

English 4183/5183-090

Editing with Digital Technologies

Fall 2018—Revised Version from 10/10/2018

Dr. Aaron A. Toscano (atoscano)

Office: Fretwell 280F

Office hours: Wednesday 4:30 – 5:30 pm (and by appt.)

Classroom: Fretwell 219

Time: Wednesday (W) 6:00 – 9:00 pm

<http://clas-pages.uncc.edu/aaron-toscano/>

Course Description and Purpose

This class enhances your understanding of the vocabulary, principles, and practices of editing technical/professional documents, including substantive editing, copyediting, and project management. After a substantial overview of rhetorical grammar, students will be prepared to investigate the variety of editing contexts for both print and digital documents. The class will privilege both rhetoric and style over rigid, outdated adherence to doctrines of correctness. You will not just proofread; you will edit based on sound reasons for specific audiences and purposes. Assignments provide students the opportunity to edit documents from a range of professional content areas and genres.

Texts and Materials

- Required:** Kolln, Martha J. and Gray, Loretta S. *Rhetorical Grammar: Grammatical Choices, Rhetorical Effects* (8th Edition). Pearson: 2017. {978-0-13-4080376}
Barrett, Grant. *Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking*. Zephyros P: 2016. {978-1-62315-714-2}
Willingness To Learn
- Recommended:** Dictionaries, handbooks, grammar-related resources, etc.

Expectations

I expect students to be prepared to participate in class—activities, workshops, discussions, etc. Therefore, students should finish all reading before the class meets and expect to be in class for the entire time. Unless otherwise stated, hand in all work to me. Again, unless otherwise stated, hand in all work to me. Do not e-mail me any attachments—I **will not accept attachments**. Please do not beg for an exception. You are solely responsible for backing up your work and getting hardcopies to me. The potential for computers crashing and Internet connections failing calls for backing up your work and avoiding procrastination. If last minute "issues" come up, let me know and bring a hardcopy to me the next class meeting—do not e-mail an attachment. **Do not expect me to provide printing resources**. The computer lab printer doesn't always work, so, if you plan to use it, get here early and plan for alternative means of printing. Do not print out material during class discussions. Alternative assignments and extensions are given at my discretion. If you are unwilling to fulfill these expectations, please reconsider your enrollment in this course.

This 3-credit course requires 3 hours of classroom or direct faculty instruction and 6 hours of out-of-class student work each week for approximately 15 weeks. Out-of-class work may include but is not limited to: reading, researching, doing assignments, learning software, and studying for exams. The above outside-of-class work expectations are derived from Academic Affairs: <http://provost.uncc.edu/policies/academic-calendar> (see III. Definitions).

You should expect to work outside of class. Although we may use software you don't have access to outside of class, Microsoft Word has come a long way and might be all you need. **This goes without saying, but I expect you to think and show me that you're thinking deeply about the course material.**

Work Requirements

Students in this course are expected to be able to complete unified, coherent documents nearly free of mechanical, logical, or structural errors. The ability to read advanced college-level texts critically is also a requirement. Students will edit documents,

write essays, create reviews, take quizzes, a midterm, and final exam, and do presentations aimed at lay audiences. Your essays and reviews will be portfolio assessments.

ENGL 4183 & 5183 Students

- Most likely weekly quizzes (including Prose Revisions)
- Webpage copyediting
- Academic copyediting
- *Reviews
- *Grammar/Usage Myth Essay
- *Verb Tense Essay
- *Portfolios (Due 12/04)
- Presentation on the rhetorical strategies/elements of your final portfolio documents (12/06)

ENGL 5183 Students (only)

In addition to the requirements above, students enrolled in ENGL 5183 must do the following:

