

**San José State University**  
**Department of English and Comparative Literature**  
**English 106, Technical Editing, Fall 2012**

<b>Instructor:</b>	Kelly A, Harrison
<b>Office Location:</b>	FO 222
<b>Telephone:</b>	(408) 924-4496
<b>Email:</b>	kelly.harrison@sjsu.edu
<b>Office Hours:</b>	TR 2:00-2:45, after class, and by appointment
<b>Class Days/Time/Room:</b>	TR 3:00-4:15, IS 134A (computer lab)
<b>Prerequisites:</b>	English 1A/1B, upper-division standing

### **COURSE DESCRIPTION**

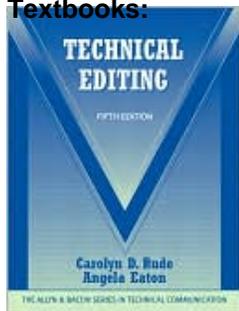
*Copy editing, substantive editing, and reorganization of technical documents. Review of grammar and punctuation to ensure technical mastery and ability to justify editing decisions. Graphics editing, access aids and professional skills of an editor.*

In this class, you will learn by doing. We will practice editing techniques to prepare you for a wide variety of editing jobs. We'll also collaborate with a creative writing class to edit their creative anthology—a real-world literary editing experience in which you will work with at least one author's work.

You will learn the various stages of text and graphics editing including copyediting, substantive editing, and reorganization of technical and business documents. Half of our class meetings will be in the Incubator Classroom. Be prepared to learn the latest editing techniques in online environments.

### **REQUIRED TEXTS/READINGS**

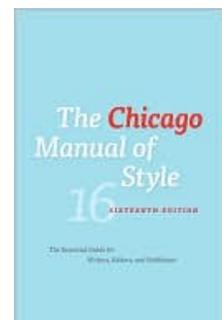
#### **Textbooks:**



- Technical Editing, Carolyn Rude, Angela Eaton. 5e ISBN 9780205786718
- Chicago Manual of Style, 16<sup>th</sup> edition, ISBN 9780226104201

#### **Materials:**

- Microsoft Office (available from Spartan Bookstore, student discount)
- College-level dictionary
- Pens: red and green or purple for editing and correcting
- Internet access and email, flash drive strongly recommended



## STUDENT LEARNING OBJECTIVES

The English Department also includes the following student objectives (ESOs) for courses in the major:

Objective	Assignments that meet this objective
1. read closely in a variety of forms, styles, structures, and modes, and articulate the value of close reading in the study of literature, creative writing, and/or rhetoric;	Creative editing project.
2. show familiarity with major literary works, genres, periods, and critical approaches to British, American, and World Literature.	Not applicable to this course.
3. write clearly, effectively, and creatively, and adjust writing style appropriately to the content, the context, and the nature of the subject;	Editing exercises and exams.
4. develop and carry out research projects, and locate, evaluate, organize, and incorporate information effectively;	Unit 3, developmental editing
5. articulate the relations among culture, history, and texts.	Reading, globalization

Specific course learning objectives:

Objective	Assignments that meet this objective
1. Use the principles and techniques of editing (proofreading, copyediting, developmental editing).	Homework, exams, projects per units
2. Identify errors in grammar, mechanics, usage, design, and style.	Specifically unit 2, then unit 3
3. Use editing tools (proofreading marks, style guides, computer software) to label and/or correct document text, graphics, and layout.	All units
4. Demonstrate an understanding of document design (online and print).	Unit 1, anthology project
5. Demonstrate professional skills working with writers	Anthology project

## **COURSE REQUIREMENTS AND GRADING**

Much of this class is hands-on learning. You will be graded on the following items:

- Two exams, 250 points each
- Final exam 250 points
- Literary editing project 100 points total
- Quizzes, Homework, Worksheets 150 points

Total points determine your grade as follows:

A = 930 points +	B- = 800-829	D+ = 670-699
A- = 900-929	C+ = 770-799	D = 630-669
B+ = 870-899	C = 730-769	D- = 600-629
B = 830-869	C- = 700-730	F = below 600

The Department of English reaffirms its commitment to the differential grading scale as defined in the official SJSU Catalog (“The Grading System”). Grades issued must represent a full range of student performance: A = excellent; B = above average; C = average; D = below average; F = failure.

### **Grading: A-F**

In English Department courses, instructors will comment on and grade the quality of student writing and editing as well as the quality of the ideas being conveyed. All student writing should be distinguished by correct grammar and punctuation, appropriate diction and syntax, and well-organized paragraphs.

