TECM 4190
Technical Editing

Instructor	Dr. L.G. Jackson
Office	Auditorium Building, Room 207
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Office Hours	Tuesday & Thursday from 9:30—11:00 A.M. in the Writing Lab (Auditorium Building, Room 105)

Texts & Recommended Materials

Hacker, Diana. *A Writer's Reference*, seventh edition. New York: Bedford/St. Martin's, 2010. ISBN 0312601433

Hacker, Diana. Exercises to Accompany *A Writer's Reference*, seventh edition. New York: Bedford/St. Martin's, 2010. ISBN 0312649002

A good dictionary

Colored pencils with erasers

Flash drive or other memory saving device

Course Objectives

To become a good writer and editor, you must move past intuitive skill towards true mastery of writing technique. We will therefore learn

- To become detail-oriented editors
- To use copyediting symbols correctly
- To recognize and to correct errors in grammar, spelling, usage, and punctuation
- To detect and to correct errors or weaknesses in logic, consistency, style, and accuracy
- To use various layout and design elements effectively
- To view documents from the reader's perspective, and to keep this in mind as we revise and redesign
- To learn to write and to edit as a member of a team

**Your
Semester Grade**

Major Assignments: 75%
I have designed the course assignments to allow you to
demonstrate your ability to develop and edit professional technical
communication. The assignments increase in complexity.
Each assignment you submit must be your best work.

- **Major Assignment #1: 20% of course grade**
  Students correct a poorly written document to test their
  knowledge of standard editing techniques. This individual
  assignment functions as a midterm for the course.
- **Major Assignment #2: 10% of course grade**
  Students correct several documents over the course of two
  class days in this individual, timed-writing assignment.
- **Major Assignment #3: 15% of course grade**
  In this group assignment, students complete a project for a real
  client. The project varies based upon the client's need.
- **Major Assignment #4: 10% of course grade**
  In this individual assignment, students focus on creating a
  reader-oriented design.
- **Major Assignment #5: 10% of course grade**
  In this individual assignment, students focus on creating
  reader-oriented instructions, headings, and audience-
  appropriate design.
- **Major Assignment #6: 10% of course grade**
  In this individual assignment, students focus on creating a
  reader-oriented, consistent business document.

Grammar Presentation: 15%
As members of a team, students create and present a 25-30 minute
audio-visual presentation on an assigned area of grammar,
punctuation, usage, or spelling.

Daily Exercises & Participation: 10%
As individuals, students complete a number of grammar,
punctuation, usage, and spelling exercises aimed at helping them
achieve mastery of these topics. Students will also work as teams
on in-class writing assignments aimed at helping them to practice
the principles we discuss during lectures. The instructor determines
the participation grade based on each student's classroom
attendance and professionalism.

Daily Exercises

To become a good editor, you must recognize and identify a wide range of grammar, spelling, usage, and punctuation rules. You will learn about and practice these rules by completing daily exercises. Additionally, you must come to class prepared to take notes, to participate in class discussions, to take reading quizzes, and to participate in in-class writing exercises.

Daily exercises are due at the beginning of class. If you must miss class, you must still turn in any assigned exercise pages as scheduled.

The exercise workbook we use for this class has detachable pages. For each day that you have exercises due, you should
- Detach the assigned exercise pages
- Secure the assigned exercise pages with a staple
- Write your first and last name at the top of the assigned exercise pages

I will return the assigned exercise pages to you at the end of class each day. You must secure a copy of the exercise workbook yourself, even if it means borrowing and photocopying a classmate's copy.

I do not accept late work for any reason. You must keep up with the due dates for daily work.

Participation

A small, yet significant portion of your grade will depend upon your participation in class discussions, as well as my estimation of your progress in the course. Think of our classroom as your workplace, and conduct yourself with the same professionalism with which you would treat a job. Arrive on time, prepared to work. Actively demonstrate that you understand professional behavior. Keep in mind that I assess your participation each class day.

In-class Writing Workshops

We will spend a significant amount of class time working on course assignments. Good students use this time to complete group and individual projects, and they benefit from working with the instructor on their assignments. Use this time wisely.

Group Work

As you work towards entering the workplace, you need to develop and sharpen your collaboration skills. Therefore, you will complete several assignments as members of a group. Your attendance at group meetings, whether the group meets inside or outside of class, impacts your grade for this course.

Save all group work on the public drive in the Technical Communication Lab (TC Lab). Show proper respect and courtesy to your group by arriving promptly for class – especially on the day your group assignment is due.

If you miss more than one group meeting – whether your group meets inside or outside of class – the highest grade you can receive on a group assignment is 75% of the group's grade. This includes in-class writing workshop days. Students who miss class on the day a group project is due will make a zero for the assignment. Additional deductions as outlined in your group's statement of work may also apply.

Keep in mind that I assess your participation as a group member each day you and your group work in class. I reserve the right to give a zero on group assignments to students who cannot perform as members of a group.

