Instructor: Brooke Lopez  
Phone: 458-5353  
E-Mail: brooke.lopez@utsa.edu

Office Hours:  
MWF: 9:00-9:50 am; 12-12:50 pm; and by appointment

Required Texts:  

Required Supplies:  
Two scantrons 882-E  
One blue pen or one pencil and one red pen

Course Goals:  
1. Students should understand the principles that support the process of editing.  
2. Students should be able to edit documents in a professional manner.  
3. Students should be able to understand grammar rules and to be able to apply them in an editing situation.

Grade Allocation:  
At the end of the semester, the number grades will be averaged and equivocated to a final letter grade by the following scale:  
\[
\begin{align*}
A &= 100-90 \\
B &= 89-80 \\
C &= 79-70 \\
D &= 69-60 \\
F &= 59 \text{ and below}
\end{align*}
\]

This course will not utilize the plus/minus grading system.

The final course grade will be comprised of the following grades:  
\[
\begin{align*}
\text{Daily Assignments} &= 10\% \\
\text{Quizzes} &= 15\% \\
\text{Midterm} &= 15\% \\
\text{Final} &= 20\% \\
\text{Group Project: Written} &= 10\% \\
\text{Oral} &= 10\% \\
\text{Post Diagnostic Grammar Test} &= 10\% \\
\text{Attendance} &= 10\%
\end{align*}
\]
NOTE

- Students’ grades will be posted during the semester on the Blackboard.
- **Do not expect to receive any extra credit for those points that you want at the end of the semester. You earn points through the above grade allocations; I do not give them**

Class Policies:
1. Attendance is crucial in this class. Each day, essential information will be dealt with in class discussion and in the instructor’s clarification of information on the readings, daily assignments, and quizzes. If students must be absent, they should check with someone else in the class about activities and information that they have missed.
   
   **Each student will have 3 free absences; after the 3 absences, each subsequent absence will result in a point deduction from the attendance grade. However, if students miss and do not turn in daily assignments, they will have points subtracted on the daily assignment grade.**

2. The exercises that are listed on the syllabus must be completed and brought to class on the day that they are due on the syllabus. Each student will mark errors with a different color of pen. If students do not find errors on their exercises, they will write no errors in color on the top of the exercise, along with the date. The day of the test on those exercises, students will turn in all of the exercises at the beginning of the class. **Students will only be given credit for exercises that are marked with two colors.**

3. Conferences are encouraged. Any time that students have problems with assignments or questions about grades, they are welcome to see me during office hours or by appointment. If students have questions about grades, I request that they wait 24 hours after receiving the grade to discuss the grade with me.

4. Quizzes and midterm can only be made up with medical documentation.

5. Please turn off cell phones, pagers, I-Pods, and radios when entering the classroom. If lap tops are out during class, the student should be working on class work for this class.
   
   **Please do not check messages or text on electronic devices during class.**

6. Students who miss any day of oral presentations will have 5 points for each day missed deducted from their oral presentation grades, and those absences will count as absences on the attendance grade as well.

Links to University Policies on Scholastic Dishonesty and Disability Services:
http://www.utsa.edu/disability/students.htm
http://www.utsa.edu/infoguide/appendices/b.html

The University of Texas at San Antonio Academic Honor Code

A. **Preamble**

The University of Texas at San Antonio community of past, present and future students, faculty, staff, and administrators share a commitment to integrity and the ethical pursuit of knowledge. We honor the traditions of our university by conducting ourselves with a steadfast duty to honor, courage, and virtue in all matters both public and private. By choosing integrity and responsibility, we promote personal growth, success, and lifelong learning for the advancement of ourselves, our university, and our community.
B. **Honor Pledge**
In support of the ideals of integrity, the students of the University of Texas at San Antonio pledge:

“As a UTSA Roadrunner I live with honor and integrity.”

C. **Shared Responsibility**
The University of Texas at San Antonio community shares the responsibility and commitment to integrity and the ethical pursuit of knowledge and adheres to the UTSA Honor Code.

**The Roadrunner Creed**

The University of Texas at San Antonio is a community of scholars, where integrity, excellence, inclusiveness, respect, collaboration, and innovation are fostered.

