

March 22, 2005

Dear friends,

This spring, students in my Professional Editing class are completing a service learning project. I believe this project will enable them to learn the art and craft of editing by completing an editing project for an organization at Western or in the greater Macomb community. This experience will be very valuable for my students, while helping your organization produce attractive and professionally written printed materials.

My student will explain the entire process to you in detail. Briefly, students will do the following:

- Consult with you to find a document or documents to edit.
- Form a written plan for editing, including a schedule.
- Complete the editing task indicated in the project plan.

To support this project, you will have a few responsibilities:

- Meet and communicate with the student.
- Answer questions about the content of the document(s) being edited.
- At the conclusion of the semester, complete an evaluation of the student's editing project.

Because this project must be completed by May 12, 2005, at times the student you are working with may ask for fairly quick turnaround on editorial commentary or incremental drafts. I have asked student editors to be clear about deadlines, and to accommodate your schedules as much as possible.

I want to thank you for supporting this important educational activity. Please contact me at any time if you have any questions.

With kind regards,

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