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2021

Technical and Scientific Editing

North Carolina Agricultural and Technical State University

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COURSE SYLLABUS

College Name: CAHSS

Department Name: English

Course Name: Technical Editing

COURSE INFORMATION

- Course Number/Section: 715
- Term:
- Semester Credit Hours: 3
- Times and Days:
- Class Location: Online

INSTRUCTOR CONTACT INFORMATION

- Instructor:
- Office Location:
- Office Phone:
- Email Address:

Faculty must notify students of the approximate time and method they can expect to receive an answer to all communications (e.g., email, phone, course messages). Excluding holidays, the response should be provided within 48 hours.

If there is a graduate teaching assistant assigned to work with this course, please include their names(s).

STUDENT HOURS

These are times students may visit the professor without an appointment to request the assistance they need.

NOTE: Students are responsible for reading, understanding and following the syllabus.

: AM ☐ / PM ☐ – : AM ☐ / PM ☐

Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

COURSE PREREQUISITES

Graduate Admission

COURSE DESCRIPTION

This course addresses the roles, responsibilities, and practices of the editor of technical and scientific communication. Students learn how to establish effective relationships with authors, edit manuscripts to make them clear to readers or consistent with the policies of an organization, mark copy for typesetters, edit online, and create and use style guides. In addition to editing the printed document, students will also learn to edit online documents and design evaluation strategies.

Course Objectives (CO)

By the end of the course students will;

1. Understand the roles of editors in the workplace.
2. Further develop their expertise in grammar, usage, punctuation, and style.
3. Be familiar with negotiation and other strategies for working with writers and other content producers.
4. Understand the various levels of editing both print and electronic content.
5. Understand and use copy marking, copyediting, and proofreading conventions in a variety of fields and for a variety of types of publications and documents.
6. Understand, refer to, and use common conventions for citing sources (MLA, APA, Chicago Manual of Style, etc.).

STUDENT LEARNING OBJECTIVES/OUTCOMES (SLO)

Learning outcomes should be specific, measurable and focused on the content knowledge the students are expected to master and not what the faculty will teach.

If the course is a General Education Course, the SLO should be listed and labeled as "General Education."

Objective	Measurements Measures
1. Perform comprehensive editing, copyediting, and proofreading.	Weekly exercises, quizzes
2. Understand and use editorial terminology.	Quizzes, exercises, tests, Final project, copyediting test, ESL project
3. Further develop expertise in grammar, usage, punctuation, and style.	Daily and weekly grammar reviews and practice, Editing worksheets and tests, copyediting worksheets and tests
4. Revise documents for tone, clarity, conciseness, and continuity.	Daily assignments, copyediting test, ESL project, and final project

5. Analyze and mark documents using the established symbols and conventions.	Daily assignments and copyediting tests, Discussions
6. Understand and apply various levels of editing both print and electronic content.	Discussion forums/boards, Final project, ESL project
7. Analyze and use common conventions for citing sources (MLA, APA, Chicago Manual of Style, etc.).	Final project, copyediting test, ESL project, daily assignments
8. Understand the roles of editors in the workplace.	Discussion Boards, Final Project, online presentations
9. Know and apply strategies for working with writers and other content producers.	Discussion Boards, Final Project, online presentations

REQUIRED TEXTBOOKS AND MATERIALS

Any course-level subscriptions and tools linked in Blackboard Learn learning management system (LMS) should be listed here. The Blackboard LMS must have links to their student data privacy statement.

REQUIRED TEXTS:

- *Technical Editing* by Carolyn Rude 5th edition. ISBN 9780205786718
- *The Chicago Manual of Style* 17th edition

REQUIRED MATERIALS:

Computer or Computer access
Microsoft Word
Acrobat Reader
Microsoft PowerPoint

SUGGESTED COURSE MATERIALS

SUGGESTED READINGS/TEXTS:

MLA Style Guide
AP Style Guide

SUGGESTED MATERIALS:

Microsoft Publisher

GRADING POLICY

ASSIGNMENTS AND GRADING POLICY

94% and above	A		76% - 74%	C
93% - 90%	A-		73% - 70%	C-
89% - 87%	B+		69% - 67%	D+
86% - 84%	B		66% - 64%	D
83% - 80%	B-		63% - 60%	F
79% - 77%	C+			

For GRADUATE COURSES: See 2020-2021 Graduate Catalog p.38 for graduate grading scale and Non-Graded Courses

GRADING ALLOCATION

Course grades are based on a weighted grading scale of 100%. The breakdown for the course is as follows: *[Faculty, please adjust according to your course.]*

Category	# of Activities	Percentage Grade Weight
Copyediting Test(s)	4	25%
Editing Projects (3) <ul style="list-style-type: none">• Resume, Cover• Non-native speaker	2	30%
Vocabulary Quizzes	5	10%
Weekly Assignments		10%
Final Project - YWCA Manual	1	25%
Total		100%

COURSE POLICIES

USE OF BLACKBOARD AS THE LEARNING MANAGEMENT SYSTEM

Blackboard is the primary online instructional and course communications platform. Students can access the course syllabus, assignments, grades, and learner support resources. Students are encouraged to protect their login credentials, complete a Blackboard orientation and log in daily to course.

