

Course Syllabus and Information
English 382: Editing and Reviewing—Tutored Study
Spring 2015
Professor Bill Knox

Course and Conference Information

Class meets: Simpkins 013, M 2-3:30 p.m. and T 2:30-4:00 p.m., alternate weeks
Faculty Contact: Simpkins 13, 298-2505 (office), 298.2974 (FAX), wl-knox@wiu.edu
Office hours: MW 10-noon, TTh 9-9:30 a.m., and by arrangement in 013 Simpkins

Prerequisites

ENG 380 or permission of instructor

Required Text and Materials

Einsohn, Amy. *The Copyeditor's Handbook*. 3rd ed. Berkeley: U California P, 2011. Print.
(Shown as *TCH* in the weekly schedule below.)
Hacker, Diana. *A Pocket Style Manual*. 6th ed. Boston: Bedford-St. Martin's, 2012.
Stylesheets as appropriate to student needs.

Initial Comments

Actions central to your success in this course include

- ***recalling and applying past learning from writing, revising, and editing***
- ***attending class and visiting Western Online site three times a week***
- ***reading assignments thoroughly***
- ***studying assigned material in Einsohn before beginning assignments***
- ***asking me questions if the reading or assignments are unclear***
- ***completing assignments when due—late work will not be recorded.***

This syllabus serves as the basis for our work this semester; however, some details may change. Assignments and communication (including changes) will be given via Western Online. Download and print class information as backup.

Class activities will include text identification and selection, editing and reviewing in stages, sharing editing decisions with your classmates and me, and discussion of those decisions.

Discussions of the development of your assignments (as well as any other class matter) are encouraged with me via Western Online email and telephone during my office hours.

Although I am available by phone and email and will usually respond within a day, I prefer you to phone or email during the office hours to address your writing and to share your questions and comments.

As a rule, use email for routine questions and the telephone and office visit when real-time communication is necessary.

Course Content

The 2014-2015 *Undergraduate Catalog* describes ENG 382 (formerly 483) as the “[t]heory and practice of editing and reviewing documents [with f]ocus on helping peers or colleagues improve their writing.” This course will introduce you to the theory and skills of individual and team editing by a series of editing projects, covering a variety of genres of personal and professional writing. Study and practice editing, and student-instructor conferences will help you to sharpen editing skills while creating editing and reviewing awareness and habits, and discovering editing confidence.

Your edited texts, the principal ones in this class, should accomplish four goals:

- ***meet assignment requirements,***
- ***improve written content and document design,***
- ***enhance style***
- ***define you as an editor.***

By the end of the semester, you should become confident in editing various kinds of texts.

Class Activities

Class materials will structure assignments, invite responses, and guide evaluation for editing and reviewing documents at various stages of development.

Our class is divided into units, requiring reading, four editing projects, peer reviews, and a collaborative final publication project (built from the past and current personal and academic writing) demonstrating growing editing skill. We will give attention to instruction and examples from *Pocket Style Manual*, *discuss style sheets*, and participate in workshops with each other to gain competence and confidence.

Maintain daily habits on our Western Online site and email to keep in touch with course activities.

Attendance, Due Date, Return, and Revision Policy

According to the *WIU Undergraduate Catalog*, “[s]tudents are expected to attend all classes in which they are enrolled” (http://www.wiu.edu/catalog/2014_-_2015/requirements/progress). In our tutored study course, this means to attend our biweekly meetings and sign on to email and WesternOnline at least three times each week. Edited work done early in the semester will be submitted via Zimbra email and Western Online Dropbox on deadlines according to the calendar below.

Academic Honesty

In this course, as in all others, “it is the student's responsibility to be informed and to abide by all University regulations and policies on Academic Integrity” ([wiu.edu/policies/acintegrity.php](http://www.wiu.edu/policies/acintegrity.php)). In other words, take responsibility for work on activities and reports and, as necessary, give credit where it is due to outside sources of information—whether a friend in person or an expert in print or online. Edited texts found not to meet this standard will receive an F. Please also see <http://www.wiu.edu/provost/students.php> for the complete “Student Rights and Responsibilities.”

Use of Learning Technologies, Web Note, and Writing Assistance

Please use Western Online to receive assignments, send edited excerpts for your classmates and me to review before due dates and to stay in contact with me.