In this class, your exams and editing projects or worksheets are graded based on your ability to find and correct errors as well as your ability to improve poor documents.

## **QUIZZES, CLASS ASSIGNMENTS, AND HOMEWORK**

Throughout the semester, I will give quizzes on the assigned reading and topics. These quizzes will not be announced in advance and cannot be made up. I will assign various editing worksheets and other short writing assignments both in and out of class.

### **Desire2Learn**

Some of our class assignments and exercises will be posted on Desire2Learn at: [sjsu.desire2learn.com](http://sjsu.desire2learn.com).

## **INFORMATION AVAILABLE ONLINE**

You are responsible for reading the following information online at <http://www.sjsu.edu/english/comp/policy/index.html>

- Academic policies (academic integrity, plagiarism, ADA and DRC policies)
- Adding and dropping classes

## LATE ASSIGNMENTS AND ATTENDANCE

You are adults and responsible for attending class and turning in assignments on time. What would happen if you missed work? Could you ask your boss what you missed? If you must miss class, contact a **classmate** about what we cover. **Do not email me** asking me what we discussed or if you missed “anything important”. (You did.) Instead, contact a classmate for that material.

It’s OK to email me if you need clarification on an assignment or need to arrange an appointment to meet in person. Please use standard English (including capitals and punctuation) in all emails to me. Please do not use text messaging or chat abbreviations (like ur, i, lol, etc). Treat your communications with me as you would with an employer. Yes, I’m an English teacher, and yes, I expect professional language skills from college students!

**You cannot make up missed in-class work or quizzes.**

**I will not accept late work.** In industry, if you miss deadlines, you can be fired.

## STUDENT TECHNOLOGY RESOURCES

Computer labs for student use are available in the Academic Success Center located on the 1<sup>st</sup> floor of Clark Hall and on the 2<sup>nd</sup> floor of the Student Union. Additional computer labs may be available in your department/college. Computers are also available in the Martin Luther King Library.

A wide variety of audio-visual equipment is available for student checkout from Media Services located in IRC 112. These items include digital and VHS camcorders, VHS and Beta video players, 16 mm, slide, overhead, DVD, CD, and audiotape players, sound systems, wireless microphones, projection screens and monitors.

## SJSU WRITING CENTER

The SJSU Writing Center is located in Room 126 in Clark Hall. It is staffed by professional instructors and upper-division or graduate-level writing specialists from each of the seven SJSU colleges. Our writing specialists have met a rigorous GPA requirement, and they are well trained to assist all students at all levels within all disciplines to become better writers. The [Writing Center website](http://www.sjsu.edu/writingcenter/about/staff/) is located at <http://www.sjsu.edu/writingcenter/about/staff/>.

## PEER CONNECTIONS

The Learning Assistance Resource Center (LARC) and the Peer Mentor Program have merged to become Peer Connections. Peer Connections is the new campus-wide resource for mentoring and tutoring. Our staff is here to inspire students to develop their potential as independent learners while they learn to successfully navigate through their university experience. Students are encouraged to take advantage of our services which include course-content based tutoring, enhanced study and time management skills, more effective critical thinking strategies, decision making and problem-solving abilities, and campus resource referrals. In addition to offering small group, individual, and drop-in tutoring for a number of undergraduate courses, consultation with mentors is available on a drop-in or by appointment basis. Workshops are offered on a wide variety of topics including preparing for the WST, improving your learning and memory, alleviating procrastination, surviving your first semester at SJSU, and other related topics. We are located in SSC 600 (10th Street Garage), at the first floor entrance of Clark Hall, and in the Living Learning Center (LLC) in Campus Village Housing Building B. See the Peer Connections website for more information ([peerconnections.sjsu.edu](http://peerconnections.sjsu.edu)) and be sure to come see us!

## English 106, Fall 2012, Course Schedule

**Homework is listed on the day assigned and due the following class unless otherwise specified.  
CMS – Chicago Manual of Style, all other readings from Tech. Wtg text**

