

**Carleton University  
Fall 2022-Winter 2023  
Department of English**

**ENGL 3414 A / ALDS 3414 A: Introduction to Professional Writing and Editing  
Prerequisites: third-year standing or permission of the instructor**

**Times: Mondays and Wednesdays 2:35–3:55 pm**

**Location: Southam Hall 415**

**Format: In-person**

**Instructor: Kristen Hines**

**Email: kristenhines@cunet.carleton.ca**

**Phone: 613-698-6333**

**Office Hours: Tuesdays and Thursdays 4:00–5:00pm on Zoom**

**Important note:**

For information on deadlines for withdrawal from courses, please consult the Academic Year section of the Undergraduate Calendar (<https://calendar.carleton.ca/academicyear/>).

**I. Course description:** This course will introduce students to a variety of careers within the related fields of writing and editing. Students will have the opportunity to develop their own writing and editing skills through short assignments, quizzes, and online class discussion. An experiential activity will enable students to explore careers in writing and editing and gain insights from professionals.

**III. Learning Outcomes:**

At the end of this course students will be able to...

1. Evaluate various texts using appropriate professional terminology
2. Apply revision and editing techniques that are based on best practices
3. Describe, in depth, the core skills and activities of 1–2 professions within the related fields of writing and editing, as well as demonstrate a broad perspective of writing and editing careers
4. Identify and acknowledge their strengths and weaknesses as writers

**IV. Texts:**

Babington, Doug, Don LePan, Maureen Okun, Nora Ruddock, and Laura Buzzard. *The Broadview Guide to Writing*. Canadian 6th ed. Peterborough, Ontario: Broadview Press, 2017.

This text can be purchased directly from Broadview Press; new print edition is \$44.95, e-book is \$31.56 and can be purchased at this link: <https://broadviewpress.com/product/the-broadview-guide-to-writing-revised-sixth-edition/#tab-description>

Students will also choose, read, and review one book related to writing and/or editing from a list of suggestions posted on Brightspace.

Additional readings will be available through Ares and on Brightspace.

## V. Course calendar:

Week # – dates	Topic	Activities and assignments
1 – Jan 9	Introduction to course	
1 – Jan 11	Introduction to writing careers and industry terminology	Online discussion: Introduce yourself
2 – Jan 16	Communications writing and copywriting – Knowing your audience	
2 – Jan 18	Communications writing and copywriting (continued)	Assignment 1 due: Self-assessment
3 – Jan 23	Journalism – Ethics and integrity	
3 – Jan 25	Journalism – Interviewing	
4 – Jan 30	Journalism – Argument	Reading: “Logical Fluency: The Nature of Argument” (in textbook)
4 – Feb 1	Journalism – Argument (continued)	Assignment 2 due: Article critiques
5 – Feb 6	Writing for audiovisual media	Online discussion: Narrative podcast reverse outline
5 – Feb 8	UX writing – Writing small	Book review outline due
6 – Feb 13	Technical writing – Delight and design	
6 – Feb 15	Technical writing (continued) and the role of technology and AI in professional writing	Assignment 3 due: Bad information design
7 – Feb 20 & 22	<b>READING WEEK</b>	
8 – Feb 27	Introduction to editing careers	
8 – Mar 1	Overview of industry terminology	
9 – Mar 6	Grammar refresher	Reading: “Writing Grammatically” (in textbook)
9 – Mar 8	The evolution of language	
10 – Mar 13	Structural editing	Assignment 4 due: Fix this article
10 – Mar 15	Stylistic editing	Reading: “Stylistic Fluency” (in textbook)
11 – Mar 20	Copyediting	
11 – Mar 22	Copyediting (continued)	Quiz 1 – Grammar and style
12 – Mar 27	Proofreading	Online discussion: How can you edit your own writing?
12 – Mar 29	Editing your own writing	
13 – Apr 3	Review of course	Quiz 2 – Professional terminology