- Leading Class Discussion (20 min sometime between 9/18—11/20)
- Presentation on 5183 Projects (10 min) (Due 11/27)
- 5183 Projects: Bibliographic Essay (10-15 pages) or something smart related to Technology, Technical Writing, or Rhetoric (Due 11/27)
 - Cultural Analyses of Grammar/Usage
 - In-depth Discussion of Style Guidelines
 - General Rhetorical Analysis
 - Copyright law and electronic media
 - Hypertext/Hypermedia Authoring
 - Contemporary Printing Methods
 - Page Description Languages
 - Multimodal Composition
 - Document Design (many possibilities)
 - Visual Rhetoric (many possibilities)
 - Other: _____ (see me)

***Portfolio Documents and Meta-analysis.** Most of your work will have a meta-analysis document attached to provide me with information about the context for the assignment, as well as a rationale for your editing choices and style. I will assign specific criteria for evaluation and discussion with each assignment. Without this meta-analysis document, the assignment is incomplete, so your grade will be lowered for each day it is late.

The Midterm and Final exams will cover our readings and class activities/discussions. The Final Exam is on **Wednesday, December 12, 2018 from 6:00-9:00 pm**. Please let me know ASAP if there are any other exam conflicts with your schedules.

All of these assignments must be completed to receive a passing grade in the course. Just because the assignments have percentage values below does not mean you will pass the course if your missing assignments do not drop you below 60%.

Grading Policy

Your final grade is supposed to reflect your entire work for the semester and will be based on the percentages below:

Grading Scale for Graded Assignments and Final Grade:				
A= 90 – 100	B= 80 – 89	C= 70 – 79	D= 60 – 69	F=Below 60

Definition of A, B, C, D, and F Grades

Remember, your final grade is a combination of the four areas above in the Assignment/Grade Distribution tables. An 'A' means your work was excellent—not mediocre, average, or just good. A 'B' means your work was good—not quite excellent but definitely above average and thoughtful. A 'C' means your work was barely adequate enough to satisfy the assignment—showing a lack of effort or thought for the assignment guidelines. A 'D' or 'F' usually means assignments were late, missing, or incomplete—often this work does not demonstrate appropriate college-level work for a 4000/5000-level class. Of course, this also goes without saying, but *excellent*, *good*, *barely adequate*, etc. are held to different standards for undergraduates and graduate students.

Assignments/Grade Distribution for ENGL 4183

Portfolio Assignments (40%)	pts.	Participation & Edits (25%)	pts.	Exams & Quizzes (30%)	pts.	Presentation (5%)	pts.
Reviews (two)	100	Webpage copyedit	100	Quizzes	100	Final Presentation	100
Grammar/Usage Essay	100	Academic copyedit	100	Midterm	100		
Rhetorical Analysis	100	In-class Participation	100	Final	100		
Total	300	Total	300	Total	300	Total	100

Assignments/Grade Distribution for ENGL 5183

Portfolio Assignments (35%)	pts.	Participation & Edits (25%)	pts.	Exams & Quizzes (25%)	pts.	Presentations and Extras (15%)	pts.
Reviews (two)	100	Webpage copyedit	100	Quizzes	100	Leading Class Discussion	100
Grammar/Usage Essay	100	Academic copyedit	100	Midterm	100	5183 Project	100
Rhetorical Analysis	100	In-class Participation	100	Final	100	Final Presentation	25
Total	300	Total	300	Total	300	Total	225

Late Work

An assignment is due at the beginning of the class for which it was assigned. Honestly, there is no excuse for assignments being late in a 4000/5000-level class, but I have a policy anyway. All late work will **reduce** the assignment by 10% for each class period it is late. Therefore, an assignment worth 100 points that is one class meeting late will not be able to have a grade higher than 90. **If a portfolio assignment is late**, your overall portfolio grade (300 total points) will be 10% less after your revisions. If you will not or cannot be in class on the day an assignment is due, you should *make arrangements* to get the assignment to me via another student, or put it in my mailbox. Of course, you must still bring in a hardcopy (if required) of the assignment on the next class meeting. **Remember, I will not accept assignments attached to e-mails.** Please discuss any problems you may have regarding attendance or late work **before** class if at all possible. Remember, you are responsible for making up all work missed. Something I've learned from past semesters is that if you don't turn things in on time early in the semester, you end up not turning other things in on time (or at all). Do your best to get all your work in to me on time. If you are absent, get the information from another student. Do not expect me to e-mail the class notes to you. Of course, never e-mail me and ask, "so...like, Dr. Toscano, man...did we...like...you know...do anything the other day in class?"

