Syllabus for English 373.001

Semester: SPRING 2020
Course Section: ENG 373.001
Meeting place: Ferguson 476
Meeting time: 2:00-3:15 pm

Instructor: Kristi Warren
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Office: Liberal Arts North 230
Office hours: T/Th 11:00 am -1:00 pm and by appt.

Course Description

From the SFASU General Bulletin: 3 Credit(s): Study and application of the principals involved in the editing and publication of professional and technical projects. Emphasis placed on planning, arranging, editing, and laying out complex documents like journal issues, scholarly anthologies, and lengthy technical documents.

The TCCN description and credit hour justification for ENG 373: “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.

Prerequisites
6 hours of freshman ENG and at least 3 additional hours of a sophomore or higher-level writing course

Required Texts

You will need frequent access to Brightspace (D2L) as well as a reliable way to store and transfer files (USB/Flash drive or cloud backup).

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

- Daily work, Edit log, and Quizzes: 10%
- Grammar Review Unit: 10%
- Copyediting Markup Unit: 10%
- Creative Editing project: 20%
- Service-Learning project: 20%
- Social Media project: 20%
- Final Exam: 10%

I will provide detailed descriptions and assignment sheets for major essays. These papers may also involve turning in pre-writing, a rough draft, 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), unless you are a dual credit student (you’ll receive a numerical grade). 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

Class attendance is required. Missing more than four classes can result in your final grade being dropped ten points for every additional day that you are absent. Excused absences require official documentation. Please read and understand the university policy on attendance and guidelines for excused absences. Habitual tardiness will adversely affect your grade. If you come in after I take roll, see me immediately after class to make sure you were counted present. Absences will be posted in D2L.

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 will have a significant negative impact on your grade for that assignment.
- There are often quizzes at the beginning of class when reading was assigned.
- All D2L 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.
- Lack of participation in group projects will adversely affect your grade. Please give honest feedback about the contributions of group members.
- You will be working with a variety of people and/or organizations in this course, so please conduct yourselves in a professional and respectful manner. Hopefully our work will attract new technical writing internships.
- You will be entrusted with a lot of information from various sources (publications, business information, non-profit event or organizational info, social media content), and should protect the copyright, confidentiality, etc. as instructed.

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. Homework assignments will not be accepted late.
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/](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. Unless otherwise pre-approved, work 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](http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf)