

English 420, Copy Editing, Fall 2014

Instructor: Dr. Teresa B. Henning
Office: BA 206
Office Hours: 1:30-3:20 M&W;
1:30-3:00 T&TH; 11:30-12:20 F

Course Times: 12:30-1:20 M,W,F
Office Phone: 507-537-7185
Email: teresa.henning@smsu.edu

Welcome to English 420!

ENGL 420, Copy Editing, is a course in professional writing that is designed to help you advance your copy editing, proof reading, and comprehensive editing skills. Specifically, this course's main objective is to prepare you to edit a variety of technical and professional documents where clear, concise, accurate, logical, and ethical communication is required. Throughout the course, you will:

1. Gain an understanding of editing and its role in document development and publication;
2. Mark documents using established symbols and conventions;
3. Develop an understanding of style sheets including how to create and use one;
4. Learn to edit electronically when appropriate by using advanced features of MS-Word;
5. Increase your mastery of grammar, mechanics, punctuation and spelling;
6. Acquire an understanding of how to edit objectively by identifying good reasons for editorial emendations;
7. Find out how to edit illustrations and quantitative and technical material and how to edit for style, organization, and visual design;
8. Increase your respect for other writers and editors, your own editorial strengths and weaknesses, and the uses of collaboration;
9. Expand your productive work habits including habits of inquiry and fact checking.

Required Books

- ❑ Beason, Larry and Mark Lester. *A Commonsense Guide to Grammar and Usage*. 16th ed. New York: Bedford/St. Martin's, 2012.
- ❑ Rude, Carolyn D. and Angela Eaton. *Technical Editing*. 5th ed. New York: Pearson/Longman, 2011.
- ❑ *The Chicago Manual of Style (CMS)*. 16th ed. Chicago: U of Chicago P, 2010.

Assignments and Grading Scale

Grammar and Editing Problems

Worth 50 Points

Throughout the semester, I will ask you to write out answers to selected grammar and editing exercises from our course texts. In many cases, these activities will give you a chance to practice concepts that you will need to understand for the major editing assignments or for the mid-term exam. I will collect these assignments at unannounced times throughout the semester and will award points on the basis of completeness. You can expect that I will make such collections at least four times over the course of the semester.

CMS Summary Presentation to the Class

Worth 50 Points

Each student will make one 5 minute presentation on one of the *Chicago Manual of Style (CMS)* readings. These presentations will take the form of a 10-item "I will not..." chalkboard list that captures 10 different ideas from the reading. These chalkboard lists are somewhat analogous to the ones seen on *The Simpsons* except your lists will have more variety, and the list will be a prompt from which you will speak. I will model a presentation of this type for you sometime during the first week of classes. You will

also select your presentation assignment during the first week of classes.

Mid-term Exam

Worth 50 Points

To pass the course, you MUST pass the mid-term exam with a score of 40/50 (B-) or higher. You will have the opportunity to take this exam up to three times to achieve this score. The exam will test both your understanding of grammar and your ability to edit and justify your editing choices. Part I of the exam will consist of sentences like those found in the D&A exercises in Chapters 10 and 11 of the Rude text. Part II of the exam will require you to edit a short passage and justify your emendations.

Editing Assignments

Worth a Total of 650 Points

Detailed assignment sheets for each item will be distributed over the course of the semester:

1. Assignments related to mark up and copy editing (**worth 30 points total**)
 - a. Assignment 4.1: mark up for type set (10 points)
 - b. Assignment 9.1: Requires 3 pages of copy editing and the creation of a style sheet (20 points)
2. Electronic Copy Editing Assignment 11.1 (**worth 150 points**)
3. Assignments related to editing quantitative material & proof reading (**worth 20 points total**)
 - a. 12.1: edit a table (this project will be done in class) (worth 10 points)
 - b. 13.1: proofreading before going to production (this project will be done in class) (worth 10 points)
4. Editing for style assignment 16.1 (requires electronic editing) (**worth 150 points total**)

Smaller pieces related to the style assignment:

- a. Letter of transmittal to your client (worth 25 points)
 - b. Style sheet (worth 25 points)
5. Oral Proposal for client project (worth 100 points total)
 6. Client Project (requires electronic and comprehensive editing) (**worth 200 points total**)

Smaller pieces related to the Client Project:

- a. Letter of transmittal to your client (worth 20 points)
- b. Collaboration grade (worth 10 points)
- c. Style sheet (worth 20 points)

Final grades will be determined using these percentages:

90 – 92.9% = A-	93 – 96.9% = A	97 - 100 % = A+
80 – 82.9% = B-	83 – 86.9% = B	87 – 89.9 % = B+
70 – 72.9% = C-	73 – 76.9% = C	77 – 79.9 % = C+
60 – 62.9% = D-	63 – 66.9% = D	67 – 69.9 % = D+
Below 60% = F		

Other Important Course Policies

Accommodating Disabilities

If you have a disability that will require accommodation over the course of the semester, please notify me as soon as possible so that we can discuss what you will need.

