ENG/COM 2433: Editing
Spring 2012

Instructor: Brooke Lopez
Office: NPB 1.112D
Phone: 458-5342
E-Mail: brooke.lopez@utsa.edu

Office Hours:
MWF: 10:00-10:50 am; 12-12:50 pm; and by appointment

Required Texts:
*Prentice Hall Reference Guide*, 8th ed., Muriel Harris and Jennifer L. Kunka,
*The Pearson Editing Exercises*, 2nd ed., Anna Ingalls and Dan Moody,

Required Supplies:
Two scantrons 882-E
Blue/black pen or pencil, red pen, highlighter (any color)

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:
A = 100-90
B = 89-80
C = 79-70
D = 69-60
F = 59 and below

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

Final Grade Distribution:
Daily Assignments 10%  Group Project: Written 10%
Editing Projects 20%  Oral 10%
Midterm 20%  Attendance 10%
Final 20%

No extra credit will be offered this semester.
Class Policies:
1. Attendance is crucial in this class. If students must be absent, they should check with another student 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. Three tardies equal one absence. If students miss and do not turn in daily assignments, they will have points subtracted on the daily assignment grade. If you arrive after I have taken role, it is your responsibility to check with me at the end of class. If you are ten (10) or more minutes late for a given class, if you leave before the class has ended without my prior approval, if you check your cell phone, send a text message, or if you sleep during class (including resting your head on the desk at any point during the class period), you will be counted absent for that day. Any quizzes given or assignments accepted when you are absent for an unexcused reason will result in a grade of zero (0) for that quiz/assignment.
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. See attendance policy for clarification about cell phone use in the classroom.
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!
Tentative Course Schedule (subject to change)  
(Bring the assigned text to class each day.)


**Week 1**
1/18   review syllabus  
1/20   What is Editing?

**Week 2**
1/23   Pre-Diagnostic Grammar Test; Bring scantron.  
1/25   Read Harris, Chapters 22, 23, and 18.  
1/27   Complete Writer Exercises 30.2, 30.3, 30.4; Pearson 1A. Read Harris, Chapters 25 and 26.

**Week 3**
1/30   Complete Writer Exercises 30.5, 30.7, 30.8, 30.9 and 30.13; Pearson 10A.  
2/1    Complete Writer Exercise 30.10.  
2/3    **Editing Project #1; homework due**

**Week 4**
2/6    Read Harris, Chapters 31 and 27. Discuss direct objects, indirect objects, and subjective complements.  
2/8    Complete Writer Exercises 30.11, 30.12, and 30.1; Pearson 1 B, C, and D. Read Harris Chapters 28 and 29.  
2/10   Complete Writer Exercises 30.15, 30.16, 30.19, 30.21, and 30.22.

**Week 5**
2/13   Read Harris, Chapter 13 and 11.  
2/15   Complete Writer Exercises 37.1, 37.2; Pearson 2 A and B.  
2/17   **Editing Project #2**

**Week 6**
2/20   Complete Writer 36.1, 36.2, 36.3, 39.1, 39.2; Pearson 4 A, B, C, and D and 15D.  
2/22   Review for Midterm/ Catch up  
2/24   **Midterm; homework due**

**Week 7**
2/27   Discuss Group Project. Read Harris Chapters 48, 50, 45, and 52.  
2/29   Complete Writer Exercises 44.1, 45.2, 47.1, 47.2; Pearson 13 A, B, and C.  
3/2    Complete Writer Exercises 22.8, 22.9, 22.10, 22.11, 22.12. 22.13.

**Week 8**
3/5    Read Harris, Chapters 49, 41, and 40.  
3/7    Complete Writer Exercises 45.1, 41.1, 41.2, 38.1, 38.2  
3/9    Complete Writer Exercises 38.3, 38.4, 38.5, 38.6, 38.7

**Week 9**  
Spring Break March 12-16  No Classes Meet
Week 10
3/19  Editing Project #3; homework due
3/21  Complete Pearson 15 B and C and 14 A, B, C, and D.
3/23  Read Harris, Chapters 12 and 16.

Week 11
3/26  Complete Writer Exercises 32.1, 32.2, 33.6; Pearson 11A and 5A, B, and C.
3/28  Read Harris, Chapters 24, 14, and 15.
3/30  Complete Writer Exercises 33.1, 33.2, 33.3, 33.4

Week 12
4/2   Complete Writer Exercises 33.5, 33.7, 33.8.
4/4   Complete Pearson 9A, B, and C; 11 A, B, and C.
4/6   Complete Writer Exercises 35.1, 35.2, 35.3, 26.1, 26.2, 26.3

Week 13
4/9   Complete Pearson 12 A, B, and C.
4/11  Editing Project # 4; homework due
4/13  Design/Style Editing

Week 14
4/16  Design/Style Editing (See Blackboard)
4/18  Design/Style Editing (See Blackboard)
4/20  Design/Style Editing (See Blackboard)

Week 15
4/23  Editing Project # 5; homework due
4/25  Speaker from Career Services
4/27  Oral Presentations

Week 16
4/30  Oral Presentations; Written group projects due
5/2   Review for Final
5/4   Study Day: No Classes Meet

Final Exam: Wednesday May 9: 1:30pm - 4:00 pm