TECM 5195: Technical Editing
University of North Texas
Technical Communication

Instructor and Course Information

Time:	Online
Place:	Auditorium 313
Instructor:	Dr. Chris Lam
Office:	Auditorium 316
Email:	Christopher.lam@unt.edu
Website:	http://learn.unt.edu

Course Description

In this class, you'll learn how to edit technical documents from copyediting to comprehensive editing. Because this course is designed specifically for future teachers of technical writing, every project and lesson will include specific takeaways for the technical communication classroom.

By the end of this course you should be able to

- perform comprehensive editing, copyediting, and proofreading
- use and understand editorial terminology
- understand the profession of editing, including career possibilities and professional and ethical responsibilities
- revise for tone, clarity, conciseness, and continuity
- use traditional copyediting marks
- become familiar with project management techniques
- use technologies related to editing

Course Materials

- Rude, Carolyn R. and Eaton, Angela. Technical Editing (5th Edition). Allyn & Bacon: New York.

- Riley, K., Campbell, K., Manning, A., & Parker, F. . Revising Professional Writing, 3rd Edition.

Course Assignments

Note: See detailed descriptions with grading criteria and on the course website.

Copyediting Test, 20%

The exam will cover all copyediting topics covered in class and in the readings in the first two weeks of class. The items will include a mix of long technical passages and shorter sentence-level items. You'll complete the test using Microsoft Word.

Editing Job Materials, 25%

For this assignment, you will edit a **set** of job materials: either a job letter and resume or a personal statement and a resume.

You will choose your client for this project. While you cannot edit your own job materials, you are encouraged to locate someone entering your desired career field. You may also edit job materials for a family member, friend, roommate, etc.

I will evaluate your work based on the quality of your editorial revisions, suggestions, and the comments' potential for improving the persuasiveness of the job materials. I will also evaluate the tone you use to phrase the editorial suggestions and the attempts you make to establish goodwill with the client.

Deliverables

- Original cover letter and resume
- Edited cover letter and resume (in Microsoft Word with track changes and comments)
- Original Job advertisement that client will be applying to
- Goodwill Client Memo

Comprehensive Edit of a Website, 25%

The final project will be a comprehensive edit (copyedit, style, organization, and visual design) of a website. I will provide one website option, or you'll be given the opportunity to choose your own artifact. As part of the comprehensive edit, you'll complete an audience analysis, rhetorical analysis, and goodwill client memo.

Homework and Course Participation, 30%

In addition to the major assignments, you will complete a series of homework assignments, practice exercises that go along with video tutorials, and discussion board posts.

Email and Communication Timeframe

Generally, I will respond to any email and communication on Canvas within 24 hours.

Grading

The grading criteria serve as general guidelines for all course assignments.

"A" (90-100%): A manager would be very impressed and would remember the work when a promotion is discussed. In this course, that means work that is a pleasure to read, with excellent content, grammar, sentence structure, mechanics, and visual design. In addition, work is thorough, complete, coherent, well organized, supported sufficiently, and demonstrates a superior understanding of audience, purpose, and rationale.

"B" (80-89%): A manager would be satisfied with the job, but not especially impressed. This means that papers are well written and well produced, and demonstrate a substantial addition to the learning process. Work is sufficiently developed, organized, and supported, and demonstrates a solid understanding of audience, purpose, and rationale.

"C" (70-79%): A manager would be disappointed and ask you to revise or rewrite sections before allowing clients and others to see the work. In other words, the paper may have clear, but underdeveloped ideas, or the paper might not engage or affect the reader. The paper may contain some errors in grammar, mechanics, or logic.

"D" (60-69%): A manager would be troubled by the poor quality of work. This level of work forces the reader to work too hard to understand the main ideas. The paper may contain incomplete information, have serious grammar and mechanical problems, lack clear organization, or be conceptually unclear.

"F" (0-59%): A manager would start looking for someone to replace you. In particular, work fails to address the tasks of the assignment, is so underdeveloped as to demonstrate incompetence, and is mechanically and grammatically incomprehensible. This grade will also be assigned for any evidence of plagiarism.

Homework

All homework, labeled "Do" in the course shell, is due by 11:59 p.m. CST on Sunday evening.

LATE WORK

All late work will be marked down 10% for each day it is late.

EMAIL REQUIREMENT

All students must have a valid UNT email address. I will use MyUNT to send mass emails to the class. I often use email to send class emails, including quizzes, notices, updates, and advisories. It is your responsibility to check email regularly. Not receiving an email is not a valid excuse for late or missing work. You will also need your UNT email address to check your grade throughout the

semester.
the day.

ADA

In accordance with the Americans with Disabilities Act and Section 504, Rehabilitation Act, I will work with the Office of Disability Accommodation to help reasonably qualified students with disabilities. If you have such a disability, please advise me in writing of your needs no later than the second week of class.

