

Professional and Technical Editing Section 80

ENGL 106

Fall 2024 4 Unit(s) 08/21/2024 to 12/09/2024 Modified 08/26/2024

Contact Information

Instructor(s):	Dr. Rebecca Kling
Email:	rebecca.kling@sjsu.edu
Office Hours:	Wednesdays 9:00-10:00 A.M. via Zoom, and by appointment (Zoom link on homepage)
Class Days/Time:	Mondays and Wednesdays 10:30-11:45 A.M. **After the first couple of weeks, Wednesday's class sessions will usually consist of interactive discussion posts/activities/reflections/etc. Check the calendar for details! (Zoom link on homepage)

Course Description and Requisites

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.

Prerequisite(s): ENGL 2 or A3 equivalent

Letter Graded

Classroom Protocols

University Policies

Per University Policy S16-9 (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), "Success in this course is based on the expectation that students will spend, for each unit of credit, a minimum of 45 hours over the length of the course (normally three hours per unit per week) for instruction, preparation/studying, or course related activities, including but not limited to internships, labs, and clinical practica. Other course structures will have equivalent workload expectations as described in the syllabus."

Late Work & Makeup Work:

Every student is allowed one two-day extension once per term on written work, but the student must give 12 hours' notice that they are using their extension. All late work (including late makeup work) will have its final grade reduced by 10% for each day it is late. No assignments will be accepted more than a week out from their adjusted due date.

E-Mail Communication:

The Family Educational Rights and Privacy Act of 1974 (known as FERPA) requires careful protection of your rights and academic record. To protect your right to privacy, all of our communication will happen using our SJSU e-mail accounts. Please be sure to check your SJSU e-mail account regularly for updates about readings and changes to the course schedule.

Writing Skills Prerequisite:

Passage of the Writing Skills Test (WST) or the WST Directed Self Placement or ENGL/LLD 100A with a C or better (C-not accepted), and completion of Core General Education are prerequisite to all SJSU Studies courses. Completion of, or co-registration in, 100W is strongly recommended. A minimum aggregate GPA of 2.0 in GE Areas R, S, & V shall be required of all students.

Student Technology Resources:

Computer labs for student use are available in the Academic Success Center (Links to an external site.) at <http://www.sjsu.edu/at/asc/> located on the 1st floor of Clark Hall and in the Associated Students Lab on the 2nd 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 DV and HD digital camcorders; digital still cameras; video, slide and overhead projectors; DVD, CD, and audiotape players; sound systems, wireless microphones, projection screens and monitors.

SJSU Peer Connections:

Peer Connections is your campus-wide resource for mentoring (time management, note taking, learning strategies, adjusting to college, etc.) and tutoring (including over 120 different courses and undergraduate writing). In addition, Peer Connections provides classroom support through Supplemental Instruction Leaders, Learning Assistants, Peer Mentors, and Embedded Tutors. Your instructor will announce if a Peer Educator is in your class. Peer Connections also has space for studying and offers breakfast snacks for

students each day while supplies last. All services are FREE to SJSU students. For more information on services, hours, locations, or a list of current student success workshops, please visit the website at peerconnections.sjsu.edu.

SJSU Writing Center:

The SJSU Writing Center is located in Clark Hall, Suite 126 and 2nd floor, MLK Library. All Writing Specialists have gone through a rigorous hiring process, and they are well trained to assist all students at all levels within all disciplines to become better writers. In addition to one-on-one tutoring services, the Writing Center also offers workshops every semester on a variety of writing topics. To make an appointment or to refer to the numerous online resources offered through the Writing Center, visit the Writing Center website (Links to an external site.) at

<http://www.sjsu.edu/writingcenter>. For additional resources and updated information, follow the Writing Center on Twitter and become a fan of the SJSU Writing Center on Facebook.

SJSU Counseling Services:

The SJSU Counseling Services is located on the corner of 7 th Street and San Fernando Street, in Room 201, Administration Building. Professional psychologists, social workers, and counselors are available to provide consultations on issues of student mental health, campus climate or psychological and academic issues on an individual, couple, or group basis. To schedule an appointment or learn more information, visit Counseling Services website (Links to an external site.) at <http://www.sjsu.edu/counseling>.

Program Information

The following statement has been adopted by the Department of English for inclusion in all syllabi: In English Department Courses, instructors will comment on and grade the quality of student writing as well as the quality of ideas being conveyed. All student writing should be distinguished by correct grammar and punctuation, appropriate diction and syntax, and well-organized paragraphs. The Department of English reaffirms its commitment to the differential grading scale as defined in the 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.

