

Because almost all technical communicators edit the work of other writers, technical communicators need to be competent at editing. Editing also improves writing: the more thought a person gives to the process of writing and to an approach and a vocabulary for editing, the more that person understands what constitutes good writing in any field or genre. In this course, therefore, we will learn to be good editors, and, by doing so, we will become better writers. In general, WR 3224 encourages students to reflect on the role of editing in the development, publication, and use of documents, particularly technical documents. In practice, this course will take students through the various aspects of the editing process, including the use of editing symbols and the tasks involved in copyediting and comprehensive editing. Specifically, as the Western Course Calendar indicates, topics covered in WR 3224 include “editing for organization and structure; audience; usability; style; and grammar, mechanics, punctuation, and spelling.”

Donald H. Cunningham, Edward A. Malone, and Joyce M. Rothschild.

. Oxford University Press, 2020.

. 17th edition. (E-version available from Western Libraries)

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Newsletter copyedit

Hard copies of the assignments are due in class on the date specified on the schedule. Only the final two assignments must be submitted in both paper and electronic forms. Late assignments

will receive a grade no higher than 65% and will not receive comments unless you negotiate a new deadline with me at least twenty-four hours before the original due date: you must request a new deadline in a memo that clearly states your reason(s) for needing the extension (see also Medical Accommodation Policy below).

If necessary, please submit essays to the the Department of English and Writing Studies Drop Box outside of University 2401, using a cover page featuring your instructor's name and the course number. Emailed assignments are not acceptable.

You must keep copies of all assignments submitted.

Attendance at class is required to improve as a writer. Here is the Writing Studies attendance policy in this class:

You may miss up to three hours (the equivalent of one week of class) of class meetings during the term without explanation. That is, the first three class hours you miss will be recorded as absences but

If you miss a total of four to nine class hours (the equivalent of up to three full weeks of class), your final grade will be reduced by 10% (e.g., an earned final grade of 80% will be reported as a final grade of 72).

If you miss a total of more than nine hours of class meetings (the equivalent of more than three weeks of class meetings), your final grade will be reduced by 15% (e.g., an earned final grade of 80% will be reported as a final grade of 68).

This policy will be waived only for medical or compassionate reasons. If you have good reasons for waiving an absence of one class meeting (e.g., if you've missed three hours and need or want to miss another class meeting), you must discuss these reasons with your instructor within one week of that absence. If your absence is extended and prolonged (over one week of continuous non-attendance), then you should discuss it with your academic advisor in your home faculty, who may require documentation. That advisor may then contact all of your instructors. See also the **Medical Accommodation Policy** below.

Attendance also extends to tardiness. If you are more than 20 minutes late, you will be penalized an hour of attendance. Please make every effort to be on time, for late entry can disrupt the flow of discussion in our class. Early departures from class that have not been previously arranged with the instructor will also be counted as an absence.

your Dean's office. If you elect to miss a class in order to write such a test, that is ***your*** choice; your absence will not be excused.

The University Senate requires the following statements, and website references, to appear on course outlines:

“Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf

Students must write their essays and assignments in their own words. Whenever students take an idea, or a passage of text from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy as above).

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system.

“Accommodation by Instructor for work worth less than 10% of the overall grade in a course: Instructors are encouraged, in the first instance, to arrange participation requirements and multiple small assignments in such a way as to allow students some flexibility. A student seeking academic accommodation for any work worth less than 10% must contact the instructor or follow the appropriate Department or course specific instructions provided on the course outline.

In arranging accommodation, instructors will use good judgement and ensure fair treatment for all students. Instructors must indicate on the course outline how they will be dealing with work worth less than 10% of the total course grade. In particular, instructors must indicate whether medical documentation will be required for absences, late assignments or essays, missed tests, laboratory experiments or tutorials, etc. Where medical documentation is required, such documentation must be submitted by the student directly to the appropriate Faculty Academic Counselling/Dean’s office, who will make the determination whether accommodation is warranted. Given the University’s Official Student Record Information Privacy Policy (https://www.uwo.ca/univsec/pdf/academic_policies/general/privacy.pdf), instructors may not collect medical documentation.”

“The University recognizes that a student’s ability to meet their academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet their academic responsibilities.

Documentation shall be submitted, as soon as possible, to the appropriate Dean’s office (the

Counsellor if their course requirements will be affected by a religious observance. Additional information is given in the Western Multicultural Calendar.

Statement on Gender-based Sexual Violence

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have