Note: Uploading assignments through Blackboard presents a challenge for Chromebook users in locating the files for submission. If you use a Chromebook, please be sure you also have access to a Mac computer or Windows computer so you can fully participate in your Blackboard class. For more information about student computer recommendations, please visit <https://hub.ncat.edu/administration/its/computer-recommendations.php>.

ENGAGEMENT/ATTENDANCE

Students are expected to attend class and participate on a regular basis in order to successfully achieve course learning outcomes and meet federal financial aid requirements ([34 CFR 668.22](#)). Class attendance in online courses is defined as active participation in academically related course activities. Active participation may consist of course interactions with the content, classmates, and/or the instructor. Examples of academically related course activities include, but are not limited to:

- Completing and submitting assignments, quizzes, exams, and other activities within Blackboard or through Blackboard (3rd-party products).
- Participating in course-related synchronous online chats, discussions, or meeting platforms such as Blackboard Collaborate in which participation is tracked.

COMMUNICATION:

Email communication is the best way to contact me. Although I try to respond to all messages the same day (before 5:00 pm) I will reply to student email and phone calls within 48 hours, Monday through Friday. To ensure a reply, **use NCAT email accounts and include student name in the subject line with ENGL 715 (no nicknames please)**. You'll need to do so from your NCAT email account (I've disabled this feature in Bb because I wasn't receiving all of my students' emails when sent from Bb). All messages must be conveyed using appropriate electronic etiquette (**Netiquette**-see below) **including a greeting, subject line, clearly conveyed content as well as a closing**. Finally, I rarely check email on the weekends or over University holidays or closings.

Netiquette:

Anything you type in this course is considered public - which means that every student in this class (including me) may see what you write. Please pay attention to the language you use and adhere to the following:

- Don't post anything too personal.
- Don't use inappropriate language for a classroom setting, especially regarding gender, race, or sexuality.
- Don't use all caps unless emphasizing. (This is considered shouting)
- Be courteous and respectful to all persons.
- Fill in a meaningful Subject Line for discussion threads.
- Address who you reply to within discussion thread replies, and write your full name at the end of each discussion reply.
- Be careful with sarcasm and subtle humor; one person's joke may be another's insult.

Note: if you choose not to adhere to these guidelines, I reserve the right to deduct points and remove your posts. I also reserve the right to deny future posting privileges.

Additional information regarding netiquette can be found at www.albion.com/netiquette/corerules.html.

MAKE-UP EXAMS

N/A

See 2020-2021 Graduate Bulletin, p. 54:

<https://www.ncat.edu/tgc/graduate-catalog/grad-catalog-2020-21.pdf>

EXTRA CREDIT

N/A

LATE WORK

The need for the completion and submission of late work will be determined on a case by case basis. However, permissible reasons for requesting the make-up of any required work are as follows:

- Sickness (with verification and documentation)
- Death of a relative (note, newspaper clipping, funeral pamphlet, etc.)
- University-related activities (band, choir, sports-related travel, etc.)

Or other excuse which is permissible by the individual instructor. In any case, the student is responsible for requesting make up of missed work on the first day back from an absence; otherwise, the teacher is within his/her rights not to allow said work to be made up.

SPECIAL ASSIGNMENTS

N/A

For GRADUATE STUDENTS: FAILING TO MEET COURSE REQUIREMENTS (Graduate Catalog p.40)

For GRADUATE STUDENTS: CLASS ATTENDANCE (see 2020-2021 Graduate Catalog p. 54-55)

Students are expected to attend class and participate on a regular basis in order to successfully achieve course learning outcomes and meet federal financial aid requirements ([34 CFR 668.22](#)). Class attendance in online courses is defined as active participation in academically-related course activities. Active participation may consist of course interactions with the content, classmates, and/or the instructor. Examples of academically-related course activities include, but are not limited to:

- Completing and submitting assignments, quizzes, exams, and other activities within Blackboard or through Blackboard (3rd-party products).
- Participating in course-related synchronous online chats, discussions, or meeting platforms such as Blackboard Collaborate in which participation is tracked.

