

# English 4183/5183-090: Editing with Digital Technologies

Fall 2022

Dr. Aaron A. Toscano (atoscano)  
Office: Fretwell 255F (no face-to-face visits this semester)  
Office hours (by appt.): Zoom, Webex, Skype, etc.

Classroom: NONE—100% online  
Time: 100% online and asynchronous  
<http://clas-pages.uncc.edu/aaron-toscano/>

## Course Description and Purpose

This class aims to provide a substantial overview of rhetorical grammar to prepare students 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 The class will privilege both rhetoric and style over rigid, outdated adherence to doctrines of correctness.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 apply the skills from this course through writing efficient reviews. This class privileges rhetorical grammar and asks students to consider their writing choices. The course perspective assumes it's more effective to advocate *form following function*; therefore, you need to understand the purpose of a message and ways of communicating messages—paying particular attention to tone, voice, level of diction, etc.—in order to edit effectively.

## 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

Students should have read the assigned reading prior to the date listed on the calendar section of this syllabus. There isn't a lot of reading in this course, but the ideas presented about language aren't obvious and may require a couple readings. I normally never even consider the activities textbooks provide, but Kolln & Gray's *Rhetorical Grammar* has great exercises, and you'll do them for homework. Because we're not in a face-to-face environment, you'll need to read very carefully, and the exercises will reinforce the reading. Online environments are not ideal for learning because of the many distractions available to us. Do your best to work in a distraction-free environment. I strongly recommend you access the materials and do your work from a laptop or desktop and not a tablet or phone. You have weekly reading and assignments, so don't fall behind and strike an appropriate work-life-school balance. All work will go through Canvas, so please do not email me any attachments. 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 the following: 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).*

\*Obviously, we're 100% online, so the readings, website notes/exercises, and Canvas resources fulfill what would have been 3 hours of face-to-face class meetings.

## Attendance

This course is 100% online and asynchronous. We have no scheduled class meetings but do have a scheduled midterm exam on **December 12, 2022**, and a final exam on **December 12, 2022** (I will open this up several days earlier). I'll open both exams

up at 7:00 am and close them at 11:00 pm. Once you start, you'll have 75 minutes for the midterm and 150 minutes for the final.

## 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, create reviews, do homework, and take quizzes and exams. Your reviews will be portfolio assessments. Also, the ENGL 5183 students will be offered special bonus assignments.

### ENGL 4183 & 5183 Students

- Homework, Quizzes, Exams
- Prose Revisions
- Copyediting Assignment
- \*Reviews 1-3
- \*Portfolios (Due 5/5)

The midterm and final exams will cover our readings and activities. The final exam must be completed by **Monday, December 12, 2022 (via Canvas)**. I will open it up several days earlier. Please let me know ASAP if there are any final exam conflicts.

### ENGL 5183 Students (only)

In addition to the requirements above, students enrolled in ENGL 5183 will have a sentence-level rhetorical analysis assignment along with a ten-minute presentation (10 min).

**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%.**

## Late Work

An assignment is due (unless otherwise noted) on Canvas by the **due date, which will mean every Wednesday**. It is your responsibility to keep up with Canvas, the course syllabus, and your UNC Charlotte email. 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 day—including weekends—the assignment is late. Therefore, an assignment worth 100 points that is one day late will not be able to have a grade higher than 90. If Canvas issues come up, don't panic. I anticipate problems with the online systems we'll use this semester. I'm very reasonable and will work something out, so you don't lose any credit because of a system-wide glitch. If an issue arises, **please do not attach the assignment to an e-mail**. Send me an e-mail that explains the issue as best you can, and I'll reply with a solution. 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 to me on time. I have plenty of resources online for you, so check online before sending an e-mail asking, "so...like, Dr. Toscano, man...do we...like...have stuff to do...hmu lol?"