One-to-one assistance is available at the **University Writing Center** bricks-and-mortar sites to discuss your editing choices.. See www.wiu.edu/uwc. Call for an appointment (298-2815) and be sure to bring a copy of your assignment. Regardless of where you are, you will also find online writing help at OWL, the Online Writing Lab-- <http://owl.english.purdue.edu--24/7>.

Assignments (1000 points total)

- ***Class Participation (25 points for each check)*** **100**
- ***Four (4) Revisions: (150 points each)*** **600**
- ***Final Project*** **300**

Percentage Grading Scale

**A=1000-930; A-=929-900;
B+=899-870; B=869-830; B-=829-800;
C+=799-770; C=769-730; C-=729-700;
D+=699-670; D=669-630; D-=629-600;
F=<600.**

(I reserve the right to adjust grades for effort and improvement.)

Standards for Assignment Assessment

Revised work over the course of the semester should meet standards of correctness, coherence, and style as discussed in class and in the best general advice in Einsohn and shown in stylesheets appropriate to students' disciplines of study.

Course Calendar

Reading, essential to every report, should be done before the week indicated.

Week and Unit		Dates	Class Work	Due
1	Individual Meetings	01/19-23	Review of course material, assigned reading, schedule, and assignments <i>TCH</i> , Ch. 1-3	
2	Individual Meetings	01/26-30	<i>Western Courier</i> Online Article Assignment Introduced	
3	Group Meetings	M, 02/02 T, 02/03	<i>Western Courier</i> Online Article Assignment Discussed and Reviewed	
4	Individual Study and Editing	02/09-13	<i>Western Courier</i> Online Article Assignment Due via Email	WC Article 02/09-13
	Lincoln's Birthday	Th, 02/12	No Class	
5	Group Meetings	M, 02/16 T, 02/17	<i>Western Courier</i> Online Article Assignment Returned Academic Paper Assigned and Discussed	
6	Individual Study and Editing	02/23-27	Academic Paper Assignment due via email	AP 02/23-27
7	Group Meetings	M, 03/02 T, 03/03	Book Chapter Review Assigned and Discussed <i>TCH</i> , Ch. 4-6	
8	Individual Study and Editing	03/09-13	Book Chapter Review due via email	BC 03/09-13
	Spring Break	03/16-20	No Class	
910	Group Meetings	M, 03/23 T, 03/24	Book Chapter Returned Speech Text Assigned and Discussed <i>TCH</i> , Ch. 7-9	
10	Individual Study and Editing	03/30-04/03	Speech Text due via email	SP 03/30-04/03
11	Group Meeting	M, 04/06 T, 04/07	Collective Source Project Introduced; Areas of Responsibility Determined <i>TCH</i> , Ch. 10-12	
12	Individual Study and Editing	04/13-17	Materials Selected	
13	Group Meeting	M, 04/20 T, 04/21	Collective Source Project Group Editing <i>TCH</i> , Ch.13-15	
14	Individual Study and Editing	04/27-05/01	Collective Source Project Responsibilities completed and final version due online	CSP 04/27-05/01
15	Group Meetings	M, 05/04 T, 05/05	Collective Source Project Final version due and discussed	
16	Finals Week	M, 05/11-15	Individual Conferences Returned	

Dates for Your Attention

January 26: Open registration ends (technically at 11:59 PM, but if students need permission to enroll or drop, they should seek permission before 4:30 that day)

February 2: Last day of restricted schedule changes (technically at 11:59 PM, but students need permission to enroll [and sometimes to drop], so they should seek permission before 4:30 that day)

February 12: Lincoln's Birthday—no class

March 16-20: Spring Break—no class

April 6: Last day to drop a course (students needing permission to drop should seek permission prior to April 6 at 4:30) AND last day for a total university withdrawal

ADA Statement

In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. For the instructor to provide the proper accommodation(s) you must obtain documentation of the need for an accommodation through Disability Support Services and provide it to the instructor. It is imperative that you take the initiative to bring such needs to the instructor's attention, as he/she is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (i.e. fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact Disability Support Services at 298-2512 for additional services.

Comments

Scheduling changes may be necessary, but I will usually announce these in advance. At any time, feel free to tell me how the class can serve you better during the term. Good luck!