Attendance

This class is one that helps you develop as a professional, so consistent, on-time, attendance is important. **You may miss two classes without penalty.** After that, your grade will be lowered by 10 points for each class that you miss. **If you miss more than five classes, you will fail the course. NOTE: I ONLY** excuse absences related to SMSU extracurricular events (e.g., club activities, sporting activities, attending conferences, etc.) and military training. For your absence to be excused, you need to provide written documentation in advance.

Class Behavior

It is expected that students treat the instructor **and each other** with respect. This means that students should not arrive to class late, leave early nor speak when others are speaking. It is also expected that students set phones to silent or vibrate during class time.

Late Work

This course models the professional world as much as possible. As such, late **work will not be accepted.** If you think you will need more time to complete an assignment, you must send me a formal email requesting an extension at least 48 hours prior to the deadline. **All work must be completed to pass the course.**

FQ/NA Grades

Federal Financial Aid Mandate requires me to report a student who never attends a course that they registered for AND students who quit attending courses. If you do not attend my course for 5 consecutive class periods and do not contact me, I will enter either a NA (Never Attended) or FQ (Failure of course by quitting attending) grade as is required by this mandate.

Daily Course Calendar

The following class period-to-class period schedule will be applied flexibly. While we will follow this schedule for the most part, when impromptu changes are needed they will be made. When changes are made regarding assignments, ample time will be given to make sure such changes do not affect your ability to complete assignments. **When reading the calendar, please note that all reading, discussion and application assignments, and homework assignments are due the FOLLOWING class period.**

Date	Class Activities	Reading Assignments (due the next class period)	Grammar / Editing Problems (due the next class period)	Homework Assignments (due the next class period)
WK 1 M 8/25	Course introduction & marking paper copy (see handouts)	Read Rude Chapter 1, Beason 1-5, CMS 2.45-2.69	Rude: Do #3 p.15; Beason write out grammar tests 1 & 2	Buy all textbooks
W 8/27	Demo of CMS presentations, discuss grammar problems and Rude chapter 1	Read Rude Chapter 4, Beason 5-8	Rude: Write out #1 p. 56; Beason write out grammar tests 3&4	
F 8/29	Discuss grammar problems, mark up "Computer Viruses"	Read Rude Chapter 2, Beason 8-12	Rude: Write out #5 p. 27 Beason: Write out grammar test 5,6,&7	
WK 2 M 9/1	NO CLASSES; LABOR DAY			
W 9/3	Discuss grammar problems and Rude Chapter 2	Read Rude Chapter 3, CMS 2.1 through 2.44 & Beason 12-15	Beason: Write out grammar test 8 & 9	
F 9/5	Discuss grammar problems work with editing scenarios in Rude; review assignment 4.1	Read Rude Chapter 7, Beason 15-17, CMS 1.1-1.71	Beason: Write out grammar test 10	Complete assignment 4.1
WK 3 M 9/8	Assignment 4.1 due; copyediting	Read Rude Chapter 8; Read Beason 210-215, 219-22	Beason: Write out editing practice 2 p. 225 Rude: Write out #3 p. 121-122	
W 9/10	Apostrophes & Consistency	Read Chapter 9 & CMS Chapter 7 & 10	Rude: Write out #1 p. 132-133	
F 9/12	Spelling, capitalization, etc.; review assignment	Read Beason 20-42	Beason: Write out Sentence Practice 3 p. 27-28 &	Complete assignment 9.1