## 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

## Assignments/Grade Distribution for ENGL 4183

Portfolio Assignments (30%)	pts.	Application and Theory (30%)	pts.	Exams & Quizzes (40%)	pts.		
Review #1	100	Homework (4 assignments)	200	Quizzes #1 & #2	100		
Review #2	100	Prose Revisions	100	Midterm	100		
Review #3	100			Copyediting "Quiz"	50		
				Final	150		
Total	300	Total	300	Total	400	Grand Total	1000

## Assignments/Grade Distribution for ENGL 5183

Portfolio Assignments (25%)	pts.	Application and Theory (25%)	pts.	Exams & Quizzes (33%)	pts.	5183 Extras (17%)	pts.
Review #1	100	Homework (4 assignments)	200	Quizzes #1 & #2	100	Rhetorical	
Review #2	100	Prose Revisions	100	Midterm	100	Analysis	150
Review #3	100			Copyediting "Quiz"	50	-and-	
				Final	150	Presentation	50
Total	300	Total	300	Total	400	Total	200

Please note that students in ENGL 5183 have extra assignments for a total of 1200 points, so the Exams and Extras percentages aren't exact.

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

Remember, your final grade is a combination of the three or 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 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.

## Homework/Quizzes

Although I want you to understand editing from a theoretical and stylistic perspective, I find the exercises in our main textbook *Rhetorical Grammar* very helpful. I will adapt exercises from the textbook for homework and also assign the Exercises from the 8<sup>th</sup> edition of Kolln & Gray's *Rhetorical Grammar: Grammatical Choices, Rhetorical Effects*. Additionally, I'll prepare quizzes based on the course reading. You will submit both your homework and quizzes via Canvas.

## Conferences (optional)

Although this course is 100% online, I strongly advise you to schedule Zoom or WebEx conferences with me this semester—one prior to the Midterm Exam and another prior to the Final Exam. This isn't a requirement, but it's good to reach out even just to "check in" during a 100% online asynchronous class. I don't want you dropping out because you pushed this class out of sight and out of mind. Again, this isn't required, but I strongly encourage you to do this.

## Academic Integrity

The University of North Carolina at Charlotte is an academic community dedicated to teaching, scholarship, service, inclusion, and the holistic development of Students. Academic integrity is a cornerstone value of the University's intellectual community. It is important to nurture an atmosphere of honesty, fairness, trust, respect, and **mutual responsibility. Integrity is essential because it ensures that Students fairly benefit from their educational experience and pursuits of knowledge.** Violating the principles of academic integrity damages the reputation of the University and undermines its educational mission and goals.

The University recognizes that Academic Misconduct detracts from the value of a UNC Charlotte degree and has influence beyond the University community, including relationships with employers, other educational institutions, the business community, the UNC system, and the community at large.

The purpose of the Code is to:

1. support and promote an ethical learning environment;
2. create consistent standards for all members of the academic community;
3. **assist Students in learning responsibility for one's own academic work;**
4. protect the academic environment of the University community; and
5. **clarify Student values and how they relate to the behavior in question.**

Definitions of Academic Dishonesty (From University Policy: 407, Ch. 6—<https://legal.uncc.edu/policies/up-407#c6>)

- A. **Cheating** means using or attempting to use materials, or giving assistance or materials without Authorization to another in any academic exercise that could result in gaining or helping another to gain academic advantage.
- B. **Fabrication** means providing fabricated information, including inventing or counterfeiting information, in any form in an academic exercise.
- C. **Falsification** means altering without Authorization any data or information, regardless of communication method (e.g., e-mail or other electronic communication), in an academic exercise.
- D. **Misuse of Academic Materials** means sharing, distributing, altering, acquiring, damaging, or making inaccessible academic materials without Authorization, that could result in gaining or helping another to gain an academic advantage.
- E. **Multiple Submission** means submitting academic work or substantial portions of the same academic work (including oral reports) in more than one academic exercise without Authorization.
- F. **Plagiarism** means presenting the words or ideas of another as one's own words or ideas, including failing to properly acknowledge a source, unless the ideas or information are common knowledge. Plagiarism includes self-plagiarism, which is the use of one's own previous work in another context without indicating that it was used previously.
- G. **Unauthorized Collaboration** means sharing the work or effort in an academic exercise with another Student or Students without Authorization.
- H. **Research Misconduct** means a determination that Research Misconduct has occurred under [University Policy 309, Responding to Allegations of Misconduct in Research and Scholarship](#) and its [Supplemental Procedures](#). (See Chapter 3, Section III of the Code.)