Within any of the letter grade ranges (e.g. B+/B/B-), the assignment of a +(plus) or -(minus) grade will reflect stronger (+) or weaker (-) completion of the goals of the assignment.

Program Learning Outcomes (PLO)

Upon successful completion of an undergraduate degree program in the Department of English and Comparative Literature, students will be able to:

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, or rhetoric.
2. Show familiarity with major literary works, genres, periods, and critical approaches to British, American, and World Literature.
3. Write clearly, effectively, and creatively, and adjust writing style appropriately to the content, the context, and nature of the subject.
4. Develop and carry out research projects, and locate, evaluate, organize, and incorporate information effectively.
5. Articulate the relations among culture, history, and texts, including structures of power.

Department Information:

Department Name: English and Comparative Literature

Department Office: FO 102

Department Website: www.sjsu.edu/english (<https://www.sjsu.edu/english>)

Department email: english@sjsu.edu (<mailto:english@sjsu.edu>)

Department phone number: 408-924-4425

Course Materials

* Amy Einsohn & Marilyn Schwartz, *The Copyeditor's Handbook*; University of California Press, 4th Edition; ISBN: 0520286723

* *The Little Seagull Handbook- Ebook and InQuizitive for Writers*, 5th edition (2024); ISBN 978-1324060000

Grading Information

Grades on Canvas:

Because I want you to know how you are doing in the class at all times, I will be updating your grades on Canvas as I give them. It is part of my job as an instructor to return work in a timely fashion. Though I try my best to check and double check grades, it is part of your job as a student to make sure that I am entering correct grades for you. If you see an error in a grade, please come to me immediately; don't wait until the end of the semester when things get hectic.

Grading Disputes:

Please do your part to make sure I've calculated your grade correctly and bring any errors on my part to my attention immediately. (Obviously, if I erred in your favor, I'm not expecting you to speak up. That's on me.) Otherwise, if you are concerned about a grade you received, our conversations will be about how you can do better on the next assignment.

Grading Distribution:

Inquizitives (two lowest grades dropped)- 20% (Objectives: 1, 2, 3, 4, 5, 6)

In-class activities and worksheets- 20% (Objectives: 1, 2, 3, 4, 5, 6)

Grammarians Activity- 10% (Objectives: 1, 2, 3, 4, 5, 6)

Wikipedia edits project- 15% (Objectives: 1, 2, 3, 4, 5, 6)

Midterm- 15% (Objectives: 1, 2, 3, 4, 5, 6)

Final- 20% (Objectives: 1, 2, 3, 4, 5, 6)

University Policies


Per [University Policy S16-9 \(PDF\)](http://www.sjsu.edu/senate/docs/S16-9.pdf) (<http://www.sjsu.edu/senate/docs/S16-9.pdf>), relevant university policy concerning all courses, such as student responsibilities, academic integrity, accommodations, dropping and adding, consent for recording of class, etc. and available student services (e.g. learning assistance, counseling, and other resources) are listed on the [Syllabus Information](https://www.sjsu.edu/curriculum/courses/syllabus-info.php) (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>) web page. Make sure to visit this page to review and be aware of these university policies and resources.

Course Schedule

COURSE SCHEDULE:

Week 1:

8/21: Introductory meeting

-  [Syllabus and Intros.pptx](https://sjsu.instructure.com/courses/1593127/files/78373453?wrap=1) (<https://sjsu.instructure.com/courses/1593127/files/78373453?wrap=1>)
[Actions](#)
- Review of the syllabus, goals, and structure of the course
- Review Canvas site; make sure you have ordered /downloaded books:

* Amy Einsohn & Marilyn Schwartz, *The Copyeditor's Handbook*; University of California Press, 4th Edition; ISBN: 0520286723

- The Little Seagull Handbook- Ebook and InQuizitive for Writers, 5th edition (2024); ISBN 978-1324060000
 - *must purchase new copy with Inquizitive code* (<https://wnnorton.com/books/9781324060000Links> to an external site. (<https://wnnorton.com/books/9781324060000>))!

[Introductory Post](#) due 8/23 at 11:59 P.M.

