English / Communication 2433 – Editing

REQUIRED TEXTBOOKS:


COURSE DESCRIPTION:
As a professional, you will spend a significant part of each day writing and editing. For that reason alone, you must sharpen your skills in both endeavors. This course will help you achieve that goal by exploring effective use of grammar, punctuation, word choice, sentence construction, document organization, graphics and design. Accompanying the textbook is a custom edition of editing exercises to help you practice the theory that you learn.

GOALS FOR ENGLISH 2413:
Students will:
* understand the principles that support the process of editing.
* be able to edit documents in a professional manner.
* understand grammar rules and apply them in their own writing as well as in all editing situations.
* give an oral presentation of an edited package / project.
* collaborate within a group setting.

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.

Guided by these principles now and forever, I am a Roadrunner!

THE UTSA 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.

COURSE EVALUATION:

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<th>Component</th>
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<tr>
<td>Exercises / assignments</td>
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<td>Quizzes</td>
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<td>Midterm exam</td>
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<td>Group project / presentation</td>
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<td>Final exam</td>
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GRADING POLICY:

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CLASS POLICIES:

1. Conferences are encouraged. However, any time that students have problems with assignments or questions about grades, they are welcome to see me during office hours or by appointment. They may drop by at any time; however, those students who make appointments take priority over drop-ins. If students have questions about grades, I request that they wait 24 hours after receiving the grade to discuss it with me.

2. PROFESSIONALISM: Students will turn off all electronic devices, cell phones, pagers, iPods, etc., when they enter the classroom. In addition, please do NOT enter or leave the classroom while a classmate is speaking.

3. Mandatory attendance policy. After three absences for any reason, students will lose two points off their final grades for each additional absence, up to and including eight missed classes. Students who are absent more than eight times in a semester will NOT receive credit for this course. Any combination of three late arrivals and/or early departures will equal an absence. DO NOT MAKE APPOINTMENTS DURING THIS CLASS!

4. Make-up work is not allowed unless the absence is the result of an emergency, which must be documented. Students are responsible for meeting with me to determine when and where the make-up will be conducted.

5. Scholastic Integrity: I expect absolute integrity from my students. Any infringement of that policy will result in a 0 on the project. This policy includes both intentional and UNINTENTIONAL academic dishonesty. Link to the University Policies on Scholastic Dishonesty: [http://www.utsa.edu/infoguide/appendices/b.htm](http://www.utsa.edu/infoguide/appendices/b.htm)

6. Special needs: If any students have special needs or require additional considerations, they must inform me of their issues during the first week of class, as well as present a letter of documentation for my files. Link to University Policies on Disability Services: [http://www.utsa.edu/disability/students.htm](http://www.utsa.edu/disability/students.htm)

DROPWITHDRAWAL

Students may drop any course through drop date with an automatic W. However, after drop date, DEC. 5, 2012, the only withdrawal allowed is withdrawal from all courses. A new policy was in effect as of Fall 2005. Freshmen can drop individual courses through the last week of classes. (Be advised that you cannot withdraw from all classes on line. You must do this in person.) In addition, be aware of the State’s (SB 1231) 6-course drop policy in your college career. (Courses dropped at any public institution of higher education will count toward the limit. Courses dropped prior to the census date will NOT count toward the limit.)

DISCLAIMER

This Syllabus is provided for informational purposes regarding the anticipated course content and schedule of this course. It is based upon the most recent information available on the date of its issuance and is as accurate and complete as possible. I reserve the right to make any changes I deem necessary and/or appropriate. I will make my best efforts to communicate any changes in the syllabus in a timely manner. Students are responsible for being aware of these changes.

FINAL EXAM:

ENG / COM 2433.04      T, 12/8 10:30-1:00
AGENDA:

Aug. 30
Introduction to the course, books, syllabus, policies, student introductions
Introductory exercise

Sept. 4 & 9
Diagnostic grammar test (Bring 100-item Scantron)
**Harris** 31 (sentences) 22 (Verbs) Exercise 22.1
**Writer** 30.1

Sept. 11 & 13
**Harris** 23 (nouns), 24 (pronouns)
**Writer** 33.1, 33.2, 33.3, 33.5, 33.6, 33.7, 33.8
Levels of editing discussion
**Harris** 32 (Style vs Grammar)
**Pearson** 9A, 9C, 11A, 11B, 11C
**Harris** 25 (adj/adv), 26 (prepositions), 27 (subject), 28 (phrases) 29 (clauses), 30 (essential/nonessential clauses)

Sept. 18 & 20
**Writer** 30.6, 30.7, 30.14, 30.19, 30.20, 30.21, 38.3
**Harris** exercise 25.1
**Pearson** 1C, 1D
Review

Sept. 25 & 27
Quiz #1
Group presentation discussion (group editing exercises throughout the semester)
**Harris** 40 (commas), 41 (apostrophes), 42 (semi-colons), 43 (colons)
**Writer** 38.1, 38.2, 38.4, 38.5, 38.6, 38.7, 39.1, 39.2, 41.1, 41.2, 43.3

Oct. 2 & 4
**Pearson** 14A, 14B, 14C, 14D, 15B, 15D
**Harris** 44 (quotations), 45 (hyphens)
**Writer** 42.1, 42.3
**Pearson** 15A
**Harris** 46 (periods), 47 (exclamation), 48 (capitalization), 51 (italics)
**Writer** 40.2, 40.3 43.2, 43.4, 43.5, 46.1, 47.2

Oct. 9 & 11
Review/Levels of editing practice
Quiz #2

Oct. 16 & 18
**Harris** 11 (comma splices/fused sentences) 12 (subject-verb agreement), 16 (shifts)
**Writer** 32.1, 32.2, 36.1, 36.2, 36.3
**Pearson** 4A, 4B, 4C, 4D, 5A, 5C, 12A, 112B, 12C
Review
Midterm Exam

Oct. 23 & 25
**Harris** 13 (fragments) 14 (modifiers) 15 (parallelism)
**Writer** 34.2, 35.1, 35.3, 37.1, 37.2, 37.3, 26.1, 26.2, 26.3, 25.3, 27.2
Pearson 2A, 2B, 2C, 8D
Conferences

Oct. 30 & Nov. 1
Review
Quiz #3
Discussion of booklet project/group meetings

Nov. 6 & 8
Harris  17 (faulty predication), 18 (coordination/subordination), 19 (sentence clarity) 20 (transitions) 35 (conciseness)
Writer  24.3, 24.4, 28.1, 28.2

Nov. 13 & 15
Harris  34 (glossary of usage)
Writer  22.3, 22.4, 22.6, 22.10, 22.12
Pearson  13B
Group meetings

Nov. 20
Review
Quiz #4

Nov. 27 & 29
Harris  36 (active/passive) 37 (clichés) 38 (appropriate language) 39 (nonexist language) 60 (idioms) 20 (transitions)
Writer  20.1, 20.2, 20.3
Pearson  8A, 8B

Dec. 4 & 6
Review
Group presentations of booklet project

Final exam:  Tuesday, 12/18, 10:30-1:00