Absence Policy

I both expect and demand regular and punctual attendance. Good students attend class. That says it all. You will be counted absent if you are more than ten minutes late for class. Although I will take attendance on a daily basis, you must keep up with the number of absences you have.

Students who miss class three or more times will fail the course. No exceptions.

Whether you come to class or not, you remain responsible for all assignments made and policies announced each day. If you must miss class, you must still turn in any work that is due – as scheduled.

Criteria for Excused Absences

The only excused absences recognized by the University of North Texas are those wherein a student is representing the university in an official capacity. You must bring me appropriate documentation to have your absence excused. Athletes and other students who will miss class for an official university activity must advise me in writing at least 48 hours in advance of the absence.

Neither the university nor the instructor recognizes illness or personal emergencies as excused absences. Use your allotted absences wisely.

Late Papers

I do not accept late papers for any reason. Except where otherwise specifically noted, papers are due at the beginning of the class period, on the assigned dates.

Format Requirements

As you prepare your assignments, make sure you
- Print the assignment on a laser printer
- Make the assignment look neat and visually appealing
- Proofread carefully so the assignment is absolutely free from spelling, grammatical, and typographical errors
- Staple the assignment once in the upper left-hand corner

This is not a suggestion – it is a mandate! Use spell check. Proofread. Do not hand write anything on your papers. Any assignment not prepared specifically according to instructions in format, organization, and/or style will receive an "F."

Plagiarism and Other Forms of Academic Dishonesty

"The term 'plagiarism' includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials"
(*UNT 2012 – 2013 Undergraduate Catalog*).

If you turn in a piece of writing all or part of which you have plagiarized, you will be dismissed with an "F" in the course. If you use unauthorized assistance of any kind in taking quizzes, tests, or examinations, you will be dismissed with an "F" in the course. Further action within the context of university guidelines may be considered. **Plagiarism and/or academic dishonesty are grounds for expulsion from the university**.

For more information on the university's policy on this topic, go to: http://vpaa.unt.edu/academic-integrity.htm

Computer Lab

As a technical communication student, you may use the Technical Communication Computer Lab (TC Lab) in the Auditorium Building, room 307. The TC Lab has IBM-compatible computers for you to use. These computers have the latest version of Microsoft® Office, including Word, Excel, and PowerPoint, as well as Adobe® software including InDesign, Dreamweaver, and Photoshop. We will attend several orientations and conduct several in-class writing workshops in the TC Lab.

The TC Lab tutors have undergone extensive training so that they can help you with a wide range of questions.

The TC Lab is open
Monday – Thursday   8:00 A.M. – 10:00 P.M.
Friday   8:00 A.M. – 4:00 P.M.

Computer Etiquette

While we will use the computers in the classroom to complete both homework assignments and papers, I expect you to use good computer etiquette during class time.

Turn off your monitor during class unless I direct you to do otherwise.

Do not hack, surf the net, send/read personal e-mails, or complete work for other courses during class time. Failure to adhere to these rules will result in dismissal from the classroom, and will count as an absence and/or a zero on any daily work for that class day.

Essential Competencies

Essential competencies for this course include the ability:

- To attend class regularly and punctually
- To read and follow the course syllabus
- To have a basic understanding of English grammar, spelling, and punctuation
- To read and analyze technical documents
- To write clear, concise, and visually appropriate technical prose for the intended readers in response to various types of assignments
- To discuss, both in class and in small groups, technical documents
- To use a personal computer with various word processing, e-mail, and graphics software applications

Students with Disabilities

In accordance with the terms and spirit of the Americans with Disabilities Act and Section 504, Rehabilitation Act, the instructor will cooperate with the Office of Disability Accommodation to make reasonable accommodations for qualified students with disabilities. If you have a disability for which you will require accommodation, you must advise me of your needs in writing no later than the end of the second week of class.

Open Door Policy

I welcome and encourage you to visit me whenever you wish to discuss a paper or a problem as it relates to this class. If you need to contact me outside of class, e-mail me (**LJackson@unt.edu**).

Please put your first and last name, as well as the course number including the day and time you attend class in your e-mail. I try to read my e-mail frequently and will send you a prompt reply.

Classroom Correspondence— BlackBoard & Text Messages

Occasionally I may need to communicate with you and your classmates. I will use your university e-mail address for this purpose. If you do not use your university e-mail as your primary e-mail account, you will need to change your e-mail settings in MyUNT to forward your messages to your primary account.

I will also use BlackBoard to post copies of the course syllabus, assignments sheets for major technical documents, and miscellaneous announcements. You are responsible for checking on this type of information.

You may want to sign up for Remind101.com, which allows me to send you text messages about this course. To receive text messages about class assignments and announcements via Remind101.com, you should
- Use any mobile device
- Send the text **@tecm4190** to 920.645.2166

Neither your phone number nor mine will ever be displayed. These texts are for classroom purposes only. You cannot text me from this number.

You should consider exchanging e-mail addresses or other contact information with one of your classmates so that you may contact them to get notes or assignments you may have missed.