Week 2: COURSE OVERVIEW

- 8/26 (synchronous):
 - LECTURE: Language is Arbitrary
 - SLIDES: [Intro to Editing Parts of Speech.pptx](#)
(<https://sjsu.instructure.com/courses/1593127/files/78062401?wrap=1>)
[Actions](#)
 - [Begin In-class worksheet: Parts of Speech](#) due 8/26 at 11:59 P.M.
 -
- 8/28 (synchronous):
- LECTURE: What Copy Editors Do
- [SLIDES: What Copyeditors Do.pptx](#)
(<https://sjsu.instructure.com/courses/1593127/files/78062406?wrap=1>)
[Actions](#)
- READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "What Copy Editors Do" (p. 1-38)
- Sign up for [Grammarians Activity](#).
- [In-class worksheet: Parts of Speech](#) due 8/28 at 11:59 P.M.
-

Due Friday 8/30 at 11:59 P.M.

- [Inquisitive for Writers: How to Make the Most of Little Seagull](#) due 8/30 at 11:59 P.M.
- [Inquisitive for Writers: How to Use Inquisitive](#) due 8/30 at 11:59 P.M.

Week 3: THE ABC'S OF COPYEDITING

- 9/2: LABOR DAY (no class)
 -
 - [Answer Key](#)Links to an external site.
(<https://docs.google.com/document/d/1vWy6oBs3QZZgjLKC4povKGGE-akpyjb/edit>)
- 9/4 (synchronous):
 - LECTURE: Basic Procedures
 - [SLIDES: Basic Procedures Style Guides.pptx](#)
(<https://sjsu.instructure.com/courses/1593127/files/78062409?wrap=1>)
[Actions](#)
 - READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Basic Procedures" (p. 39-68)
 - ["Prepositional Phrase song"](#)Links to an external site. (https://www.google.com/search?q=preposition+phrases+song&rlz=1C5CHFA_enUS862US862&oq=prepos&gs_lcrp=EgZjaHJvbWUgCAgAEEUYJxg7MggIABBFgCcYOzIGCAEQRRg5MhIIAhAAGBQYgwEYhwiYsQMYgAQyDQgDEAAYgwEYsQMYgAQyCggEEAAYsQMYgAQyEggFEAAYFbiDARiHAhixAxiABDINcAYQABiDARixAxiABDIKCAcQ)


[ABixAxiABDINCAgQABiDARixAxiABDINCAkQABiDARixAxiABNIBCDI3NDNqMGo5qAlAsAIA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:6ebca9fd,vid:GLmjfJyZ-iM,st:0](https://www.google.com/search?q=ABixAxiABDINCAgQABiDARixAxiABDINCAkQABiDARixAxiABNIBCDI3NDNqMGo5qAlAsAIA&sourceid=chrome&ie=UTF-8#fpstate=ive&vld=cid:6ebca9fd,vid:GLmjfJyZ-iM,st:0)

- [In-class Activity: Week 1-3 Wrap-up due 9/4 at 11:59 P.M.](#)
- [Answer Key](#) [Links to an external site.](#)
(<https://docs.google.com/document/d/1XJzq0zyQpermYAJFFVg8L2AwFqEVvgn/edit>)

Due Friday 9/6 at 11:59 P.M.

- [Inquizitive for Writers: Editing the Details that Matter \(A Comprehensive Activity\)](#), due 9/6 at 11:59 P.M.
- [Inquizitive for Writers: Sentence Fragments](#) due 9/6 at 11:59 P.M.

Week Four: PUNCTUATION I

- 9/9 (synchronous):
 - LECTURE: Punctuation I
 -  [SLIDES: Punctuation, Part 1.pptx](#)
(<https://sjsu.instructure.com/courses/1593127/files/78062399?wrap=1>),
[Actions](#)
 - READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Punctuation" (p. 89-108); Bullock, Brody, & Weinberg, *The Little Seagull Handbook*, (p. 337-341)
 - Introduce [Wikipedia Project: Edit Plan & Wikipedia Editing Resources](#)
 - [In-Class Activity due 9/9 at 11:59 P.M.](#)

9/11 (synchronous): LECTURE: Punctuation II

 [SLIDES: Punctuation, Part 2.pptx](#) (<https://sjsu.instructure.com/courses/1593127/files/78062410?wrap=1>).

[Actions](#)


- READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Punctuation" (p. 109-140)
- [In-Class Activity: Punctuation II](#), due 9/11 at 11:59 P.M.

Due Friday 9/13 at 11:59 P.M.