Attendance

I will take attendance every day. It is very important that you attend every class in order to keep up with the work and reading. Your grade will be lowered after missing 2 classes. Your final grade will be lowered by a full letter grade for each day missed beyond 2 absences. After 4 absences (the equivalent of 8 twice-a-week classes), you will receive a failing grade for the

course. Please make an effort to come to every class on time. Don't just skip class because you feel you have two "free" days. Save your absences for emergencies. There are no such things as excused absences. Only students participating in UNC Charlotte sponsored activities (with the proper documentation) will not be penalized for missing class. I will ask you to request a meeting with the Dean of Students if you have situations that you feel should allow you an exception to missing more than 2 classes: <https://dso.uncc.edu/>. Cars break down, parking is limited, students get sick, and traffic is brutal, but class still happens. Your participation may also be lowered for excessive tardiness.

Participation

Although this course has a hands-on or applied component, students are expected to read and articulate their understanding of the course's assumptions. Because separating theories and practices is artificial (if not impossible), we will discuss theories behind the rhetorical strategies for editing. However, unlike a course dominated by theory, we will not have class-wide discussions for the entire class time. Instead, students should expect discussions at the beginning of class and more practical endeavors in the second half of class. **In-class participation** is expected, and you should be ready to be called on at any time during class and work diligently when we break up into smaller groups. If you're not in class, you can't receive credit, so your participation grade will be affected. I will note your participation (or lack thereof) daily. Thoughtful participation means that you engage critically in our discussions or ask engaging questions about the subject. Simply providing quips or telling the class an irrelevant story about some reality program does not warrant thoughtful participation. **Doing work for another class or distracting other students will lower your participation grade—even to the point of falling below 25% (meaning, you can have a negative participation grade).**

Please see me ASAP if you're concerned about your participation grade because you're shy or if you don't understand these requirements. Telling me at the end of November that you didn't participate because you're the quiet type or because you didn't understand what "thoughtful" meant will be too late. Even worse, e-mailing me after the semester is over to complain that participation isn't a "valid" class assignment is too late. The purpose of participation is for students to have control over their own learning and to reinforce critical thinking generally and "critical technological awareness" specifically. I am willing to provide a quasi-alternative on Canvas to supplement a student's participation grade, but please note that discussion, which allows speakers to exchange ideas, is an extremely important component of critical thinking. **If you feel you need such a supplement, you should IMMEDIATELY start posting on Canvas.** The supplement is available until Wednesday, November 28th at 11:00 pm.

Academic Integrity

All UNC Charlotte students have the responsibility to be familiar with and to observe the requirements of *The UNC Charlotte Code of Student Academic Integrity*. This Code forbids cheating, fabrication, or falsification of information, multiple submission of academic work, plagiarism, abuse of academic materials (such as Library books on reserve), and complicity in academic dishonesty (helping others to violate the Code). Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course. Students who violate the Code can be punished to the extent of being permanently expelled from UNC Charlotte and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and further substantial reduction of the course grade. In almost all cases, the course grade is reduced to "F." If you do not have a copy of the Code, you can view it on **UNC Charlotte's Academic Integrity** website at <http://integrity.uncc.edu/>. Standards of academic integrity will be enforced in this course. Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

If you try to pass off any work in full or part as your own without proper credit being given to the original source—you will receive an 'F' in this course. If you use non-sanctioned resources (e.g., other classmates) to complete tests, exams, and other assignments, you will receive an 'F' in this course.