Date	Class Activities	Reading Assignments (due the next class period)	Grammar / Editing Problems (due the next class period)	Homework Assignments (due the next class period)
	9.1		Editing Practice 3 p. 39	
WK 4 M 9/15	Review fragments and comma splices and work in class with Beason Unit Two	Read Chapter 10 & CMS Chapter 5	Rude: Write out 1,2,3,4 p. 148-150	
W 9/17	Grammar & Usage	Read Chapter 11 & CMS Chapter 6	Rude: Write out 1,2,9 p.169-172	
F 9/19	Grammar & punctuation	Read Beason 147-180	Beason: Write out Sentence Practice 3 p. 153; Sentence Practice 3 p. 161; Sentence Practice 3 p. 177	
WK 5 M 9/22	Assignment 9.1 due; Work with commas and begin Exam Review			Review for exam
W 9/24	NO CLASS; Henning to attend conference			
F 9/26	NO CLASS; Henning to attend conference			
WK 6 M 9/29	Exam Review			Prepare for exam
W 10/1	Mid-term Exam	Read Rude Chapter 5 & 6 & CMS 2.75 through 2.88	Rude: Write out 1 p. 73	
F 10/3	NO CLASSES; FALL BREAK			
WK 7 M 10/6	Intro. to assignment 11.1, MS tutorial on track changes; MS tutorial on styles	Read Rude Chapter 12 & CMS Chapters 9 & 12	Rude: Write out 1-6, p. 187-188	Work on assignment 11.1
W 10/8	Quantitative material and work on assignment 12.1	Read Rude Chapter 13 & CMS 2.97-2.136	Rude: Write out 6 on p. 201	Assignment 12.1 due on W. Work on assignment 11.1
F 10/10	Proofreading and work on assignment 13.1	Read Rude Chapter 14	Rude: Write out 1 a. & b. on p. 217	Complete assignment 13.1; Work on

Date	Class Activities	Reading Assignments (due the next class period)	Grammar / Editing Problems (due the next class period)	Homework Assignments (due the next class period)
				assignment 11.1
WK 8 M 10/13	Assignment 13.1 due; comprehensive editing	Read Rude Chapter 15	Rude: Write out 1 & 2 p. 230	Complete assignment 11.1
W 10/15	Assignment 11.1 due; style and sentences	Read Rude Chapter 16 & CMS Chapter 8	Rude: Write out 1 & 2 p. 246	
F 10/17	Intro. to assignment 16.1; style and verbs			Work on assignment 16.1
WK 9 M 10/20	More work with style	Read Rude Chapter 17	Rude: Write out 5 on p. 264	Work on assignment 16.1
W 10/22	Organization			Complete assignment 16.1
F 10/24	Assignment 16.1 due; organization	Read Rude Chapter 18	Rude: Write out 1 a. and b. on p. 280	
WK 10 M 10/27	Visual design	Read Rude Chapter 19	Rude: Write out 1 on p. 298	
W 10/29	ADVISING DAY; NO CLASSES BEFORE 5:30 P.M.			
F 10/31	Possible Guest Speaker; Illustrations	Read Rude Chapter 21		
WK 11 M 11/3	Legal and Ethical Issues and Editing	Read Rude Chapter 24		
W 11/5	Introduction to client projects; select your team	Read Rude Chapter 23		Work on proposal presentation for client project
F 11/7	Groups work on proposal presentation with Dr. Henning			
WK 12 M 11/10	Groups work on proposal presentation with Dr. Henning			
W 11/12	Groups work on proposal presentation with Dr. Henning			
F 11/14	PowerPoint draft of proposal due	Read Rude Chapter 23 &		Finish client project proposal

Date	Class Activities	Reading Assignments (due the next class period)	Grammar / Editing Problems (due the next class period)	Homework Assignments (due the next class period)
		CMS Appendix B		
WK 13 M 11/17	ALL groups deliver PowerPoint Presentations			Work on client project
W 11/19	Work on client project with team			Work on client project
F 11/21	Work on client project with team			Work on client project
WK 14 M 11/24	Work on client project with team			Work on client project
W 11/26	NO CLASSES; THANKSGIVING			
F 11/28	NO CLASSES; THANKSGIVING			
WK 15 M 12/1	Work on client project with team			Work on client project
W 12/3	NO CLASS; Undergraduate Research Conference			
F 12/5	Work on client project with team			Work on client project
WK 16 M 12/8	Work on client project, collaboration reports, and transmittal letters			Work on client project
W 12/10	Work on client project, collaboration reports, and transmittal letters			Work on client project
F 12/12	Client project and transmittal letters due; course and group evals.			Note: If 12/12 is cancelled due to weather, we will meet during our final exam time.