Dates	Tuesday	Thursday
1 23 Aug 12		Welcome! Course overview, intro to incubator classroom. Class editing project (creative collection)  HW: Buy/order textbooks, familiarize yourself with D2L Ch 1, Big Picture  Read handouts (Dots on the page, etc)
	<b>PROOFREADING, MECHANICS, TYPE, LAYOUT</b>	
2 28 Aug 12 30 Aug 12	Editing process overview Grammar websites  HW: Ch 2, Readers Ch 4, Marking papers	Proofreading marks Using Chicago  HW: Ch 13, Proofreading Ch 22, Type and production CMS ch 2, proofreading marks, ch 6, Punctuation
3 4 Sep 12 6 Sep 12	Punctuation  HW: Ch 9, Spelling Ch 11, Punctuation  CMS ch 7	Editing in Word  HW: Ch 7, Copyediting Ch 8, Copy consistency CMS ch 9
4 11 Sep 12 13 Sep 12	Style guides, sheets  HW: Ch 5, Digital copy Ch 6, Electronic editing	Word styles and templates Ch 8, ex 4  HW: Ch 12, Tech Material CMS ch 9, 12
5 18 Sep 12 20 Sep 12	Confused words  HW: CMS ch 8	Review of proper marks, word choice, punctuation, layout, styles, fonts/faces
6 25 Sep 12 27 Sep 12	<b>Exam #1 Print and online</b>	Review  HW; CMS ch 13, 2
	<b>COPYEDITING, GRAMMAR</b>	
7 2 Oct 12 4 Oct 12	Sentence types, phrases and clauses, Erasmus exercises  HW: Ch 10, Grammar	Parts of speech: nouns, pronouns, verbs, adj, adv, prep, conj, interjections  HW: Ch 14, Comp editing Ch 15, Def & Sent structure

8 9 Oct 12 11 Oct 12	Nouns, pronouns HW: Ch 16, Verbs Ch 17, Organization	Verbs, linking verbs, verbals, verb errors HW: Ch 18, Vis. Design; Ch 19, Illustrations CMS ch 3
9 16 Oct 12 18 Oct 12	Mixed constructions, logic, MM/DM HW: Ch 20, Global context	Grading vs editing, a lesson for teachers in training HW: Study
10 23 Oct 12 25 Oct 12	Common grammar errors and their solutions	Mechanics and usage errors
11 30 Oct 12 1 Nov 12	Exam review HW: Ch 21, Legal, Ethics	<b>Exam #2</b> HW: Ch 23, Project mgmt Ch 24, Client projects
<b>DEVELOPMENTAL EDITING, CREATIVE PROJECTS</b>		
12 6 Nov12 8 Nov 12	Role of the literary editor <a href="http://www.vidaweb.org/the-2011-count">http://www.vidaweb.org/the-2011-count</a> <b>Receive work from Creative Writing class.</b> <b>First pass = story edits</b>	Book organization and documentation sets HW: CMS appendix A
13 13 Nov 12 15 Nov12	Developmental editing <b>Due: Story edits</b>	Developmental editing exercises
14 20 Nov12 22 Nov 12	Indexes HW: CMS ch 16	Freelance editing <b>Receive revised stories for copyedit</b>
15 27 Nov 12 29 Nov 12	<b>Due: Copyedits</b>	Exercises & production issues
16 4 Dec 12 6 Dec 12	<b>Proofreading</b>	<b>LAST DAY OF CLASS</b> Course wrap up, review Proofreading, if needed
<b>FINAL EXAM: Thursday, December 13 1445-1700</b> <b>Due: Letter to Kelly</b>		

## Important SJSU dates Fall 2012

Wednesday	August 22	First Day of Instruction – Classes Begin
Monday	September 3	Labor Day - Campus Closed (L)
Tuesday	September 4	Last Day to Drop Courses Without Permanent Record
Tuesday	September 11	Last Day to Add Courses & Register Late (A)
Wednesday	September 19	Enrollment Census Date (CD)
Monday	November 12	Veteran's Day Observed - Campus Closed (V)
Wednesday	November 21	Classes that start at 5:00 PM or later will not meet.
Thursday	November 22	Thanksgiving Holiday - Campus Closed (T)
Friday	November 23	Rescheduled Holiday - Campus Closed (RH)
Monday	December 10	Last Day of Instruction - Last Day of Classes
Tuesday	December 11	Study/Conference Day (no classes or exams) (SC)
Wed-Tues	Dec 12-18	Final Examinations (exams)
Wednesday	December 19	Final Examinations Make-Up Day (MU)
Thursday	December 20	Grade Evaluation Day (E)
Friday	December 21	Grades Due From Faculty

An English professor wrote the words :

**"A woman without her man is nothing"**

Let's eat grandma!



Let's eat, grandma!

**PUNCTUATION  
SAVES LIVES!**

on the chalkboard and asked his students to punctuate it correctly.

All of the males in the class wrote:

**"A woman, without her man, is nothing."**

All the females in the class wrote:

**"A woman: without her, man is nothing."**

**Punctuation is powerful**

**“This paragraph  
not only has  
curly quotes but  
also — yes! —  
typographically-  
correct dashes  
as well.”**

Never drink wine before its time  
Never drink wine before it's time