

## **VIRTUAL CAMPUS**

## **School of Languages and Literature**

**Wayland Baptist University Mission Statement:** Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

**Course Name: ENGL5300 Academic Writing for Graduate Students**

**Term and Year: Fall 2 2025 October 13- December 13**

**Instructor: Dr. Arch Mayfield**

# **Office Phone and WBU Email Address:** 806-621-1622 at the times listed below in Office Hours. If we are unable to match up our respective hours of availability and you need to talk to me by phone, please email me, and we can arrange a call. [arch.mayfield@wayland.wbu.edu](mailto:arch.mayfield@wayland.wbu.edu)

# **Office Hours, Building, and Location:** Tuesdays and Wednesdays 4:00-5:15 P.M. Central Time Zone. I will check course email regularly, usually early morning Central Time Zone daily. Students must also check Wayland email frequently.

**Class Meeting Time and Location:** ONLINE

**Catalog Description:** A course designed to provide students the skills to strengthen scholarly writing at a graduate and professional level.

**Prerequisite:** None

**Required Textbook and Resources**:

*Academic Writing for Graduate Students* (2012) 3rd edition, John M Swales and Christine B. Feak ISBN 978-0-472-03475-8 available as an e-textbook

**Course outcome competencies**: Upon the conclusion of this course, students actively engaged in learning will be able to:

1. Understand the different genres of academic writing such as seminar papers, journal articles, literature reviews, bibliographies, etc.
2. Recognize strengths and weaknesses in their own research and writing processes.
3. Demonstrate the role of critical thinking and argumentation in scholarly writing.
4. Grasp the basic skills of professional editing and be able to apply them to their own writing.

**Attendance Requirements**: As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings.  All absences must be explained to the instructor, who will then determine whether the omitted work may be made up.  When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director.  Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course.  Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

**Statement on Plagiarism**: “Wayland proudly adheres to high standards of intellectual, moral, ethical, and spiritual values. Convinced that self-discipline is more desirable than outside force and that the truly educated person must pursue what is right under all circumstances, Wayland entrusts each student with the solemn obligation of preserving these standards.” (from *Student* Handbook) See full Wayland Academic Integrity Statement in the Required First Week Assignment in Course Content. Also see below for recent modifications/additions.

**Recent Modifications and Additions to Policy:** The *Academic Catalog* states: “Students are expected to conduct themselves in accordance with the highest standards of academic honesty and personal integrity. Students are subject to penalty for all forms of academic dishonesty, including but not limited to illicit possession of examinations or examination materials, sharing of log-ins that allow unauthorized online course assistance, using generative artificial intelligence (GAI) tools without authorization from course instructor, or presenting the work of another or a GAI creation as one’s own work (plagiarism, forgery, falsification of records, etc.)”

Additional information and details about penalties and appeals are given in the current *Catalog* or online. In this course the penalties for dishonesty range from a grade of “0” on the assignment to an “F” for the course, depending upon the severity of the dishonesty. See University Statement on Plagiarism and Academic Dishonesty (in Blackboard list or Course Information).

Wayland recently adopted Policy 9.4.1. Option b applies to this course:

b. Generative AI tools permitted in specific context and with proper citations.

i. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When [it is] used, students must properly cite the generative AI tool in their submitted work.

ii. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.

iii. Specific parameters for generative AI usage are provided by the instructor.

iv. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

Professor’s addition: Any GAI use (such as ChatGPT) must receive prior approval from the professor and documented according to Modern Language Association (MLA) guidelines.

**Disability Statement**: “In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university.  The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291- 3765.  Documentation of a disability must accompany any request for accommodations.”

**Course Assignments-Tentative:** The course assignments will closely correlate with the four Course outcome competencies listed on page 1 of the Syllabus. Those assignments include—but are not limited to—the following: citation exercises (APA, MLA, Chicago/Turabian), literature review, academic journal/professional presentation format, research essay.

**Grading:** The point total for the 8-week term is 1,000 points distributed among the Course Assignments, 100 points per week for 7 weeks and 300 points for final paper, 8th week.

**Preliminary Course Outline:** Reading assignments are based on the required text, *Academic Writing for Graduate Students*

**Week 1 October 13-18** Topic: An Approach to Academic Writing; short essay Reading: selected pages from Unit One in the textbook, Swales and Feak (basically the non-task pages) To Be Announced (TBA)

**Week 2 October 20-25** Topic: General-Specific and Specific-General Texts

Reading: selected pages from Unit Two in the textbook--TBA Assignment: Written Assignment TBA

**Week 3 October 27-November 1** Topic: Problem, Process, and Solution Reading: selected pages from Unit Three in the textbook--TBA Assignment: Written Assignment To Be Announced

**Week 4 November 3-8** Topic: Data Commentary Reading: TBA Assignment: TBA

**Week 5 November 10-15** Topic: Writing Summaries Reading: TBA Assignment: Research-related, TBA

**Week 6 November 17-22** Topic: Writing Critiques Reading: TBA Assignment: TBA

**Thanksgiving Week Nov. 24-29**

**Week 7 December 1-6** Topic: Research Reading: TBA Assignment: Editing, TBA

**Week 8 December 8-13** Research Essays Due **Wednesday, Dec. 10 11:00 P.M. Central Time**

# **Policy Regarding No Extra Credit**: I have a “no extra credit for outside work” policy. If you can find additional time and energy to devote to this course (beyond the weekly requirements), I urge you to focus that time and energy on the major 300-point research assignment due at the end of the term. That assignment is the single largest component of your final grade; your time and efforts would be best invested—with regard to possible points earned—in that “30% of your grade” assignment.

# **Writing Level**: According to the Wayland catalog, the English department attempts “to provide training in the techniques and skills necessary to produce acceptable, effective written expression.” All written work in this class must be college-level composition in order to receive a passing grade on the paper, regardless of content. Point deduction for late assignments.

**Academic Expectations**: In all matters related to this course, university students are expected to be diligent, responsible, and committed to the academic enterprise. This kind of commitment involves maturity of attitude and manner. It is *not* a behavior which seeks the lowest common denominator or which seeks ways of avoiding and abdicating individual responsibility.

# Wayland Baptist University Standards for Writing: Good writing exhibits the following characteristics:

1. **Content** is clearly purposeful, demonstrating depth, insight, and critical thinking.

2. **Structure** and **organization** are effective, coherent, and logically developed.

3. **Conventions** are conscientiously observed. This includes—but is not limited to—sentence structure, usage, and mechanics such as punctuation, grammar, and spelling.

4. **Style** is effective. Style has been defined as “the personality of the writing.” It includes—but is not limited to—word choice, sentence variety, voice, and attention to audience.

5. **Resources** are quoted and cited correctly, exhibiting quality and breadth. Plagiarism is unacceptable. See Plagiarism Statement in Blackboard Course Information and WBU Academic *Catalog* Wayland

**Multi-Disciplinary Writing Center**: It is the goal of the Center to serve as a focal point for all of Wayland Baptist University’s composition activities in order to generate an enduring legacy of better writing. For more details and to schedule an appointment, click on the link to WBU Tutorial Services toward the bottom of Course Content.

**Appeals: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Executive Vice President/Provost to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”**

# **Additional Requirements and Expectations**: The course syllabus is not a contract. Judicious changes may be made during the semester. If such changes are to occur, they will be presented to the students in a timely manner.