**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 and exams, you will receive an 'F' in this course.**

## Title IX Mandated Reporting

UNC Charlotte 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 incidents, know that you are not alone. UNC Charlotte 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.

Please be aware that many UNC Charlotte employees, including all faculty members, are considered [Responsible Employees](#) who are required to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must [report the information to the Title IX Coordinator](#). Although I have to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, please contact any of the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center ([caps.charlotte.edu](#), 7-0311); (2) Student Health Center ([studenthealth.charlotte.edu](#), 7-7400); or (3) Center for Wellness Promotion ([wellness.charlotte.edu](#), 7-7407). Additional information about your options is also available at the [Office of Civil Rights and Title IX](#) under the "Students" tab.

## Safety and Security Information

UNC Charlotte's Department of Safety and Security offers the following safety tips:

- Ensure your cell phone number is in the Banner Self-Serve system (Emergency Text Phone Number box) to receive text message NinerAlerts. NinerAlerts are sent via a variety of methods when there is a threat to campus safety or a change in operating condition.
- For every NinerAlert that is issued, an action directive is also included in the body of the message. Action Directives can include run, hide, fight; seek shelter; or evacuate. Visit [emergency.charlotte.edu](#) for more information on what each directive means.
- Download the [Livesafe app](#). This connects you to campus police via phone or text 24/7.
  - 911 dialed from a mobile phone connects to CMPD and can slow down response.
  - Alternatively, you can put the UNC Charlotte Police emergency number in your phone: 704-687-2200.
- Always be aware of your surroundings and know the quickest escape routes: exit doors, windows, etc.
- Safety and Security offers a variety of training to students: [safetyandsecurity.charlotte.edu](#).
- Remember: Personal pepper spray is allowed on campus. However, guns and knives are not.

### **Action Directives included in NinerAlerts:**

**Run-Hide-Fight** is the individual's Action Directive for an active assailant.

- **RUN:** If outside or in a building and it is safe to flee, run and leave the campus if possible.
- **HIDE:** If you are in a building and unsure of where the threat is, find the closest room in which to hide. Close, lock and/or barricade doors if they do not lock. Do not huddle in one location. Remain quiet.
- **FIGHT:** This is a last-resort option. Do not seek the assailant. If you come into direct contact with the individual, use any means necessary to defend yourself.

A **Seek Shelter** directive is normally issued during severe weather or hazardous material releases.

If a Seek Shelter is ordered:

- Stay inside if you are indoors.
- If outside, quickly go to the nearest building.
- Once indoors, find a fitting room or space in the building to shelter. Stay away from windows.

An **Evacuation** can be for either a single building, area, or the entire campus. Further information and direction will be included in the NinerAlert.

## 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.charlotte.edu/>) to identify, discuss, and document any feasible instructional modifications or accommodations. I don't need specifics about a condition, but I will need to know what specific accommodations you will need.

## Inclement Weather/Building Issues/Apocalypse

Although we're not meeting in a classroom, it's possible that system-wide outages, including end-of-the-world scenarios, will make it impossible to access Canvas, the class website, and e-mail. If this occurs, continue to keep up with the class webpage, readings, and [Canvas](#). I'll adjust the course calendar, and we'll pick up where we left off on the syllabus.

## Important Dates and Administrative Information

Even though this is a 100% online asynchronous class, I've prepared our schedule as if we were meeting on Wednesdays, which, before the pandemic forced us to go online, were going to be our weekly class meetings. The dates below are all Wednesdays. You will most likely thank me for scheduling assignments due on Wednesday because I have a feeling many online classes are going to default to Thursday and Friday deadlines...you're welcome.

