

TECM 4190 Spring 2018 Syllabus¹



DEPARTMENT OF
TECHNICAL COMMUNICATION
College of Liberal Arts
& Social Sciences

Course Basics

Course Title:	Technical Editing
Learning Objectives:	By the end of the course, students will be able to <ol style="list-style-type: none">1. edit technical documents, from copyediting to developmental editing;2. revise for content, organization, style, and mechanics;3. perform onscreen editing;4. communicate editorial decisions/queries to authors; and5. describe the profession of technical editing
Required Materials & Tools:	<ol style="list-style-type: none">1. [RPW] <i>Revising Professional Writing</i>, 4th edition, by Riley et al. (NEW copies only)²2. [CMOS] <i>Chicago Manual of Style</i>, 17th edition (free online via UNT library)3. <i>Merriam-Webster Dictionary</i> (free online)4. Announcements & assignments in UNT Blackboard Learn (learn.unt.edu)5. Readings on Google Drive (link in UNT Blackboard Learn)6. MS Word (Windows or Mac)³
Instructor:	“Dr. Kim” Kim Sydow Campbell, PhD, Professor & Chair of the Technical Communication Department Bio: see LinkedIn profile
Contact Info:	Office: 317 Auditorium Bldg Phone: 940-565-4458 Email: kim.campbell@unt.edu . Enter “TECM 4190” in your subject line and follow professional email etiquette. I will usually reply within 24 hours (except when you contact me on Friday afternoon or Saturday).
Office Hours:	We will have time to meet individually before class (starting at noon) or after class (2:00 to 3:00) on most meeting days. I am also available on most Fridays between 2:00 to 3:00. I can also meet at other times. To insure my availability, contact my assistant, Ms. Carranza, at lucero.carranza@unt.edu to make an appointment.

¹ Last updated 1-23-18.

² Dr. Campbell is an author of RPW but donates royalties on sales to UNT students to the department’s student organization.

³ There are 14 computer labs on campus, including one 24-hour lab and one TECM Lab (AUSB 307).

Course Assignments & Grades

Your course grade is earned based on your performance on the assignments listed below. Each will be described on Blackboard and discussed in detail in class meetings as shown on the schedule. This is a senior-level course. **You should expect to spend a minimum of three hours per week on course-related work outside of our class meetings.**

Client Editing Project (20 points)

You and one (or two) teammates will edit technical material for a client in the community. Examples of appropriate projects include comprehensive (developmental editing and copyediting) of brochures, webpages, grant proposals, or policy manuals. During the project, your team will produce (a) a team charter, (b) a brief oral pitch for your proposed project, (c) an email to your instructor for your project proposal, and (d) a brief oral/visual status update for your instructor. At the conclusion of the project, your team will submit (a) a copy of the original (unedited) material from your client, (b) the edited material, and (c) a cover email/memo to your client explaining your editorial decisions and queries.

RPW Homework (20 points)

You will complete homework assignments from 20 chapters in the workbook, *Revising Professional Writing*.

Onscreen Copyediting Assignment (15 points)

You will copyedit a technical document using onscreen editing techniques.

Timed Copyediting Test (15 points)

You will copyedit a technical document using proofreader's marks within time constraints.

Developmental Editing Assignment (10 points)

You will be assigned a technical message for which you will complete a developmental (and structural) edit. Your submission will include a cover letter to the message's creator explaining your editorial recommendations.

Style Sheet Assignment (10 points)

You and one (or two) teammates will create a style sheet and apply it to an assigned technical document. Your submission will include a cover memo to the instructor explaining your editorial decisions.

Professionalism (10 points)

You will demonstrate professionalism through your engagement and timely responses to classroom activities (e.g., discussion of readings, five-minute reflections, peer review workshops, team contributions, etc.).

To receive full credit for an assignment, your submission must follow instructions (from your instructor or client) as well as meet the deadline on the course schedule. I make every attempt to evaluate submitted assignments and post feedback/grades in Blackboard within one week. For some assignments, I provide detailed feedback to help you improve your performance—as a professional. Make sure you know how to access that feedback within the "My Grades" feature on Blackboard.

Tech comm majors should keep copies of their work for potential use in the portfolio required in the Capstone (TECM 4950).

Grading Standards

I assign letter grades for the course based on the total sum of points earned on the assignments listed above. Those letter grades correspond to the following levels of performance.