13 – Apr 5	The role of technology and AI in professional editing	Online discussion: Reflect on what you took away from this course
14 – Apr 10	Expert panel	
After classes end – Apr 27	Capstone project due	

## VI. Evaluation:

Participation – 25%

Book review outline – 5%

Book review draft – 10%

Short assignments 4 x 5% = 20%

Quizzes 2 x 5% = 10%

Capstone project 30% (book review revision – 10%; factsheet – 10%; learning activity report – 10%)

**Submissions:** Assignments are to be submitted through Brightspace, following the formatting instructions provided by the instructor. Private feedback from the instructor will also be submitted through Brightspace.

**Participation:** Marks for participation consider in-class attendance, timely and considered online conversation, and participation in class.

For weeks that include an online discussion thread, early participation is encouraged. Students should aim to post by mid-week, and discussions should wrap up by Monday of the following week of classes. Students should check the boards at least 3 times per week, post at least once per week, and respond thoughtfully to the posts of at least 3 other students each week.

**Late assignments:** All assignments, except for the capstone project, are eligible for penalty-free, no-questions-asked extensions up to a maximum of 5 days over the entire course. That is, students have a bank 5 of “grace days,” from which they can draw if they cannot meet a deadline. However, as hitting deadlines is key to a successful career in writing or editing, students should view these grace days as failsafes rather than as tools for time management.

Standing in a course is determined by the course instructor subject to the approval of the Faculty Dean. This means that grades submitted by the instructor may be subject to revision. No grades are final until they have been approved by the Dean.

## VII. Statement on Plagiarism

### PLAGIARISM

The University Academic Integrity Policy defines plagiarism as “presenting, whether intentionally or not, the ideas, expression of ideas or work of others as one’s own.” This includes reproducing or paraphrasing portions of someone else’s published or unpublished

material, regardless of the source, and presenting these as one's own without proper citation or reference to the original source. Examples of sources from which the ideas, expressions of ideas or works of others may be drawn from include but are not limited to: books, articles, papers, literary compositions and phrases, performance compositions, chemical compounds, artworks, laboratory reports, research results, calculations and the results of calculations, diagrams, constructions, computer reports, computer code/software, material on the internet and/or conversations.

Examples of plagiarism include, but are not limited to:

- any submission prepared in whole or in part, by someone else;
- using ideas or direct, verbatim quotations, paraphrased material, algorithms, formulae, scientific or mathematical concepts, or ideas without appropriate acknowledgment in any academic assignment;
- using another's data or research findings without appropriate acknowledgement;
- submitting a computer program developed in whole or in part by someone else, with or without modifications, as one's own; and
- failing to acknowledge sources through the use of proper citations when using another's work and/or failing to use quotations marks.

Plagiarism is a serious offence that cannot be resolved directly by the course's instructor. The Associate Dean of the Faculty conducts a rigorous investigation, including an interview with the student, when an instructor suspects a piece of work has been plagiarized. Penalties are not trivial. They can include a final grade of "F" for the course.

### **VIII. Statement on Student Mental Health**

As a University student you may experience a range of mental health challenges that significantly impact your academic success and overall well-being. If you need help, please speak to someone. There are numerous resources available both on- and off-campus to support you. Here is a list that may be helpful:

**Emergency Resources (on and off campus):** <https://carleton.ca/health/emergencies-and-crisis/emergency-numbers/>

#### **Carleton Resources:**

- Mental Health and Wellbeing: <https://carleton.ca/wellness/>
- Health & Counselling Services: <https://carleton.ca/health/>
- Paul Menton Centre: <https://carleton.ca/pmc/>
- Academic Advising Centre (AAC): <https://carleton.ca/academicadvising/>
- Centre for Student Academic Support (CSAS): <https://carleton.ca/csas/>
- Equity & Inclusivity Communities: <https://carleton.ca/equity/>

#### **Off Campus Resources:**

- Distress Centre of Ottawa and Region: (613) 238-3311 or TEXT: 343-306-5550, <https://www.dcottawa.on.ca/>

- Mental Health Crisis Service: (613) 722-6914, 1-866-996-0991, <http://www.crisisline.ca/>
- Empower Me: 1-844-741-6389, <https://students.carleton.ca/services/empower-me-counselling-services/>
- Good2Talk: 1-866-925-5454, <https://good2talk.ca/>
- The Walk-In Counselling Clinic: <https://walkincounselling.com>

## IX. Statement on Pandemic Measures

It is important to remember that COVID is still present in Ottawa. The situation can change at any time and the risks of new variants and outbreaks are very real. There are [a number of actions you can take](#) to lower your risk and the risk you pose to those around you including being vaccinated, wearing a mask, staying home when you're sick, washing your hands and maintaining proper respiratory and cough etiquette.

**Feeling sick?** Remaining vigilant and not attending work or school when sick or with symptoms is critically important. If you feel ill or exhibit COVID-19 symptoms do not come to class or campus. If you feel ill or exhibit symptoms while on campus or in class, please leave campus immediately. In all situations, you should follow Carleton's [symptom reporting protocols](#).

**Masks:** Masks are no longer mandatory in university buildings and facilities. However, we continue to recommend masking when indoors, particularly if physical distancing cannot be maintained. We are aware that personal preferences regarding optional mask use will vary greatly, and we ask that we all show consideration and care for each other during this transition.

**Vaccines:** While proof of vaccination is no longer required to access campus or participate in in-person Carleton activities, it may become necessary for the University to bring back proof of vaccination requirements on short notice if the situation and public health advice changes. Students are strongly encouraged to get a full course of vaccination, including booster doses as soon as they are eligible and submit their booster dose information in [cuScreen](#) as soon as possible. Please note that Carleton cannot guarantee that it will be able to offer virtual or hybrid learning options for those who are unable to attend the campus.

All members of the Carleton community are required to follow requirements and guidelines regarding health and safety which may change from time to time. For the most recent information about Carleton's COVID-19 response and health and safety requirements please see the [University's COVID-19 website](#) and review the [Frequently Asked Questions \(FAQs\)](#). Should you have additional questions after reviewing, please contact [covidinfo@carleton.ca](mailto:covidinfo@carleton.ca).

## X. Requests for Academic Accommodations

### ACADEMIC ACCOMMODATION

You may need special arrangements to meet your academic obligations during the term. For an accommodation request the processes are as follows:

**Pregnancy:** write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For accommodation regarding a formally scheduled final exam, you must complete the Pregnancy Accommodation Form ([click here](#)).

**Religious obligation:** write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details [click here](#).

**Academic Accommodations for Students with Disabilities:** The Paul Menton Centre for Students with Disabilities (PMC) provides services to students with Learning Disabilities (LD), psychiatric/mental health disabilities, Attention Deficit Hyperactivity Disorder (ADHD), Autism Spectrum Disorders (ASD), chronic medical conditions, and impairments in mobility, hearing, and vision. If you have a disability requiring academic accommodations in this course, please contact PMC at 613-520-6608 or [pmc@carleton.ca](mailto:pmc@carleton.ca) for a formal evaluation. If you are already registered with the PMC, contact your PMC coordinator to send me your Letter of Accommodation at the beginning of the term, and no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with me to ensure accommodation arrangements are made. Please consult the PMC website for the deadline to request accommodations for the formally scheduled exam (if applicable).

### **Survivors of Sexual Violence**

As a community, Carleton University is committed to maintaining a positive learning, working, and living environment where sexual violence will not be tolerated, and where survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: <https://carleton.ca/equity/sexual-assault-support-services>

### **Accommodation for Student Activities**

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation will be provided to students who compete or perform at the national or international level. Write to me with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>