CLASSROOM CITIZENSHIP

Courtesy, civility and respect must be the hallmark of your interactions. Professionalism is expected at all times.

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

North Carolina A&T State University (N.C. A&T) is committed to following the requirements of the Americans with Disabilities Act Amendments Act (ADAAA) and Section 504 of the Rehabilitation Act.

If you need an academic accommodation based on the impact of a disability, you must initiate the request with the Office of Accessibility Resources (OARS) and provide documentation in accordance with the Documentation Guidelines at N.C. A&T. Once documentation is received, it will be reviewed. Once approved, you must attend a comprehensive meeting to receive appropriate and reasonable accommodations. If you are a student registered with OARS, you must complete the Accommodation Request Form to have accommodations sent to faculty.

OARS is located in Murphy Hall, Suite 01 and can be reached at 336-334-7765, or by email at accessibilityresources@ncat.edu. Additional information and forms can be found on the internet at <https://www.ncat.edu/provost/academic-affairs/accessibility-resources/index.php>.

Please note: Accommodations are not retroactive and begin once the Disability Verification Form is provided to faculty.

TITLE IX

North Carolina A&T State University is committed to providing a safe learning environment for all students—free of all forms of discrimination and harassment. Sexual misconduct and relationship violence in any form are inconsistent with the university’s mission and core values, violate university policies, and may also violate federal and state law. Faculty members are considered “Responsible Employees” and are required to report incidents of sexual misconduct and relationship violence to the Title IX Coordinator. If you or someone you know has been impacted by sexual harassment, sexual assault, dating or domestic violence, or stalking, please visit the Title IX website to access information about university support and resources <https://www.ncat.edu/legal/title-ix/index.php>. If you would like to speak with someone confidentially, please contact the Counseling Services at 336-334-7727 or the Student Health Center at 336-334-7880.

TECHNICAL SUPPORT

If you experience any problems with your N.C. A&T account, you may call Client Technology Services (formerly Aggie Tech Support and Help Desk) at 336-334-7195, or visit <https://hub.ncat.edu/administration/its/dept/ats/index.php>.

FIELD TRIP POLICIES / OFF-CAMPUS INSTRUCTION AND COURSE ACTIVITIES

If applicable:

Off-campus, out-of-state, and foreign instruction and activities are subject to state law and university policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at <https://www.ncat.edu/campus-life/student-affairs/index.php>.

STUDENT HANDBOOK

<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

STUDENT TRAVEL PROCEDURES AND STUDENT TRAVEL ACTIVITY WAIVER

https://hub.ncat.edu/administration/student-affairs/staff-resources/studen_activity_travel_waiver.pdf

OTHER POLICIES (e.g., Copyright Guidelines, Confidentiality, etc.)

STUDENT HANDBOOK

<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

[Graduate Catalog](#)

SEXUAL MISCONDUCT POLICY

<https://www.ncat.edu/legal/title-ix/sexual-harassment-and-misconduct-policies/index.php>

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

<https://www.ncat.edu/registrar/ferpa.php>

STUDENT COMPLAINT PROCEDURES

<https://www.ncat.edu/current-students/student-complaint-form.php>

STUDENT CONDUCT AND DISCIPLINE

North Carolina A&T State University has rules and regulations that govern student conduct and discipline meant to ensure the orderly and efficient conduct of the educational enterprise. It is the responsibility of each student to be knowledgeable about these rules and regulations.

Please consult the following about specific policies such as academic dishonesty, cell phones, change of grade, disability services, disruptive behavior, general class attendance, grade appeal, incomplete grades, make up work, student grievance procedures, withdrawal, etc.:

- Undergraduate Bulletin
<https://www.ncat.edu/provost/academic-affairs/bulletins/index.php>
- Graduate Catalog
<https://www.ncat.edu/tgc/graduate-catalog/index.php>
- Student Handbook
<https://www.ncat.edu/campus-life/student-affairs/departments/dean-of-students/student-handbook.php>

ACADEMIC DISHONESTY POLICY

Academic dishonesty includes but is not limited to the following:

1. Cheating or knowingly assisting another student in committing an act of cheating or other academic dishonesty;
2. Plagiarism (unauthorized use of another's words or ideas as one's own), which includes but is not limited to submitting exams, theses, reports, drawings, laboratory notes or other materials as one's own work when such work has been prepared by or copied from another person;
3. Unauthorized possession of exams or reserved library materials; destroying or hiding source, library or laboratory materials or experiments or any other similar actions;
4. Unauthorized changing of grades, or marking on an exam or in an instructor's grade book or such change of any grade record;
5. Aiding or abetting in the infraction of any of the provisions anticipated under the general standards of student conduct;
6. Hacking into a computer and gaining access to a test or answer key prior to the test being given. N.C. A&T reserves the right to search the emails and computers of any student suspected of such computer hacking if a police report of the suspected hacking was submitted prior to the search; and
7. Assisting another student in violating any of the above rules.

