should have a UTEP email account and have access to the web. You may use any of the primary web browsers — Chrome, Firefox, Safari, Edge. *To access videos and websites provided in the course, you may need to switch browsers. When having technical difficulties, try switching to a different browser.*

Once you log into the course, you can click on the “**Blackboard Student Orientation**” link at the top of the starting page to access information regarding the software/hardware you will need for the course and to access Blackboard tutorials that will help you navigate the learning system. Check that your computer hardware and software are up-to-date and able to access all parts of the course. *If, during the semester, you can not log in or have any other technical problems, call UTEP Help Desk at (915)747-4357. You can also consult the “Blackboard Help,” “Blackboard for UTEP Students,” and “Tech Support Help Desk” links located in the course shell.*

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

**Course Organization:** Each time you sign into the course, you will be on the Homepage. Start by reading the “**Course Announcements,**” checking the course email messages, reading all weekly class materials, the textbook materials, other additional resources, and watching the videos. Complete all activities on time. Be sure to meet all deadlines. Work collaboratively and respectfully with other students and your team.

As a required part of this course, you will:

- Spend a minimum of 6 hours per week on the course retrieving email, 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 AM (MT) and ends on Sunday, 10:00 PM (MT).
- Spend an additional 3-5 hours per week on- and off-line working on your writing and editing assignments
- 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 Blackboard. 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.
- **Discussions:** A specific number of discussion boards are planned for this 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 the. I expect
for all students to keep up with and complete all of 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 boards. You will find instructions on how to access and add discussion boards in the link “Communication Forum.” 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 reply “yes” or “no.” 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 messages that I feel are not on topic or that contain controversial or insulting language. Failing to meet the deadlines or requirements for each discussion board will result in a loss of points. Make sure you edit your responses before you post to the discussion boards (this is a course on editing after all).

- Access Your Team: 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 (group) discussion boards. 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 discussion boards, blogs, and wikis giving me access to all your team discussions and team communication. Only when I deem it necessary will I participate in your team discussions.

Assignments & Projects: Assignment sheets will be posted to Blackboard the week in which the assignment is introduced. All assignments are to be submitted via Blackboard in the related assignment section by the deadline listed on the assignment sheet and the course calendar. All major assignments are required to be submitted in PDF format (unless otherwise noted). No other file formats will be accepted or graded.

The assignments for this course are as follows (please see the related assignment sheet for a detailed description of the assignment).

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Editing and Your Career Writing Assignment</td>
<td>25</td>
</tr>
<tr>
<td>Making a Hard Copy Exercise</td>
<td>50</td>
</tr>
<tr>
<td>Locating a Poor Visual Text &amp; Summary</td>
<td>75</td>
</tr>
<tr>
<td>Team Project Proposal</td>
<td>75</td>
</tr>
<tr>
<td>Individual Progress Report</td>
<td>50</td>
</tr>
<tr>
<td>Team Performance Evaluation</td>
<td>50</td>
</tr>
<tr>
<td>Team Client Project Portfolio</td>
<td>225</td>
</tr>
<tr>
<td>Team PowerPoint Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Discussion Boards — Posts and Comments on Classmates’ Posts</td>
<td>300</td>
</tr>
<tr>
<td>6 discussion boards, 100 points each: 50 point for posting, 50 points for commenting</td>
<td></td>
</tr>
<tr>
<td>Collaboration — Contributions to each team assignment, performance on team tasks, editing team members’ writing, team blogs/discussion boards, team evaluation, and project management</td>
<td>50</td>
</tr>
<tr>
<td>Participation — Grammar exercises, videos, and all other class activities</td>
<td>50</td>
</tr>
</tbody>
</table>
Final Course Grade: The grade you earn will be based on the quality and quantity of your work. If you fail to participate on a weekly basis and/or do not meet the deadlines, you may be dropped from the course. You should notify me within 24 hours if a situation arises that impedes you from participating and/or meeting a deadline.

This course works on a 1,000 point scale and final grades will be determined using the scaled below. Grades will be posted to Blackboard. Please see me during my office hours if you wish to discuss your grades.

- A = 900-1,000 points
- B = 800-899 points
- C = 700-799 points
- D = 600-699 points
- F = 599 or fewer points

Compositions: Your written work is a reflection of your capabilities and efforts and comprises the majority of your final grade. You are therefore expected to produce high-quality, sophisticated documents. A part of that quality is the appearance of your work. Neatness, visual appeal, and technical and grammatical correctness are important, although, they do not, alone, guarantee a well-made text (or a good grade). Your written documents should have appropriate margins, spacing, pagination, and formatting. Your productions in electronic and other media should be well-designed. In short: take pride in your writing and aim to produce high quality documents.

Readings: The purpose of the readings is to help you learn and understand the different aspects of writing, revising, editing, and proofreading. It is essential that you complete the weekly readings within the course modules and the assigned textbook readings. These will assist you with the assignments as well.

Discussion Boards: Discussion boards will allow you to interact with your classmates and instructor. In posting on the discussion boards, be sure to address the full question and follow instructions. Your posts must demonstrate genuine reflections, clear writing, and critical thinking. I encourage you to cite and refer back to your textbooks and weekly readings in your posts. Posts must be at least 150 words long, and your comment to classmates’ posts must show critical thinking and/or be helpful to them. Revise, edit, and proofread your writing in the discussion boards before you post. Adhere to the due date/time for posting and commenting to receive credit. If need be, more discussion boards will be added to the course.