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: [registrar.charlotte.edu](http://registrar.charlotte.edu).

## 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.

## Schedule for Readings and Assignments

(Have readings and assignments done before deadline—Wednesdays this semester.)

August 24*	Introduction to the course and Practice Quiz on <a href="#">Canvas</a> to get you acclimated Fricke, David. " <a href="#">The E Street Band Keep Rolling in '09.</a> " <i>Rolling Stone</i> 1070 (22 Jan 2009): 14. Feay, Suzy. "Hilary Swank Leads a Mission to Mars in Netflix Space Drama <i>Away</i> ." <i>Financial Times</i> (28 Aug 2020). {Also on <a href="#">Canvas</a> }
------------	---

\*August 29<sup>th</sup>—Big day for the semester:

- Last day to add, drop with no grade
- If you're not registered, you will not be allowed to continue in the course

August 31	<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)
-----------	--

September 7	<b>Homework #1 on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 2 (pp. 17-32) <i>Perfect English Grammar</i> Ch. 4 & 5 (pp. 39-83)
-------------	---

September 14	<b>Review #1 DUE on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 3 (pp. 33-46) <i>Perfect English Grammar</i> Ch. 6 (pp. 84-108)
--------------	--

September 21* **Quiz**	<b>Homework #2 on <a href="#">Canvas</a> due at 11:00 pm</b> <b>Quiz #1 on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 4 (pp. 47-73) <i>Perfect English Grammar</i> Ch. 7 & 8 (pp. 109-137)
---------------------------	---

\*September 23<sup>rd</sup>— Deadline for ALL students to apply for Spring 2021 graduation

September 28	<b>Homework #3 on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 5 (pp. 74-90) <i>Perfect English Grammar</i> Ch. 9, 10, 11, & 12 (pp. 138-167)
--------------	---

October 5 **Exam**	<b>MIDTERM EXAM</b>
-----------------------	---------------------

**Oct. 11<sup>th</sup> and 12<sup>th</sup>: FALL BREAK—NO CLASS MEETING**

October 12	<b>Homework #4 on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 6 (pp. 91-109)
------------	--

October 19*	<b>Review #2 DUE on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 7 (pp. 110-123)
-------------	---

\*October 24<sup>th</sup>: Last day to withdraw from courses with a "W" grade  
 Please review the [Withdrawal Policy](#) before considering withdrawing from any course.

October 26	<b>Prose Revisions DUE on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 8 (pp. 124-137) <i>Perfect English Grammar</i> Ch. 13, 14, & 15 (pp. 168-179)
------------	--

November 2 **Quiz**	<b>Quiz #2 on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 13 (pp. 220-237) <i>Perfect English Grammar</i> Ch. 16 (pp. 180-202)
------------------------	---

November 9	<b>Review #3 DUE on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 9 & 10 (pp. 138-171)
------------	--

November 16	<b>Copyediting Assignment on <a href="#">Canvas</a> due at 11:00 pm</b> <i>Rhetorical Grammar</i> Ch. 11 (pp. 172-191)
-------------	---

**Thanksgiving Break—11/23-11/25**

November 30	<i>Rhetorical Grammar</i> Ch. 12 (pp. 192-219) <i>Perfect English Grammar</i> Ch. 17 (pp. 201-221)
-------------	---

December 7	<b>Last Day of “Class”—Portfolios on <a href="#">Canvas</a> due at 11:00 pm</b> ENGL 5183 Rhetorical Analyses and Presentations <b>DUE</b>
------------	---

December 12 <b>**Exam**</b>	<b>FINAL EXAM—cumulative</b> I will open this on <a href="#">Canvas</a> several days before, but it will close at 11:00 pm on 12/12/2022.
--------------------------------	--

**Commencement December 16<sup>th</sup> & 17<sup>th</sup> (congratulations)**