[Inquizitive for Writers: Unnecessary Commas](#), due 9/13 at 11:59 P.M.

[Inquizitive for Writers: Omitted Commas](#), due 9/13 at 11:59 P.M.

Week 5: PUNCTUATION III

- 9/16 (synchronous):
 - LECTURE: Punctuation III
 -  [SLIDES: Punctuation, Part 3.pptx](https://sjsu.instructure.com/courses/1593127/files/78062402?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062402?wrap=1>),
[Actions](#)
 - Begin [Punctuation Worksheet](#)
 -
- 9/18 (asynchronous): NO CLASS MEETING-OPTIONAL CONFERENCES FOR WIKIPEDIA PROJECT
 - READING: Bullock, Brody, & Weinberg, *The Little Seagull Handbook* (p. 426-450)
 - [Inquizitive for Writers: Fused \(run-on\) sentences](#), due 9/18 at 11:59 P.M.
 - [Inquizitive for Writers: Comma Splices](#), due 9/18 at 11:59 P.M.
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Due Friday 9/20 at 11:59 P.M.:








[Wikipedia Edit Plan](#) due 9/20 at 11:59 P.M.

[Punctuation Worksheet](#) due 9/20 at 11:59 P.M.

 [Answer Key \(hyperlink forthcoming\)](#)

[Actions](#)

Week Six: CLARITY AND VERBS

- 9/23 (synchronous): SJSU Writing Center Workshop: Revising for Clarity: Subjects and their Verb
 -  [3-Step Revision Process Handout.pdf](https://sjsu.instructure.com/courses/1593127/files/78062412?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062412?wrap=1>),
[Actions](#)
 -   [Revising for Clarity Presentation Slides.pdf](https://sjsu.instructure.com/courses/1593127/files/78062414?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062414?wrap=1>),
[Actions](#)
 -   [Active vs. Passive Voice Handout.pdf](https://sjsu.instructure.com/courses/1593127/files/78062413?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062413?wrap=1>),
[Actions](#)
 -   [Revising for Clarity Handout.pdf](https://sjsu.instructure.com/courses/1593127/files/78062415?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062415?wrap=1>),
[Actions](#)

- 9/25 (synchronous):
 - LECTURE: Subject/Verb Agreement & Pronoun Issues
 - [Subject_Verb and Pronoun Issues.pptx](https://sjsu.instructure.com/courses/1593127/files/78062419?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062419?wrap=1>).
[Actions](#)
 - READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Subject-Verb Agreement," "Troublesome Verbs," and "Split Infinitives (p. 339-357)
 - [In-class activity 9/25](#)



Due Friday 9/27 at 11:59 P.M.:

[Inquizitive for Writers: Verb Tense and Verb Form Errors](#), due 9/27 at 11:59 P.M.

[Inquizitive for Writers: Subject/Verb Agreement](#), due 9/27 at 11:59 P.M.

Week Seven: PRONOUNS & MODIFIERS


- 9/30 (synchronous):
- LECTURE: Modifiers and Parallelism
 - [LECTURE SLIDES](https://sjsu.instructure.com/courses/1593127/files/78062423?wrap=1) (<https://sjsu.instructure.com/courses/1593127/files/78062423?wrap=1>).
[Actions](#)
 - READING: Schwartz & Einsohn *The Copyeditor's Handbook*, (p. 368-381 & p. 386-394)
-
- 10/2 (asynchronous):
 - [Review worksheet](#) due 10/2 at 11:59 P.M.

Due Friday 10/4 at 11:59 P.M.:

- [Inquizitive for Writers: Pronouns in the Wrong Case](#), due 10/4 at 11:59 P.M.
- [Inquizitive for Writers: Pronouns that Don't Agree with their Antecedents](#), due 10/4 at 11:59 P.M.
- [Inquizitive for Writers: Pronouns with Unclear Reference](#), due 10/4 at 11:59 P.M.

Week Eight: SPELLING AND HYPHENATION I

10/7 (synchronous):

- LECTURE: Spelling and Hyphenation I
-  [Lecture Slides \(https://sjsu.instructure.com/courses/1593127/files/78062424?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062424?wrap=1)
[Actions](#)
- READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Spelling and Hyphenation" (p. 141-172)
- Begin In-class Activity: [Spelling and Hyphenation Practice \(due 10/14\)](#).
-

10/9 (asynchronous): NO CLASS MEETING


Optional meetings for Wikipedia Project

Due Friday 10/11 at 11:59 P.M.:



- [Inquisitive for Writers: Mixed Constructions](#), due 10/11 at 11:59 P.M.
- [Inquisitive for Writers: Misplaced/Dangling Modifiers](#), due 10/11 at 11:59 P.M.