Grammar Assessments and Other Class Activities: You will complete readings on grammar and usage. To show your understanding of these readings, you will complete grammar exercises (assessments). You will be informed of how many and which items on each exercise are incorrect. You will be allowed several attempts to complete each grammar assessment until you get all the correct answers. You will NOT get a grade for these exercises at the time you complete them. You will ear credit for completing these, and this will be reflected on your Participation grade. Blackboard keeps track of all activities and grammar exercises you complete.

Late Work/Missed Assignments: Late work is not accepted. Please note the due dates listed in the course calendar and plan ahead. When composing your assignments please save early, save often, and save in multiple places. Losing materials because of computer crashes, disk problems, internet issues, etc. is NEVER an excuse for late or incomplete assignments. Additionally, I will not grade assignments submitted via e-mail. You must submit assignments via Blackboard. E-mailing assignments is never an option. Do not e-mail me and assume that I will accept the assignment as I will not. You should plan for time to submit your assignments in case you run into issues with Blackboard.
Course Policies: Please refer to the following policies for this course. If you have any questions, please see me during my office hours or via email and I will be happy to help.

- **Netiquette:** This is a professional writing course and you should take this into account in all writing you do for this course (postings, responses, assignments, and even emails). When you email me (or any of your professors), you should do so in a professional, workplace manner using the conventions and practices discussed in this course. Emails must be professionally composed and workplace appropriate. Emails that do not meet this standard will be responded to with a reminder to adhere to the appropriate conventions. Additionally, please include your course name and CRN (12274) in your emails.

- **Workload:** It is your responsibility to manage your workload, complete all assignments, and stay on top of your grades. It is also your responsibility to arrange an office meeting with me (or stop by during my office hours) to discuss questions and/or concerns. The earlier you contact me with questions and/or concerns, the better we can deal with any issues.

- **University Writing Center (UWC):** The UWC is available to all UTEP students and I encourage you to make use of the UWC during the planning, drafting, and/or editing and revising phases of writing any assignment for this course. The trained writing consultants can help give you a fresh perspective on ideas and help you with things like correctness, formatting, etc. The UWC is located on the main floor of the library, to the right of the elevators and computer lab.

- **Plagiarism:** I take plagiarism very seriously. An act of plagiarism (or other form of academic dishonesty) will result in being reported to the Office of Student Conduct and Conflict Resolution and may include University disciplinary actions, such as failure of the course or even expulsion. You should familiarize yourself with the ethical guidelines for conduct spelled out in the “Student Affairs” section of the Handbook of Operating Procedures. Additionally, please be aware that you may not submit work for this course that was produced for another course—even if it was a previous attempt at a Technical Writing course. You must produce your own original work in this course and appropriately identify any portion of your work which is collaborative, borrowed from others, or which is your work from other contexts. Always cite your information. If you have doubts as to whether or not you are using others’ work legally and ethically, ask me or stop by the UWC. Follow this primary principle: Be upfront and honest.

- **American with Disability Act (ADA):** The ADA requires that reasonable accommodations be provided for student with physical, sensory, cognitive, learning, and psychiatric disabilities. If you suspect that you have a disability and need accommodations, please contact The Center for Accommodations & Support Services (CASS) at 915.747.5148 or at cass@utep.edu. The CASS office is located in Room 106, Union East. Students are responsible for presenting the instructor with any CASS accommodation letters and instructions.
**Course Calendar:** A tentative reading and assignment schedule follows, but it may be adjusted as needed.

TE: Technical Editing  
WR: A Writer’s Reference  
DB: Discussion Board

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**WEEK 1: Monday, August 28, 2023 - Sunday, September 3, 2023**

<table>
<thead>
<tr>
<th>Topic(s)</th>
<th>Reading(s)</th>
<th>Coursework Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Introduction to Course</td>
<td>• Course Syllabus &amp; Calendar</td>
<td>• DB1: Introduce yourself to the class and reply to at least two classmates’ posts</td>
</tr>
</tbody>
</table>
| • Getting to know Blackboard | • Week 1 Overview  
• WR Sections C1, C2, & C3 |                                                    |

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**WEEK 2: Monday, September 4, 2023 - Sunday, September 10, 2023**

<table>
<thead>
<tr>
<th>Topic(s)</th>
<th>Reading(s)</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>• The Writing Process</td>
<td>• TE Chapters 1, 2, &amp; 10</td>
<td>• DB2: What is Your Writing Process? Post your response and reply to at least two classmates’ posts</td>
</tr>
<tr>
<td>• What is Good Writing?</td>
<td>• WR Section B</td>
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<tr>
<td>• Sentence Structure and Purpose</td>
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**WEEK 3: Monday, September 11, 2023 - Sunday, September 17, 2023**

<table>
<thead>
<tr>
<th>Topic(s)</th>
<th>Reading(s)</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Difference Between Academic and Non-Academic/Professional Writing</td>
<td>• TE Chapters 7, 13, &amp; 14</td>
<td>• Writing Assignment: How do you see this course on editing helping you in your education and career?</td>
</tr>
<tr>
<td>• What is Editing?</td>
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<tr>
<td>• Copyediting and Comprehensive Editing</td>
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**WEEK 4: Monday, September 18, 2023 - Sunday, September 24, 2023**

<table>
<thead>
<tr>
<th>Topic(s)</th>
<th>Reading(s)</th>
<th>Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Making a Hard Copy</td>
<td>• TE Chapters 4 &amp; 5</td>
<td>• Exercise: Making a hard copy using mark-up symbols</td>
</tr>
<tr>
<td>• Using Mark-Up Symbols</td>
<td>• WR Sections G5 &amp; G6</td>
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<tr>
<td>• Sentence Errors</td>
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</tbody>
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*Note: A complete course calendar will be provided in the first few weeks of class.*