A student who has committed an act of academic dishonesty has failed to meet a basic requirement of satisfactory academic performance. Thus, academic dishonesty is not only a basis for disciplinary action but may also affect the evaluation of a student's level of performance. Any student who commits an act of academic dishonesty is subject to disciplinary action.

In instances where a student has clearly been identified as having committed an act of academic dishonesty, an instructor may take appropriate disciplinary action, including a loss of credit for an assignment, exam or project; or awarding a grade of "F" for the course, **subject to review and endorsement by the chairperson and dean.**

For GRADUATE STUDENTS: Reference for academic dishonesty – 2021-2021 Graduate Catalog, p.59

For GRADUATE STUDENTS: STUDENT RELIGIOUS OBSERVANCE (see Graduate Catalog, p.55)

ASSIGNMENTS AND ACADEMIC CALENDAR

Include topics, reading assignments, due dates, exam dates, withdrawal dates, pre-registration and registration dates, all holidays and convocations.*

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
	MODULE I Introduction to Editing		

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
I	Definition of Editing Understanding Readers and Writers	CLOs: 1,4,5 SLOs: 2,6,8,9	-Read and review syllabus completely. -Read chapters 1,2,3,4, 5 and 7. -Read and review syllabus completely. -Exercises as given
II	Grammar Marking Copy Basic Copy Editing	CLOs : 1,4,5 SLOs: 2,6,8,9	Read: -Chapter 7 -Grammar Review -Copy Editing
MODULE II Copyediting In-depth			
III	The Basic of Copyediting Consistency in Copyediting -	CLOs: 2,5,6 SLOs: 1,2,3,4,6,7	-. Read Chapters: 7, 8 - Complete copyediting test. -Grammar practice
IV	Grammar: Spelling, Capitalization and Punctuations	CLOs: 2,5,6 SLOs: 1,2,3,4,6,7	Read Chapters: 9 & 11 -Grammar Practice
V	Copyediting Proofreading Grammar Usage: Verbs Pronouns Agreement	CLOs: 2,5,6 SLOs: 1,2,3,4,6,7	Read Chapter: 10 & 11, 13 -Grammar Test Discuss Editing Project
MODULE 3 Comprehensive Editing			
VI	Understanding the entire editing process Editing Style	CLOs: #'s 1,2,3,4,6 SLOs: #'s 1,3,4,7,8,9	Read Chapter: 14, 15 Exercises

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
VII	Style and Grammar	CLOs: #s 1,2,3,4,6 SLOs: #s 1,3,4,7,8,9	Read Chapter: 16 Review Chapters: 14, 15 Copyediting for Style Test
MODULE 4 -Expansive Editing			
VIII	Editing and Designing Information	CLOs: #s 1,3, 6,4 SLOs: #s 2,3,4,7,8,9	Read Chapter: 17
IX	Visual Design Editing Illustrations	CLOs: #s 1,3, 6,4 SLOs: #s 2,3,4,7,8,9	Read Chapters: 18, 19
MODULE 5 - Global Issues in Editing			
X	Global Contexts for Editing	CLOs: #s 1,2,3,4,5,6 SLOs: #s 1,2,3,4,6,9	Read Chapter 20
XI	Electronic Editing and Editing Websites	CLOs: #s 1,2,3,4,5,6 SLOs: #s 1,2,3,4,6,9	Read Chapter: 21
MODULE 6 -Managing Production			
XII	Legal and Ethical Issues in Editing	CLOs: #s 1,2,3,5,5,6 SLOs:#s 1,2,3,4,6,7,8,9	Read Chapter: 22 • Work on your final project and presentation. - Final editing project
XIII	Production	CLOs: #s 1,2,3,5,5,6 SLOs:#s 1,2,3,4,6,7,8,9	Read Chapter: 22 • Work on your final project and presentation. - Final editing

The Week of MM/DD/YY	SUBJECT	Unit Learning Objectives	READING IN TEXT, ACTIVITY, HOMEWORK, EXAM
XIV	Project Management	CLOs: #'s 1,2,3,5,5,6 SLOs: #'s 1,2,3,4,6,7,8,9	Read Chapter: 34 • Work on your final project and presentation. - Final editing project due.
XV			

** These descriptions and timelines are subject to change at the discretion of the instructor.*