In addition to the above identification of Academic Dishonesty, students should be aware of technology-mediated concerns related to Academic Integrity. The Oxford English Dictionary defines "[integrity](#)" as "The condition of having no part or element taken away or wanting; undivided or unbroken state; material wholeness, completeness, entirety." A second

definition states that integrity means "The condition of not being marred or violated; unimpaired or uncorrupted condition; original perfect state; soundness." Therefore, anything that draws students' attention away from course activities and goals is a violation of academic integrity because it corrupts the soundness and condition of learning. For instance, engaging in critical thinking/awareness is a sound, perfect state activity for this course; on the other hand, **devoting attention to facebook, texting, messaging, and non-class-related Web surfing or e-mailing corrupts the learning goals of this course.** Although we may point to the Internet in general and social media sites specifically in our discussions of 21st-Century communication, engrossing oneself in them during class to "catch up with friends" divides your attention and may be distracting to members of this class. **This violation is as serious as plagiarism and will result in an 'F' in participation the first time and an 'F' in this course for a subsequent violation.** This syllabus section is your warning. Yes, it is obvious when you are using computers and handheld devices to take notes or when you use them to corrupt the learning environment.

You will also receive an 'F' in the course for other academic integrity violations specified on the [UNC Charlotte Integrity Web site](#). Do not expect another warning—this is it. Please see me if you need further clarification regarding cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism, or complicity in academic dishonesty. Again, so there's no confusion, you will most likely fail the course if you violate any part of the academic integrity code.

Statement of Academic Freedom

I strongly encourage students to use class as a place for free inquiry and intellectual growth. Although we as a class will not always agree or be comfortable with the views of others, every student has the right to his or her own tastes and convictions (but don't mistake those for sound, well-reasoned opinions). I promise to be fair and always support your right to look at the world from your own position, but I encourage all students to branch out and consider multiple perspectives. If you think there are single, universal, or straight-forward reasons for "correct" usage...well, you're about to get a radical new perspective in this course. Our biases filter our interpretations of the world around us. Family, culture, media, law, religion, etc. influence how we perceive the world. Your perspectives might be similar to those close to you, but your worldview isn't universally held. **I will not tolerate any harassment or abuse (emotional or physical) or any instance where others adversely affect students' learning. Remember, harassment isn't just verbal—making harassing or abusive posts won't be tolerated.**

Instructional Modifications

Students who have a condition that may impair their ability to complete assignments or otherwise satisfy course criteria are encouraged to meet with the Disabilities Resource Center (<http://ds.uncc.edu/>) to identify, discuss, and document any feasible instructional modifications or accommodations. Please inform me about circumstances requiring any instructional modifications you may need in order to complete the course requirements successfully. I don't need specifics on a condition, but I will need to know what specific accommodations you will need.

Inclement Weather/Building Issues

Some buildings can have HVAC problems. Occasionally, the powers that be close buildings and classes are canceled because it is too brutally hot to remain inside. If a building related "issue" cancels class, continue to keep up with the class webpage, readings, and [Canvas](#) posts. The library has lots of space and many computers. We'll pick up where we left off on the syllabus when we return to class. This also goes for inclement weather that closes school—we'll pick up where we left off when we return, so keep up with the syllabus.

Right to Make Changes

I reserve the right to make changes to the syllabus when necessary to meet learning objectives, to compensate for missed classes, or to make our lives easier.

Important Dates and Administrative Information

The syllabus schedule below has important dates marked. Students are responsible for not only knowing course deadlines but also knowing UNC Charlotte deadlines (drop/add, billing, vacation, etc.). Please visit the following link for the registrar's calendar: <http://registrar.uncc.edu/calendar>.

Schedule for Readings and Assignments (Have readings and assignments done before class.)