Week 9: SPELLING AND HYPHENATION II

10/14 (synchronous):

- LECTURE: Spelling and Hyphenations II
-  [Spelling and Hyphenation, Part 2.pptx \(https://sjsu.instructure.com/courses/1593127/files/78062228?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062228?wrap=1)
[Actions](#)
- Complete In-class Activity: [Spelling and Hyphenation Practice](#)
- Answer Key (hyperlink forthcoming)

• 10/16 (synchronous):




- LECTURE: NAMES AND NUMBERS
-  [Numbers and Numerals.pptx \(https://sjsu.instructure.com/courses/1593127/files/78062421?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062421?wrap=1)
[Actions](#)
-  [Capitalization and Treatment of Names \(1\).pptx \(https://sjsu.instructure.com/courses/1593127/files/78062422?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062422?wrap=1)
[Actions](#)
- READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Capitalization and the Treatment of Names" (p. 173-188); "Numbers and Numerals" (189-210)
- [Begin In-class Activity: Numbers and More \(due 10/21\)](#).
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Due Friday 10/18 at 11:59 P.M.:

[Inquizitive for Writers: Words Often Confused](#) due 10/18 at 11:59 P.M.

[Inquizitive for Writers: Apostrophe Errors](#) due 10/18 at 11:59 P.M.


Week 10: ABBREVIATIONS & MIDTERM

- 10/21 (synchronous): LECTURE: Abbreviations
 - READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Abbreviations and Symbols" (p. 227-243)
 - [Complete In-class Activity: Numbers and More \(due 10/21\)](#)
 - Answer Key (Link forthcoming)
 - Start  [Midterm Review \(https://sjsu.instructure.com/courses/1593127/files/78062425?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062425?wrap=1)
[Actions](#)
 -  [ENGL106-Exam1-StyleSheet.docx \(https://sjsu.instructure.com/courses/1593127/files/78062395?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062395?wrap=1)
[Actions](#)
 -  [ENGL106-Exam1_StudyGuide.docx \(https://sjsu.instructure.com/courses/1593127/files/78062390?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062390?wrap=1)
[Actions](#)

- 10/23 (asynchronous): MIDTERM, due 10/23 at 11:59 P.M. Midterm Quiz (90 minutes), released on 10/23 at 9:00 A.M. and due 10/23 at 11:59 P.M.

Week 11: QUOTATIONS

10/28 (synchronous):

- LECTURE: Quotations
 -  [Quotations.pptx \(https://sjsu.instructure.com/courses/1593127/files/78062398?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062398?wrap=1)
[Actions](#)
 - READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Quotations" (p. 211-226)
 - [In-class activity](#) due 10/28 at 11:59 P.M.
 -
-
- 10/30 (asynchronous):

- [Inquizitive for Writers: Incorporating Quotations](#), due 10/30 at 11:59 P.M.
- [Inquizitive for Writers: Punctuating Quotations](#), due 10/30 at 11:59 P.M.

[Links to an external site.\(https://www.youtube.com/watch?v=0_u8sF1sW4A\)](https://www.youtube.com/watch?v=0_u8sF1sW4A)

Week 12: STYLE AND COHESION

- 11/4 (synchronous):
 - LECTURE: Conciseness and Clarity
 - [Concision.pptx \(https://sjsu.instructure.com/courses/1593127/files/78062381?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062381?wrap=1)
[Actions](#)
 - [Wikipedia Edits Peer Review](#)
 - [Capitalization Sample Wikipedia Edit.docx \(https://sjsu.instructure.com/courses/1593127/files/78062434?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062434?wrap=1)
[Actions](#)
 - [Sample Wikipedia Edit \(Cover Letter\).docx \(https://sjsu.instructure.com/courses/1593127/files/78062433?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062433?wrap=1)
[Actions](#)
 - [Sample Wikipedia Project Feedback and Assessment.docx \(https://sjsu.instructure.com/courses/1593127/files/78062435?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062435?wrap=1)
[Actions](#)
- 11/6: SJSU Writing Center Workshop: Writing Concisely and Avoiding Wordiness
- [Writing Concisely.pdf \(https://sjsu.instructure.com/courses/1593127/files/78062440?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062440?wrap=1)
[Actions](#)
- [Tips for Succinct Writing-Sentence-Level Concision.pdf \(https://sjsu.instructure.com/courses/1593127/files/78062441?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062441?wrap=1)
[Actions](#)

[Wikipedia Edits Project](#) due 11/8 at 11:59 P.M.

