ENC 4212:
Professional and Technical Editing
COURSE SYLLABUS

I.   Welcome

II.   University Course Description

This course helps students meet professional and technical editing challenges in the workplace. Assignments concern research, interviewing, writing, editing, and the technology needed for successful results.

III.   Course Prerequisites

At least one of the following: ENC 2210, ENC 3250, ENC 3310, ENC 4260, ENC 4906, ENC 4946, ENC 4268, ENC 4311.

IV.   Course Purpose

In this course, students will edit a variety of genres, including professional documents, creative writing, informative articles, recipes, academic articles, and more. Students will engage with and learn copy editing, content editing, organizational editing, digital editing, indexing and final proofing.

V.   Course Topics

This theory-to-practice course explores the principles of professional & technical editing, including the day-to-day duties of an editor. Major projects include a style guide analysis, editing collection, comprehensive short (visual) edit, and comprehensive long (technical) edit.

VI.   Student Learning Outcomes

- Demonstrate an ability to write in multiple genres (using conventions and formats) appropriate to the situation.
- Employ flexible and collaborative strategies for generating, revising, editing, proofreading, and circulating texts.
- Practice professional application of and strategies for editing, including content, organization, format, style, and mechanics.
- Examine the complex roles of an editor through developing a clear voice of agency or authority when editing.

VII. Required Texts and/or Readings and Course Materials

No required textbook, any/all readings will be available as PDFs through Canvas.

VIII. Grading Scale

94 – 100	A
90 – 93.9	A-
87 – 89.9	B+
84 – 86.9	B
80 – 83.9	B-
77 – 79.9	C+
74 – 76.9	C
70 – 73.9	C-
67 – 69.9	D+
64 – 66.9	D
60 – 63.9	D-
0 – 59.9	F

IX. Grade Categories and Weights

Assessment	Percent of Final Grade
Project 1: Rhetorical Analysis	15%
Project 2: Editing Collection	25%
Project 3: Comprehensive Short Edit	15%
Project 4: Comprehensive Long Edit	30%
Exercises/Discussion Boards	15%

X. Grade Dissemination

Graded materials in this course will be returned individually. You can access your scores at any time using "Grades" in Canvas.

XI. Course Schedule and Major Projects

Weeks	Title	Description	Course Learning Outcome Alignment (#)
1 Weeks 1-3	Project 1: Style Guide Analysis	Project 1 introduces you to professional and technical editing. You will compose a rhetorical analysis of three different types of style guides. A style guide (or manual of style) is a set of standards for the writing, formatting, and design of documents. Style guides establish standard style requirements to improve communication by ensuring consistency both within a document, and across multiple documents. In this project, you write a rhetorical analysis	1, 2

		essay to compare and contrast three types of style guides: academic, professional, and in-house.	
2

Weeks 2-11 | Project 2: Editing Collection | The editing collection contains 10 exercises to introduce you to a variety of editing tasks. You will work on creating this collection of assignments throughout the semester. Exercises include creating a glossary of terms, performing copy editing, interpreting hand-written copy edits, using track changes, editing for arrangement, editing for organization and content, creating indexes, performing SEO editing, editing a final proof, and writing transmission letters/queries. | 1, 2, 3, 4 |
| 3

Weeks 9-11 | Project 3: Comprehensive Short Edit | Project 3 focuses on a comprehensive edit of a short document with a visual design. You will choose from two examples of a department flyer. The goal is to completely revamp and edit this document. In addition to editing the written content, you will need to revise or change the visuals to suit the intended purpose and audience. | 2, 3 |
| 4

Weeks 12-15 | Project 4: Comprehensive Long Edit | This module contains a two-step final project consisting of an individual edit of a lengthy technical manuscript, as well as a collaborative final version. Individually, you will compose a style sheet and fully edit a long document. Once the individual portion is complete, you will work in teams to finalize edits and make a group recommendation. | 2, 3, 4 |

* Note: The Schedule is subject to revision

XII.   Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx (Links to an external site.)

XIII.   Late and Missed Work Policy

You'll receive credit for all the work you do for our class as long as you follow proper protocol for submission and submit your work on time.

XIV.   Diversity Statement

This course is an inclusive classroom space. We are committed to a learning atmosphere that acknowledge and appreciate the diverse students at USF and their views on race, ethnicity, ability, gender, religion, and socio-economic status. Please let me know what name you want to be called and what pronouns you use (if you're comfortable doing so).

In this class you will have the opportunity to express and experience that cultural diversity through the varied voices of your classmates as it relates to the content of the course. The

diversity that students bring to this class will be viewed as a resource, strength, and benefit, and it will enhance students' learning needs.

I expect every member of our classroom community to treat each other with equal respect, to strive for understanding, and to allow everyone to express their views without fear of ridicule or ostracization. Our class will foster an environment that honors the identities and backgrounds of all individuals. I invite any students who see or experience instances of bias, exclusion, or derogatory language or actions to report these instances directly to me.

XV.   Attendance Policy

I do not mark attendance; however, I do expect that you will prepare for and engage with the material we cover. This is a face-to-face class, but I realize that life is unpredictable. Each one of us has a different comfort level with being in a face-to-face environment because of the past year.

Participation is strongly encouraged-—you will need to demonstrate active involvement in the course activities by keeping up with reading responses, project deliverables, and other coursework. You will also need to respond to emails from the instructor as well as fellow students promptly to ensure that good communication flows in all directions. Students are responsible for any work missed during an absence. Participation (in all of its forms) is worth 10% of your grade.

XVI.   Incomplete

The current university policy concerning incomplete grades will be followed in this course. For USF Tampa undergraduate courses and USFSM undergraduate and graduate courses: An "I" grade may be awarded to a student only when a small portion of the student's work is incomplete and only when the student is otherwise earning a passing grade. The time limit for removing the "I" is to be set by the instructor of the course. For undergraduate students, this time limit may not exceed two academic semesters, whether or not the student is in residence, and/or graduation, whichever comes first. For graduate students, this time limit may not exceed one academic semester. "I" grades not removed by the end of the time limit will be changed to "IF" or "IU," whichever is appropriate.

XVII. Technology Requirement

Email: You will need to check your email regularly and you can expect that if you send me a message during the week, I will respond within 24 hours.

Canvas: This course uses Canvas as it was intended as a Learning Management System. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please view the following videos or consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or help@usf.edu.

Recordings: Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal, educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class

activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member is prohibited.

Recordings may not be used as a substitute for class participation and class attendance and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the USF Student Conduct Code (https://usf.app.box.com/v/usfregulation60021).

XVIII. Important Dates

Classes Begin	August 22
Drop/Add Ends	August 26
Last Day to Withdraw	October 29
Thanksgiving Holiday	November 24 & 25
Test Free Week	December 3-8
Last Day of Classes	December 8

XIX. What do I do if I am struggling in some aspect of my life?

There are lots of taboos that we never talk about. Things like money, food, and shelter because it seems we should all have these things, especially if we're in college. That's not necessarily true. We also don't talk about our mental health enough, and it's really easy to let things pile up mentally to where you start to suffer from the weight of it all.

If you are a parent and have a childcare issue, children are welcome. If you have car problems or consistent transportation issues, talk to me so we can work out alternative arrangements so that you can still manage things. If you have another problem or concern that is not listed here, please come and talk with me. My door is always open, and I'll find ways to get you the help that you need.