August 22	Introduction to the course. Get online. Say hello. Asimov, Isaac. "The Cult of Ignorance" (1980) on Canvas Fricke, David. "The E Street Band Keep Rolling in '09." Rolling Stone 1070 (22 January 2009): 14.
August 29*	<i>Rhetorical Grammar</i> "Introduction" (pp. 1-3) and Ch. 1 (pp. 5-16) <i>Perfect English Grammar</i> "Introduction" (pp. 11-15) and Ch. 1, 2, & 3 (pp. 16-38)

*August 27th—Big day for the semester:

- Last day to add, drop with no grade * 11:59 PM
 If you're not registered, you will not be allowed to continue in the course
- Last day to submit a grade replacement request * 11:59 PM

September 5	<i>Rhetorical Grammar</i> Ch. 2 (pp. 17-32) <i>Perfect English Grammar</i> Ch. 4 & 5 (pp. 39-83)
September 12 **DUE**	Review #1 DUE <i>Rhetorical Grammar</i> Ch. 3 (pp. 33-46) <i>Perfect English Grammar</i> Ch. 6 (pp. 84-108)
September 19*	<i>Rhetorical Grammar</i> Ch. 4 (pp. 47-73) <i>Perfect English Grammar</i> Ch. 7 & 8 (pp. 109-137)

*September 17th— Deadline for ALL students to apply for December 2018 graduation

September 26 **DUE**	Grammar/Usage Essay <i>Rhetorical Grammar</i> Ch. 5 & 6 (pp. 74-109) <i>Perfect English Grammar</i> Ch. 9, 10, 11, & 12 (pp. 138-167)
October 3 **Exam**	MIDTERM EXAM Website Copyedit Due Workshop on future assignments or do other work

Midterm Grades Due by Noon on Friday, 10/05

October 8th & 9th: No Class—Fall Break

October 10	<i>Rhetorical Grammar</i> Ch. 7 (pp. 110-123) (Moved Ch. 8 and PEG Ch. 13, 14, & 15)
October 17*	<i>Rhetorical Grammar</i> Ch. 8 (pp. 124-137) <i>Perfect English Grammar</i> Ch. 13, 14, & 15 (pp. 168-179)

*October 22nd: Last day to withdraw from courses with a "W" grade

Please review the new Withdrawal Policy before considering withdrawing from any course: <http://provost.uncc.edu/policies/withdrawals>

October 24 **Due**	Review #2 DUE (New Due Date) <i>Rhetorical Grammar</i> Ch. 13 (pp. 220-237) <i>Perfect English Grammar</i> Ch. 16 (pp. 180-202) Christensen, Francis. "A Lesson From Hemingway" & "A Generative Rhetoric of the Paragraph." <i>Notes Toward a New Rhetoric: Six Essays for Teachers</i> . 1967: 45-60 & 74-103. on Canvas
October 31 **Due**	Academic Copyedit (Classwork Assignment) <i>Rhetorical Grammar</i> Ch. 9 & 10 (pp. 138-171)
November 7	<i>Rhetorical Grammar</i> Ch. 11 (pp. 172-191) McKerrow, R.B. "Form and Matter in the Publication of Research" <i>Review of English Studies</i> , vol. 16 (1940): 116-121. on Canvas
November 14 **Due**	Rhetorical Analysis DUE <i>Rhetorical Grammar</i> Ch. 12 (pp. 192-219)

<i>Perfect English Grammar</i> Ch. 17 (pp. 201-221)

November 21st – 25th: Thanksgiving Break

November 28 **5183 Due**	ENGL 5183 Projects DUE 5183 Project Presentations Final Presentation Workshop
December 5 **Due**	Last Day of Class Portfolios DUE Final Presentations (4183 & 5183)
December 12 6:00-9:00pm	FINAL EXAM—cumulative Let me know ASAP of any conflicts you may have with our Final Exam time.

Commencement December 15th (congratulations)