Week 13: COHESION & VISUAL CLARITY

11/11 (synchronous): VETERAN'S DAY (no class)

11/13 (synchronous):

LECTURE: Cohesion & Coherence

 [Coherence and Cohesion.pptx \(https://sjsu.instructure.com/courses/1593127/files/78062432?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062432?wrap=1)

[Actions](#)


[Begin Worksheet 2](#)

Due Friday 11/15 at 11:59 P.M.:



[Inquizitive for Writers: Fact Checking Sources](#), due 11/15 at 11:59 P.M.

Week 14: DEVELOPMENTAL EDITING & VISUAL DESIGN

- 11/18 (synchronous):
LECTURE: VISUAL DESIGN

 [Visual Document Design.pptx \(https://sjsu.instructure.com/courses/1593127/files/78062431?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062431?wrap=1)

[Actions](#)


- 
 - READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "References" (p. 247-272)
 - READING: Schwartz & Einsohn, *The Copyeditor's Handbook*, "Tables, Graphs, and Art" (p. 247-272);  ["Visual Design" \(https://sjsu.instructure.com/courses/1593127/files/78062229?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062229?wrap=1)

[Actions](#)

[In-class activity](#) due 11/18 at 11:59 P.M.

11/20 (synchronous):

READING: [Developmental Editing Handbook Introduction](#) [Links to an external site.](https://books.google.com/books?id=BWawE6RQA3sC&printsec=frontcover#v=onepage&q&f=false)
(<https://books.google.com/books?id=BWawE6RQA3sC&printsec=frontcover#v=onepage&q&f=false>)

 [developmental_organizational.pdf \(https://sjsu.instructure.com/courses/1593127/files/78062443?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062443?wrap=1)

[Actions](#)

LECTURE: Developmental Editing

 [Lecture Slides \(https://sjsu.instructure.com/courses/1593127/files/78062405?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062405?wrap=1)


[Actions](#)

Due Friday 11/22 at 11:59 P.M.:

[Worksheet 2](#) due 11/22 at 11:59 P.M.

Week 15: DOCUMENT DESIGN

11/25 (synchronous): LECTURE: Document Design

RECOMMENDED READING:  [document_design.pdf \(https://sjsu.instructure.com/courses/1593127/files/78062436?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062436?wrap=1)

[Actions](#)

 [Page Design.pptx \(https://sjsu.instructure.com/courses/1593127/files/78062437?wrap=1\)](https://sjsu.instructure.com/courses/1593127/files/78062437?wrap=1)



[Actions](#)

11/27: NO CLASS (Thanksgiving)

Week 16: FINAL EXAM REVIEW

12/2: (synchronous):

- LECTURE: Getting Paid as an Editor

- READING:  [WorkingasanEditor.pdf](https://sjsu.instructure.com/courses/1593127/files/78062438?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062438?wrap=1>).
[Actions](#)
-  [Gettin_Paid + Future Stuff \(1\).pptx](https://sjsu.instructure.com/courses/1593127/files/78062439?wrap=1)
(<https://sjsu.instructure.com/courses/1593127/files/78062439?wrap=1>).
[Actions](#)

[Video Recording with SJSU alumni Mariah Faris and Izamar Flores](#)

(<https://sjsu.instructure.com/courses/1593127/files/78062442>)[Download Video Recording with SJSU alumni Mariah Faris and Izamar Flores](#)

12/4 (synchronous):

Review for Final Exam

 [ENGL106-Exam2-Review.docx](https://sjsu.instructure.com/courses/1593127/files/78062418?wrap=1) (<https://sjsu.instructure.com/courses/1593127/files/78062418?wrap=1>).

[Actions](#)

 [Final Exam Review.pptx](https://sjsu.instructure.com/courses/1593127/files/78062397?wrap=1) (<https://sjsu.instructure.com/courses/1593127/files/78062397?wrap=1>).

[Actions](#)

12/9: FINAL EXAM: (90 minutes at any time from 12/9-12/12)