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 Usage and Style

**Term and Year**: Spring 2, 2023

**Full Name of Instructor**: Dr. Brent Lynn

**Office Phone and WBU Email Address**: **806-291-3672;** [lynnb@wbu.edu](mailto:lynnb@wbu.edu)

**Class Meeting Time and Location**: Class should be available any time, day or night, through Blackboard.

**Office Hours, Building, and Location**: I am the Director of Wayland’s Multidisciplinary Tutorial Services at the Plainview Campus. You can reach me there by phone most days from 9:00-5:00. However, feel free to email me at any time, and I will respond as soon as I can.

**Catalog Description**: Emphasis on present-day styles, stressing correctness, appropriateness, and clarity in writing. For teachers, professionals, secretaries, and students in all degree programs.

**Prerequisite:** Only Graduate-level status

**Required Textbook**: Automatic eBook of Joseph M Williams’ *Style: Lessons in Clarity and Grace*, 13th edition

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

1. Understand the latest rules and guidelines related to contemporary usage.

2. Select an appropriate writing style for the occasion.

3. Demonstrate the ability to communicate in various formats (memos, letters, etc.)

4. Demonstrate fundamental editing and proofreading skills.

5. Demonstrate improvement in written expression by successfully revising a previous work.

6. Through the use of an oral presentation [or comparable format] or teaching session, explain in detail a present-day style or usage issue.

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

**Attendance Requirements:** This Virtual Campus or online course is set up on a weekly “module” basis. This means assignments, readings, discussions, papers, etc. will generally be presented and due on a weekly basis. Therefore, a *minimum* “attendance” of checking in with the course, on Blackboard, once early in the week and once late in the week, is required in order to complete the course successfully.

**Statement on Plagiarism and Academic Dishonesty**: Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**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 Requirements:** Assignments consist of weekly discussions about assigned readings; exercises based on chapter readings; writing assignments and a final presentation.

# **Grading Criteria:**

Discussions 20%

Weekly Exercises 30%

Writing Assignments and Presentation 50%

**Course requirements and grading criteria:** “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 Vice President of Academic Affairs 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 following schedule is tentative. Dates and more details about assignments will be added by start date.

**Week One**

Lesson One: Understanding Style and Lesson Two: Correctness

**Week Two**

Lesson Three: Actions

**Week Three**

Lesson Four: Characters

First Writing Assignment

**Week Four**

Lesson Five: Cohesion and Coherence

**Week Five**

Lesson Six: Emphasis

Second Writing Assignment

**Week Six**

Lesson Seven: Concision

**Week Seven**

Lesson Eight: Shape

Third Writing Assignment

**Week Eight**

Final Presentation