A (90-100 points)	A manager/client 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 points)	A manager/client would be satisfied with the job, but not especially impressed. This means that work is well written and well produced, and demonstrates 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 points)	A manager/client would be disappointed and ask you to revise or rewrite the work before allowing clients and others to see it. In other words, the work may have clear, but underdeveloped ideas, or it might not engage or affect the reader. The work may contain some errors in grammar, mechanics, or logic.
D (60-69 points)	A manager/client 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 work may contain incomplete information, have serious grammar and mechanical problems, lack clear organization, or be conceptually unclear.
F (59 > points)	A manager/client would start looking for someone to replace you. In particular, the work fails to address the tasks of the assignment, is so underdeveloped as to demonstrate incompetence, and is mechanically and grammatically incomprehensible.

Course Policies

Number 1 Rule

We act like professionals by respecting each other's knowledge, experiences, and time. Together, we determined that, to act professionally and signal respect, we will be

- **attentive** by listening and being available to each other,
- **sensitive** by offering negative feedback privately, and
- **accountable** to each other by completing our duties and apologizing for our mistakes.

Number 2 Rule

Assignments or exams not completed by the due date on the course schedule earn a zero. There are no make-ups available unless arrangements are made prior to due dates. Any exceptional circumstances that cause you to miss deadlines should be documented with the [Dean of Students](#): Union 409 or 940-565-2648.

24/7 Rule

I encourage you to see me if you have questions about your performance on graded assignments. However, all students must wait 24 hours after receiving their grade. Any errors should be brought to my attention within 7 days after the grade is posted on Blackboard.

Attendance Rule

While I do not track attendance specifically, there will be a record of your engagement and participation in learning opportunities during class meetings within Blackboard. That record serves as input when I determine professionalism scores at the end of the semester. In-class activities cannot be duplicated outside of the class meeting. I do not review class meetings with students who miss class so you should form a support network among your peers. You cannot earn 100% of the available points in this course without participating in 100% of the course activities.

If you are having difficulties managing your course responsibilities, let me know—early. There are many campus resources available to support you through the [UNT Dean of Students](#).

Teamwork Rule

You will be assigned to a team based on your responses on the team formation survey at CATME.org and are expected to continue working together for the duration of the course. Your team will create a charter in which your responsibilities and the consequences for failing to meet them are spelled out. I will uphold the details of your team charter, which may result in a lower grade for individual team members on team-produced assignments and a lower grade for professionalism in the course.

Electronic Devices Rule

All devices should be used only for course-related purposes during class meetings. All devices should be silenced and not on vibrate mode.

Technology Requirements

You must check your email and our Blackboard site during the week for announcements or other updates related to the course.

It is your responsibility to ensure that the computer(s) and storage you use are functional and that you have backed up your data in the case of technological failure. As a student at UNT, you can back up data, up to 25 GB, through OneDrive. A corrupted disk or crashed hard drive does not constitute an excuse for late work. If you need to bring electronic files to class, please email them to yourself as attachments or use the OneDrive available through your EagleConnect account.

Disability Accommodations

To receive accommodations, you must [register with the ODA](#) and then request a Reasonable Accommodation letter, which you should present to me within the first two weeks of class. (See UNT Policy 16.001)

Essential competencies for this course include the ability to

- Read and analyze technical documents
- Write clear, concise, and visually appropriate technical prose for the intended readers in response to various types of assignments
- Follow the rules of standard grammar, usage, spelling, and punctuation
- Use word processing, email, website design, and graphics software applications

- Work effectively as part of a team to discuss, write, edit, and publish technical documents

Academic Integrity

If I see evidence you have cheated by using assistance not listed on our class schedule, plagiarized by using someone else's words without attribution, fabricated information, or assisted another student in any of these categories of academic dishonesty, you will earn no credit for the assignment. If you exhibit academic dishonesty on more than one course assignment, you will earn an F in this course. (See UNT Policy 06.003)

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom, and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the [Code of Student Conduct](#) (UNT Policy 17.012). The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code applies to your interactions with everyone involved in this course, the instructor, classmates, your project teammates, and invited guests.

Sexual Discrimination, Harassment, & Assault

UNT is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these acts of aggression, please know that you are not alone. UNT has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with legal protective orders, and more. (See UNT Policy 16.005)

UNT's [Dean of Students' website](#) offers a range of on-campus and off-campus resources to help support survivors, depending on their unique needs. Renee LeClaire McNamara is UNT's Student Advocate. She can be reached through email at renee.mcnamara@unt.edu or by calling 940-565-2648.

Critical Campus Conditions

Stay connected to University news sources. When a decision is made to close the university, UNT will notify you by:

- sending an Eagle Alert message
- providing the information to campus telephone operators
- posting a message to the university web site
- posting a message on the UNT Facebook page
- tweeting a message from @UNTEagleAlert
- sending campus emails
- informing news media

If the university is **closed for more than one day**, you should check the UNT web site at unt.edu or the twitter feed for [@UNTEagleAlert](https://twitter.com/UNTEagleAlert) for the latest information.