

English 3720 - Editing

Overall English Department Mission Statement

The English Department at Dixie State College strives to instill in students an appreciation for the centrality of language and literature in human culture, particularly their function in social, historical, and political contexts. Students who major in English master skills in analyzing and evaluating texts and other media, as well as learning how to produce focused critical essays.

Emphasis Mission Statement (Professional and Technical Writing)

The Professional and Technical Writing program at Dixie State College of Utah prepares students for careers in technical, scientific, medical, legal, and business writing environments. Courses introduce students to the procedures and practices that professional writers and editors use regularly, including grant writing, freelance writing, interactive media development, magazine production, technical editing, and document design. To further enhance their understanding of language and verbal communication, students in our program investigate areas such as composition theory, visual rhetoric, and the history of rhetoric, as well.

Course Description

Required of English majors pursuing an emphasis in Professional and Technical Writing, and open to other interested students. Students learn to work productively with other people's print and online documents, using specialized vocabulary and such editing tools and proofreaders' marks, style guides, and standard editorial reference material. Also, students practice how to identify and correct common problems. Includes copy editing, the study of style manuals, and an overview of the production process. Prerequisite: ENGL 2010 (Grade C or higher). FA

Course Goals:

By the end of English 3720, students will have significantly improved their ability to do the following:

- Critique and copymark articles, reports, and electronic materials produced by their peers.
- Utilize industry-standard copyediting software applications.
- Understand the concepts, skills and procedures which professional editors use in the workplace.

Course Learning Outcomes:

By the end of English 3720, students will demonstrate their ability to

- Produce original materials for their colleagues to edit and critique.
- Adopt and apply the strategies and techniques employed by professional editors.
- Create editing samples for future employers to review.

Methods of Assessment:

Formative Assessment Methods

Midterm: Students answer questions that evaluate their understanding of technical terms and concepts discussed in class readings and lectures

Projects: Students produce essays in multiple genres, which they subsequently organize in portfolios and submit to instructor for evaluation. Students respond in writing to their peers' essays, assessing the strengths and shortcomings of these works.

Summative Assessment Methods

Final Exam: Students answer questions that evaluate their understanding of technical terms and concepts discussed in class readings and lectures.

Oral presentation: Students use class time to discuss their peers' writing samples, discussing the strengths and shortcomings present in these works, as well as making recommendations for revision.

Value-Added Assessment Methods

Pre/Post Test: Students will take a course-specific pre- and post-test, to assess the ways in which their learning has increased during the semester. This will be a multiple-choice test.