

Professional and Technical Editing Section 80

ENGL 106

Fall 2023 4 Unit(s) 08/21/2023 to 12/06/2023 Modified 08/20/2023

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 Goals

The ultimate goal of this course is to give you the technical background to be a successful editor, both of your own writing and the writing of others. This goal can be understood as a set of smaller goals. By the end of this class, you will be able to:

1. Edit multiple forms of writing using the basic principles and techniques of copyediting and proofreading, including editing symbols/software and the use of style sheets.
2. Demonstrate a mastery of English grammar, spelling, punctuation, and usage so you can persuasively justify your editing decisions to other writers.
3. Analyze and edit documents at higher levels of organization.
4. Demonstrate proficiency with the fundamentals of document design and page layout.
5. Demonstrate proficiency with elements of graphic design and editing graphics to support text.
6. Perform the duties of a working editor in terms of persuasion, collaboration, negotiation, implementation, reflection, and self-assessment.

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* (2021); ISBN: 978-0-393-53701-7

Course Requirements and Assignments

SJSU classes are designed such that in order to be successful, it is expected that students will spend a minimum of forty-five hours for each unit of credit (normally three hours per unit per week), including preparing for class, participating in course activities, completing assignments, and so on. More details about

student workload can be found in University Policy S12-3 at <http://www.sjsu.edu/senate/docs/S12-3.pdf>. You can also find more information on the University's Syllabus Information web page at (<https://www.sjsu.edu/curriculum/courses/syllabus-info.php>).

Readings

Readings form the core of the class. You are not only expected to have done the readings prior to class, but you are expected to BRING the readings to class as well. Our class reading provides a "gloss" of major considerations; if you need more explanation, your grammar handbook should provide some more information. And, of course, you're always welcome to meet with me!

Homework & Inquizitives

Each week, you will not only read the text but you will also complete exercises to apply what you've learned. Editing is a skill acquired only through practice. Lots and lots of practice. You will complete a combination of Inquizitives and workbook activities you will upload to Canvas and we will review in class. Inquizitives will typically be completed by 11:59 PM on Wednesdays, and uploaded activities are required to turn in before class time, and this work will be graded on completion. In-class exercises will be completed after the lecture to reinforce any concepts discussed. Students will sometimes be able to work in groups or pairs to complete these exercises during the class time.

Exams

There will be two exams: a midterm and a final. The midterm will cover all material up to the midterm date, and the final exam will cover material from the entire class. Exams will be conducted online and are open book and open notes. Exams will be available for 24 hours but will have a time limit once they are begun. Students are welcome to come take the exam in our classroom during our regular class time. Alternate exams may be provided on a case-by-case basis.

Wikipedia Project

Students are asked to edit a Wikipedia article that is labeled "in need of copyedit." There will be a couples stages to this project which are outlined on Canvas.

One-Unit Enhancement

Because this is a four-unit course rather than a three-unit course, the delineation for the one-unit enhancement is seen below:

Course Component Student Work Instructor Engagement

Regular

3 Units (9 hrs/week)

Reading and completing homework assignments, work on worksheets, studying for exams, engaging in individual and group in-class activities, major assignments. Class contact hours, prepare in-class activities, worksheets, and exams, schedule homework, evaluate student work and provide feedback, meet with students, evaluation of projects.

Activity

1 unit (3 hrs/week)

Additional work in editing project. This project asks students to engage in copyediting, developmental editing, organizational editing, and document design. Students will be working with editing and document design software. In addition, students may be working with production teams on one of these projects and will need to correspond schedules and workflow.

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

Misc. Assignments- 10% (Objectives: 1, 2, 3, 4, 5, 6)

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

Wikipedia edits Project- 20% (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.