As a Roadrunner, I will:

- Uphold the highest standards of academic and personal integrity by practicing and expecting fair and ethical conduct;
- Respect and accept individual differences, recognizing the inherent dignity of each person;
- Contribute to campus life and the larger community through my active engagement; and
- Support the fearless exploration of dreams and ideas in the advancement of ingenuity, creativity, and discovery.

Guide by these principles now and forever, I am a Roadrunner!
Harris on the syllabus refers to the *Prentice Hall Reference Guide*. Writer refers to *Exercises for The Everyday Writer*. Pearson refers to *The Pearson Editing Exercises*.

Aug 24 – Familiarize students with syllabus.
26 – Discussion of editing as part of the writing process in one’s own writing and in the writing of others.
29 – Pre-Diagnostic Grammar Test. Bring scantron with 100 possible answers.
31 – Read Harris, Chapters 22, 23, and 18.

Sept. 2 – Complete Writer Exercises 30.2, 30.3, 30.4; Pearson 1A. Read Harris, Chapters 25 and 26.

Sept. 5 – Labor Day Holiday.
7 – Complete Writer Exercises 30.5, 30.7, 30.8, 30.9 and 30.13; Pearson 10A.
9 – Complete Writer Exercise 30.10.
12 – QUIZ I. Also, remember all the above exercises are due in two colors at the beginning of the class.
14 – Read Harris, Chapters 31 and 27. Discuss direct objects, indirect objects, and subjective complements.
16 – Complete Writer Exercises 30.11, 30.12, and 30.1; Pearson 1 B, C, and D. Read Harris Chapters 28 and 29.
19 – Complete Writer Exercises 30.15, 30.16, 30.19, 30.21, and 30.22.
21 – Prepare for Quiz II.

23 – QUIZ II. Exercises are due.
26 – Read Harris, Chapter 13 and 11.
28 – Complete Writer Exercises 37.1, 37.2; Pearson 2 A and B.
30 – Complete Writer 36.1, 36.2, 36.3, 39.1, 39.2; Pearson 4 A, B, C, and D and 15D.

Oct. 3 – Prepare for Quiz III.
5 – QUIZ III. Exercises are due.
7 – Go over Quiz III in preparation for Mid-Term.
10 – Mid-Term Exam.
12 – Discuss Group Project that is due at the end of the semester. Read Harris Chapters 48, 50, 45, and 52.
14 – Complete Writer Exercises 44.1, 45.2, 47.1, 47.2; Pearson 13 A, B, and C.
17 – Complete: Writer Exercises 22.8, 22.9, 22.10, 22.10, 22.11, 22.12, 22.13.
19 – Prepare for Quiz IV.

21 – QUIZ IV. Exercises are due.
24 – Read Harris, Chapters 49, 41, and 40.
26 – Complete Writer Exercises 45.1, 41.1, 41.2, 38.1, 38.2
28 – Complete Writer Exercises 38.3, 38.4, 38.5, 38.6, 38.7
31 – Complete Pearson 15 B and C and 14 A, B, C, and D.

Nov. 2 – Prepare for Quiz V.
4 – QUIZ V. Exercises are due.
7 – Read Harris, Chapters 12 and 16.1.
9 – Complete Writer Exercises 32.1, 32.2, 33.6; Pearson 11A and 5A, B, and C.
11 – Read Harris, Chapters 24, 14, and 15.
14 – Complete Writer Exercises 33.1, 33.2, 33.3, 33.4, 33.5, 33.7, and 33.8.
16 – Complete Pearson 9A, B, and C; 11 A, B, and C.
18 – Complete Writer Exercises 35.1, 35.2, 35.3, 26.1, 26.2, 26.3
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21 – Complete Pearson 12 A, B, and C.
23 – Prepare for Quiz VI.
25 – Thanksgiving Holiday.
28 – QUIZ VI. Exercises are due.
30 - Speaker from Career Services.

Dec. 2 – Post-Diagnostic Grammar Test.
5 – Oral Presentations.
7 – Oral Presentations. Written group projects are due.

Final Exam: Friday, December 16 from 7:30 a.m. – 10:00 a.m. in the regular classroom.