Semester: FALL 2019
Course Section: ENG 495.003
Meeting place: LAN 230
Meeting time: T 10:30-11:30 am

Instructor: Kristi Warren
Email: warrenkr@sfasu.edu
Office: Liberal Arts North 230
Office hours: T/Th 10 am – 12 noon; 2:00-2:30 pm; by appt.

Course Description
The course description and credit hour justification for ENG 373 is as follows: “Technical and Professional Editing” (3 credits) typically meets twice each week in 75-minute segments for 15 weeks and meets for a 2-hour final examination. In addition to weekly grammar exercises and reading from the text, students will regularly proofread and edit both creative and professional documents. Other course requirements include creation of various business documents and visuals, peer review exercises, online quizzes, and discussion boards. Students are required to submit at least three major editing projects, one of which is a substantial collaborative project that includes field research and a major class presentation. These activities average at a minimum 6 hours of work each week to prepare outside of classroom hours.

Since this course offering is an independent study, meeting times will be shorter, group work will be modified, review will occur during meetings times, and the student will be responsible for completing the work independently.

Prerequisites
A grade of C or higher in ENG 273

Required Texts

You will need frequent access to D2L as well as a reliable way to store and transfer files (USB/Flash drive or cloud backup). You will also need a study spiral to use for an editing log.

Course Objectives
Upon completion of the course, students will be able to perform the following tasks:

- Have a solid understanding of basic grammar rules and expectations for written communication
- Explain the differences among the types of editing and editing positions
- Apply best practices of editing to various documents
- Understand the relationship between editors and authors
- Engage in the editorial process from the inception of an idea to the creation of a completed project
- Proofread and edit web-based and audio/visual material

Grade Determination
Course assignments and exams will be weighted as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily work, Edit log, and Quizzes</td>
<td>10%</td>
</tr>
<tr>
<td>Grammar Review Unit</td>
<td>10%</td>
</tr>
<tr>
<td>Copyediting Markup Unit</td>
<td>10%</td>
</tr>
<tr>
<td>Creative Editing project</td>
<td>20%</td>
</tr>
<tr>
<td>Instruction Revision project</td>
<td>20%</td>
</tr>
<tr>
<td>Audio/Visual Editing project</td>
<td>20%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>10%</td>
</tr>
</tbody>
</table>
I will provide detailed descriptions and assignment sheets for major projects. These papers may also involve turning in pre-writing, a rough draft, editing logs, and revision plans in addition to your final draft.

**Grading**
For each assignment, I calculate grades on a numeric, 100-point scale. According to university policy, your final grade for the course will consist of a letter grade only (no plus or minus). Here is a general description of my letter grades:

A – 90-100% - This grade denotes superior composition, content, style, and mechanics; thoughtfulness, originality, and excellence in topic development, including vividly concrete details, insightful examples, and sophisticated analysis and synthesis of subject matter. Writing is mechanically pristine with only the smallest grammatical defects present (such as a missing comma or a single typo).

B – 80-89% - This grade denotes very good composition, content, style, and mechanics; thoughtful and adequate topic development; clear and complete details and examples; and consistency in style. Slight problems may be present in one or two areas, but the paper shows strength in others. The paper is not heavily impacted by mechanical errors.

C – 70-79% - This grade denotes acceptable content, but style, organization and mechanics are uneven and need revision, OR the composition is lacking in content and does not sufficiently consider the subject matter as evidenced by inadequate topic development and lack of concrete details, AND/OR the ethos of the writer is damaged by mechanical errors.

D – 60-69% - This grade represents below average, unsatisfactory work. On essays and written responses, the paper (whether through lack of effort, revision, editing, or some other reason) is not clear or focused. The paper is very uneven in its content, organization, and style. The meaning of the paper is obscured by mechanical errors.

F – Below 60% - The student did not do the work assigned. See me as soon as possible.

**NOTE:** If your grade is borderline, class participation, professionalism, and punctuality can raise your final grade whereas lack of participation, poor attitude, and tardiness can lower your final grade. I do not automatically round up.

**Attendance & Punctuality**
Weekly meetings with the instructor are required and will take place on Tuesdays at 10:30 am in LAN 230.

**Withheld Grades - Semester Grades Policy (A-54)**
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

**General Course Requirements**
- Failing to meet the minimum page count for any project will have a significant negative impact on your grade for that assignment.
- Quizzes or response essays are required for most assigned readings.
- All Brightspace submissions should be saved as either Word or Rich Text files, as Turnitin.com does not support Mac Pages. Papers submitted in the wrong format will be considered late.

**Missed Class and Late Work**
Papers are due by 2 pm on the due date. Major assignments received after that time are considered late, will lose five points (or 5%) per day, and will not be accepted more than one week late. No late homework is accepted.

If you are unable to turn in a major paper or project on time, you must make arrangements with me in advance of the due date and have what I view as a compelling reason to be granted an extension.

**Students with Disabilities**
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation
and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

**Acceptable Student Behavior**
As stated in Student Conduct Code, policy D-34.1, “Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.”

**AARC**
Writing tutors are available in the Academic Assistance and Research Center on the library’s 1st floor (936) 468-4108.

**Academic Integrity (A-9.1)**
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

**Definition of Academic Dishonesty**
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Students who plagiarize will receive a zero on the assignment and a Report of Academic Dishonesty will be filed with the Dean’s office. Depending on the severity, plagiarism may result in failure of the course. Except for your resume, work is that is “recycled” from previous classes or semesters will also be counted as plagiarism.

Please read the complete policy at http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf

**Student Agreement**

I have read and agree to the terms of this syllabus.

___________________________________________________________
Student