

**WAYLAND BAPTIST UNIVERSITY**  
**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:** ENGL 5314.VC01 Usage and Style

**Term and Year:** Spring 2019

**Full Name of Instructor:** Dr. Laura Brandenburg

**Office Phone and Email:** (806) 291-1106  
LBrandenburg@wbu.edu

**Office Hours, Building, and Location:** Gates Hall 200  
Online, various times and by appointment

**Class Meeting Time and Location:** WBU Online: [www.wbu.blackboard.com](http://www.wbu.blackboard.com)

**Catalog Description:** A history of style from classical to modern-day practices and an emphasis on revision and editing for correctness, appropriateness, and clarity in writing.

**Prerequisite:** None

**Required Textbook and Resources:** Williams, Joseph and Joseph Bizup. *Style: Lessons in Clarity and Grace*. 12<sup>th</sup> Edition. Boston, Ma: Pearson, 2017.

**Optional Materials:** *The Gregg Reference Manual*, 11<sup>th</sup> edition, may be helpful for students who do not feel prepared for grammatical, mechanical, or usage editing practices.

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

1. Explain the history and theory related to clear, effective, and persuasive style(s).
2. Analyze the style of various writing samples.
3. Demonstrate the ability to communicate in various styles.
4. Demonstrate fundamental editing and proofreading skills.
5. Demonstrate improvement in written expression by successfully revising a previous work.

The more the student puts into the course, the higher his or her outcome competencies will be.

**Attendance Requirements:** As stated in the Wayland Catalog, students enrolled at one of the University's 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.

*\*\* Because this is an online course and because we will not meet synchronously, students' attendance for the course is largely dependent on their contribution to the discussion board's weekly topics and other participation grades. In keeping with the on-site attendance policy, failure to provide a full response for at least 75% of the discussion topics will result in an F for the course. \*\**

**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."

**Academic Honesty:** Students are expected to submit original work in this class. Further, plagiarism in this course will not be tolerated. Plagiarism is constituted as stealing words or ideas from another source and passing them as one's own. Students who plagiarize in this class will receive a zero for the assignment and will be subject to university policies regarding plagiarism. (See full L&L Policy on Academic Dishonesty.)

**Due Dates and Late Penalties:** Assignments are due by 11:59 p.m. (Central Time Zone) on the date posted. Students should be sure that their clock matches the clock in WBU's Blackboard. All assignments must be submitted to the Blackboard site to receive a grade. These deadlines, like most deadlines in life, are not negotiable. *Any late assignment will receive a 20-point deduction per day late. Late assignments are not accepted after 5 days of the assignment's due date.*

If for any reason a student has trouble submitting his or her assignment online, he or she should send me an email with the attached assignment (preferably in Microsoft Word) before the due date/time, with an explanation of the technical problem. I will note the submission time of the email in order to assess removing late penalties. The student will be required to re-submit the assignment within 24 hours, or once the technical problem is resolved.

**Expectations, Communication, & Other Information:** While the nature of an online course allows students to work at their own pace, students are expected to keep up with the course materials weekly. *Please note: this is not a self-paced course.* This means that students should keep up with the readings and discussions posted each week and are responsible for turning in any assignments by the posted due date. Students who get behind in the weekly requirements will likely not do well in the course. Remember, also, that attendance for the course is measured by students' participation in the weekly participation assignments. Announcements and important information will be posted on the Blackboard site. Be sure to check the site often. Additional information may be sent to students' WBU emails, so students should make sure they have set up a WBU email and are checking it often. Students should feel free to email me or chat online anytime I'm signed on if they are concerned about the course or their progress. I am available to help, provide resources, and give direction—but I cannot help if I do not know a student is struggling.

Students should contact me by using my wbu.edu email. I have an office on the Plainview campus, as well, so Plainview campus students can set up an appointment to visit with me there. Please note that the phone number listed in this syllabus is my office number, which may be checked periodically throughout the week, but the best way to get in touch with me quickly is likely through email.

**Course Requirements and Grading Criteria:**

**Participation: (35%).** Students will be responsible for the readings, reading responses, and assigned exercise material as part of their general course participation.

**Editing and Revision Assignments: (50%).** Students will be required to edit a short paper with specific errors; in addition to editing for correctness, students will practice editing for clarity and coherence. Students will also be required to submit a paper from a previous class with a short proposal for revision plans; students will then substantially revise the paper demonstrating the practice of several of Williams' lessons in style.

1. Editing Project (15%)
2. Proposal & Revised Paper (5% and 30%)

**Final exam (15%).** The final exam will include practice exercises and ask students to write short essay responses based on their own opinion and critical thinking over various discussions in the course.

Policy 9.4.1: "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."

**Tentative Schedule:**

The schedule below is a tentative outline for the term. As such, it is subject to change, with notification of course. All readings ought to be completed *prior* to doing any assignments or posts in the discussion forum.

<b>Topic</b>	<b>Readings</b>	<b>Weekly Assignments</b>
Week 1: Introduction to Style	<ul style="list-style-type: none"> <li>• Lanham (PDF)</li> </ul>	3/3: Introductions
Week 2: Theories of Style	<ul style="list-style-type: none"> <li>• Cicero (PDF)</li> <li>• <i>Rhetorica ad Herennium</i> (PDF)</li> </ul>	3/10: Reading Response 1
Week 3: Theories of Style, Cont.	<ul style="list-style-type: none"> <li>• Erasmus (PDF)</li> <li>• Locke (PDF)</li> <li>• Blair (PDF)</li> </ul>	3/24: Reading Response 2
Week 4: Theories of Style, Cont.	<ul style="list-style-type: none"> <li>• Spencer (PDF)</li> <li>• Orwell (PDF)</li> </ul>	3/31: Reading Response 3
Week 5: Correctness	<ul style="list-style-type: none"> <li>• Williams: Lesson 1</li> <li>• Williams: Lesson 2</li> </ul>	4/7: Exercise 1 <b>4/7: Revision Paper Proposal Due</b>
Week 6: Actions & Characters	<ul style="list-style-type: none"> <li>• Williams: Lesson 3</li> <li>• Williams: Lesson 4</li> </ul>	4/14: Exercise 2
Week 7: Cohesion, Coherence, & Emphasis	<ul style="list-style-type: none"> <li>• Williams: Lesson 5</li> <li>• Williams: Lesson 6</li> </ul>	4/23: Exercise 3 <b>4/23: Editing Project Due</b>
Week 8: Motivation & Global Coherence	<ul style="list-style-type: none"> <li>• Williams: Lessons 7</li> <li>• Williams: Lesson 8</li> </ul>	4/28: Exercise 4
Week 9: Concision, Shape, & Elegance	<ul style="list-style-type: none"> <li>• Williams: Lesson 9</li> <li>• Williams: Lesson 10</li> <li>• Williams Lesson 11</li> </ul>	5/5: Exercise 5
Week 10: Ethics of Style	<ul style="list-style-type: none"> <li>• Williams: Lesson 12</li> </ul>	<b>5/12: Revision Paper Due</b>
Week 11: Reflections & Final Exam	<ul style="list-style-type: none"> <li>• None</li> </ul>	<b>5/18: Final Exam Due</b>

**\*All Assignments must be submitted in Blackboard to receive a grade.\***

**\*\*Please note the dates between Week 2 and Week 3 for Spring Break\*\***

**\*\*Please note the extension for Week 7 assignment is to accommodate Easter break\*\***