Humanities 3606: Editing

Spring 2004

Marilyn M. Cooper
307 Walker
office hours: TTh 2:30-3:30
mmcooper@mtu.edu
www.hu.mtu.edu/~mmcooper

Texts
Einsohn, The Copyeditor's Handbook
Gross, Editors on Editing, 3rd ed.
a good, hardbound dictionary

Materials
Several red pencils

Course goals
This course is designed to give you an understanding of the responsibilities of an editor and a grounding in basic editorial skills. Though no single course can prepare you adequately to be an editor, you will learn how editors think about things and what kinds of things they do.

Course work and grading

- Exercises 20%
- Mid-term exam 20%
- Final exam 20%
- Project 40%

The exercises involve copyediting brief writings in a variety of genres. The exams are take-home exams. The project involves writing a paper, editing a classmate's paper, and reflecting on what you learned from the experience of editing and being edited. You will also do some reading about editing; see the schedule.

All work must be completed to pass the course.

Exercises
All exercises are available in PDF format on the website: print them out, complete them, and bring them to class on the due date. Because doing the exercises is essential to your learning editing skills, you must complete all 12 exercises to pass the class. Exercises are due at the beginning of class, and late exercises will be accepted only with a doctor's excuse.

ADA Policy
In accordance with university policy and the Americans with Disabilities Act, academic accommodations may be made for any student who notifies the instructor of the need for an accommodation. It is imperative that you take the initiative to bring such needs to the instructor's attention, as the instructor is not legally permitted to inquire about such particular needs of students. Students who may require special assistance in emergency evacuations (fire, tornado, etc.) should contact the instructor as to the most appropriate procedures to follow in such an emergency. Contact the Office of Affirmative Programs (487-3310) if you have questions about issues related to the ADA.

A website to check out:
www.theslot.com