**Classroom
Civility**

I expect you to conduct yourself as adults who practice the utmost civility to the instructor, to the TC Lab staff, and to your fellow classmates. Use appropriate discretion in using electronic devices during class time.

Do not read or send texts during class.

As colleagues engaged in mutual inquiry about a common goal – becoming more effective technical writers – we shall extend to one another professional courtesies such as:
- Attending all meetings and arriving on time
- Preparing work by the date expected
- Respecting and learning from differences of opinion and experience
- Accepting responsibility to help the group and individuals within the class to achieve their goals

Failure to extend these courtesies will affect my evaluation of your work.

Any behavior that the instructor deems as uncivil and/or inappropriate in any way will result in an "F" in the course and/or your permanent dismissal from the classroom. I reserve the right to pursue further action within the context of university guidelines. For more information on the university's code of conduct, go to: http://www.unt.edu/csrr

**Student
Evaluation of
Teacher
Effectiveness
(SETE)**

The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider the SETE an important part of your participation in this class.

Schedule of Readings, Activities, and Assignments

Week 1

January 15	What we'll do in class:	Attendance policy, texts, syllabus Introduction to course
January 17	What we'll do in class:	Review of Technical Writing Principles Discussion of Standard Editing Documents

Week 2

January 22	What we'll do in class:	Editing Marks & Sentence-Level Editing Basic Proofreading Exercise Discussion of Grammar Presentations Giving Effective Presentations
January 24	What we'll do in class:	Organizing Documents Designing Documents

Week 3

January 29	What we'll do in class:	Editing in Stages Recognizing Errors & Recommending Remedies Writing a Letter of Transmittal Exercise
January 31	What we'll do in class:	Constructing Style Sheets Developing a Statement of Work Writing a Style Sheet Exercise

Week 4

February 5	What we'll do in class: What to read: What's due:	Basic Grammar Hacker, Section B Hacker Exercises, Section B (numbered exercises only) **Grammar Presentation #1**
February 7	What we'll do in class: What to read: What's due:	Mechanics Hacker, Section P Hacker Exercises, Section P7-1 to P10-1 (numbered exercises only) **Grammar Presentation #2**

Week 5

February 12	What we'll do in class: What to read: What's due:	Punctuation Hacker, Section P Hacker Exercises, Section P1-1 to P6-2 (numbered exercises only) **Grammar Presentation #3**
February 14	What we'll do in class: What's to read: What's due:	Grammatical Sentences Hacker, Section G Hacker Exercises, Section G (numbered exercises only) **Grammar Presentation #4**

Week 6

February 19	What we'll do in class: What to read: What's due:	Sentence Style Discuss Major Assignment #1 Hacker, Section S Hacker Exercises, Section S (numbered exercises only) **Grammar Presentation #5**
February 21	What we'll do in class: What to read: What's due:	Word Choice Hacker, Section W Hacker Exercises, Section W (numbered exercises only) **Grammar Presentation #6**

Week 7

February 26	What we'll do in class: What to read: What's due:	ESL Trouble Spots Hacker, Section M Hacker Exercises, Section M (numbered exercises only) **Grammar Presentation #7**
February 28	What we'll do in class:	Maintaining Parallel Structure Maintaining Parallel Structure Exercise

Week 8

March 5	What we'll do in class:	Graphics Orientation InDesign Orientation
March 7	What we'll do in class: What's due:	Grade Major Assignment #1 **Major Assignment #1: Comprehensive Editing** Due at beginning of class (We will grade this in class)

Spring Break—March 11-15

Week 9

March 19	What we'll do in class:	Discuss & Begin Major Assignment #2
March 21	What we'll do in class: What's due:	Major Assignment #2 **Major Assignment #2: Timed Exercise** Due at end of class

Week 10

March 26	What we'll do in class:	Discuss Major Assignment #3
March 28	What we'll do in class:	In-class writing workshop

Week 11

April 2	What we'll do in class:	Discuss Major Assignment #4 In-class writing workshop
April 4	What we'll do in class:	In-class writing workshop

Week 12

April 9	What we'll do in class: What's due:	Discuss Major Assignments #5 & #6 Due at end of class
April 11	What we'll do in class:	In-class writing workshop **Major Assignment #3:** **Client Project**

Week 13

April 16	What we'll do in class: What's due:	In-class writing workshop **Major Assignment #4:** **Editing for Graphics** Due at end of class
April 18	What we'll do in class:	In-class writing workshop

Week 14

April 23	What we'll do in class: What's due:	In-class writing workshop **Major Assignment #5** Due at end of class
April 25	What we'll do in class:	In-class writing workshop

Week 15

April 30	What we'll do in class: What's due:	In-class writing workshop **Major Assignment #6** Due at end of class
May 2	What we'll do in class:	**To be announced.**

Week 16

Your final exam consists of collecting your graded assignments and getting your course grade. Your exam is scheduled for:

Tuesday, May 7 from 10:30 a.m.—12:30 p.m.

Please come at the beginning of the exam period.