RELIGIOUS HOLIDAYS

In accordance with State law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence. Travel time required for religious observances shall also be excused. Please see the UNT Student Handbook for information on which holidays or holy days are covered by this policy. State law also requires that students notify their teachers at the beginning of the semester if they expect to miss class on a religious holyday during the semester but want to make up the work missed. Students will be allowed to make up the work provided they have informed their teachers in writing within the first 15 days of the semester. Once again, all assignments and scheduled work must be turned in before the date of the excused absence. University policy requires that students provide their teachers with an official notification card issued by the university if they want to make up any in-class work they missed while they were involved in a university authorized activity.

ACADEMIC HONESTY AND INTEGRITY

It is your responsibility to become familiar with UNT's Policy of Academic Dishonesty.

This policy defines the following forms of academic dishonesty:

- Cheating intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.

- Plagiarism the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement.

- Fabrication intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

- Facilitating academic dishonesty intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity. If any course material is submitted that violates this policy of academic dishonesty, the assignment will receive a grade of "F" and appropriate judicial action will be filed. This action includes a report of academic misconduct to your college Dean and possible dismissal from The University of North Texas. There are no first-offense warnings regarding plagiarism.

- It is expected that plagiarism and the correct use (citation) of other's ideas (including print, digital, images and other media) are fully understood. Contact me if you're ever confused about what constitutes academic dishonesty. Misunderstandings, miscommunication, oversights, or lack of comprehension as to what constitutes academic dishonesty is not accepted.

Technology Requirements

To successfully complete this course, you should have access to a reliable internet source. You should also have these technical skills:
- Using the learning management system
- Using email with attachments
- Creating and submitting files in commonly used word processing program formats
- Copying and pasting
- Downloading and installing software
- Using spreadsheet programs
- Headset/Microphone (if required for synchronous chats)
- Word Processor

Remember that your password is the only thing protecting you from pranks or more serious harm.
- Don't share your password with anyone.
- Change your password if you think someone else might know it.
- Always log out when you are finished using the learning management system.

The following information has been provided to assist you with the technological aspect of the course.
- UIT Help Desk: http://www.unt.edu/helpdesk/index.htm
- Hardware and software necessary to use Bb Learn: http://www.unt.edu/helpdesk/bblearn/
- Browser requirements: http://kb.blackboard.com/pages/viewpage.action?pageId=84639794
- Computer and Internet Literacy: http://clt.odu.edu/oso/index.php?src=pe_comp_lit

Netiquette Guide
When communicating online, you should
- Treat others with the same respect you would show in a face-to-face classroom.
- Err on the side of being too formal rather than too informal. You should take your cue for the right level from how your professor interacts with you and other students.
- Be cautious when using humor or sarcasm as it can easily be misunderstood.
- Be careful with personal information (both your own and other people's).

	Topic(s)	Watch	Read	Do
Week 1	• What is technical editing? • Editing for Grammar	• Grammar video (parts of speech) • Grammar video (sentence structure, verbs, and modifiers) • Grammar video (9 common grammatical errors)	• Rude 1, 4, 7, and 10 • RPW 19 and 20 • The role of the technical editor (online article) • Copyediting Test Assignment Description	• RPW Chapter 19 – odds • RPW Chapter 20 – Evens • Exercise 4.1 • Exercise 10.1 • Discussion board response • Schedule Skype call with instructor
Week 2	• Editing for Punctuation • Copymarks • Copyediting strategies	• Punctuation video (conjunctions and clauses) • Punctuation video (commas) • Punctuation video (hyphens and dashes) • Microsoft Word Track Changes – Lynda.com video	• RPW 16, 17, 18 • Rude chapter 11 • The value of copyediting (online article)	• RPW Chapter 16 – odds • RPW Chapter 17 Evens • RPW Chapter 18 – odds • Exercise 11.1 • Discussion board response • Skype with professor
Week 3	• Intro to Comprehensive editing • Editing digital copy • Copyediting Exam	• Comprehensive Editing Overview • Editing in Microsoft Word (Lynda.com videos)	• Rude chapters 6 and 14 • Assignment Description for Job Materials Project	• Copyediting Exam
Week 4	• Editing for style and tone	• Editing for tone • Editing for conciseness • Editing for active and passive voice	• RPW chapters 11-15	• RPW chapter 11 (odds), 12 (evens), and 13 (odds) • Open Heart Surgery Edit for Style • Week 4 discussion board • Find a client for job materials project
Week 5	• Editing for organization	• Editing for paragraph unity • Editing for cohesion • Editing for stronger transitions	• RPW chapters 6 – 9 • Assignment Description for Final Comprehensive Edit Project	• RPW 6 (odds), 7 (evens), 8 (odds), and 9 (evens) • Long edit for style and organization • Week 5 discussion board
Week 6	• Writer/editor relationship	• Constructing editorial	• Rude Chapter 3	• Week 6 discussion board

	• Editorial comment phrasing	comments • Writing a goodwill memo	• Mackiewicz and Riley article • Example goodwill client memo and comment phrasing cheat sheet	• Comment decision homework
Week 7	• Editing for the web and other media • Editing Graphics	• Audience analysis • Editing for visual design	• RPW Chapters 1 and 2	• Job Materials Edit due • Audience and rhetorical analysis homework • Week 7 Discussion Board
Week 8	• Work Week and final projects			• Comprehensive Website edit