**WAYLAND BAPTIST UNIVERSITY**

**Campus Name**

**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 4314 Usage and Style

**Term and Year:**

**Spring 2 2024**

**Full Name of Instructor:**

**Dr. Chloe Brooke**

**Office Phone and WBU Email Address: (home and cell phone optional):**

**brookec@wbu.edu**

**Office Hours, Building, and Location:**

**Online; Zoom option available**

**Class Meeting Time and Location**:

Online only; asynchronous (at your own pace)

**Catalog Description:** A practical study of present-day usage and style rules, stressing correctness, appropriateness, and clarity in writing, as well as attention to editing and proofreading.

**Prerequisite:** **Consent of Instructor**

**Required Textbook and Resources**:

* Bell, Susan. *The artful edit.* Norton, 2007. ISBN: 978-0-393-33217-9
* Strunk, William Jr. and W.B. White. *The Elements of Style,* 4th edition. Pearson, 2000.ISBN: 978-0-205-30902-3
* --. *The Elements of Style Workbook.* Tip Top Education: A Curriculum Publishing Company, 2017. ISBN: 978-1-64281-005-9

**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. Demonstrate fundamental editing and proofreading skills.

3. Demonstrate the ability to communicate in various formats.

4. Select an appropriate writing style for the occasion.

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 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 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 and Grading Criteria:**

**Quizzes , Passages, & Workbook 35%**

**MTS Feedback (3xs) 10%**

**Errors in the Wild Presentation 5%**

**Edited Collection Introduction 10%**

**Revision Project 20%**

**Writer’s Portfolio 20%**

**Following statement must be included following 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**:

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|  | Reading due | Work due |
| Week 1 | Course Introduction  Strunk and White, Foreword and Introduction  Bell chapter 1  Strunk and White Workbook Introduction | Editing Passages 1 & 2 |
| Week 2 | Strunk and White, Section1 Elementary Rules of Usage  Bell chapter 2 | Editing Passages 3& 4  Quiz #1  Workbook pp. 1-14  Revision Project Component #1 (post an essay to the discussion board)  Peer Review portfolio CV |
| Week 3 | Strunk and White, Section 2 Elementary Principles of Composition  Bell chapter 3 | Editing Passages 5& 6  Quiz #2  Workbook pp. 15-20  Errors in the Wild presentations due  Revision Project Component #1 continued (post the feedback using the outline for 2 peers)  Peer review portfolio narrative bio (use workbook pp. 44-46) |
| Week 4 | Strunk and White, Section 3 A Few Matters of Form  Bell chapter 4 | Editing Passages 7 & 8    Quiz #3  Workbook pp. 21-41  Revision Project Component #2 Submit your Revision Action Plan  Peer review portfolio cover letter |
| Week 5 | Strunk and White, Section IV Words and Expressions Commonly Misused  Bell chapter 5 | Editing Passages 9 & 10  Quiz #4  Workbook pp.42-55  Revision Project Component #3 Submit your essay with the changes made (that are outlined on the PLAN), annotating every single change  Peer review “If I were a punctuation mark” essay |
| Week 6 | Strunk and White, Section IV Words and Expressions Commonly Misused | Quiz #5  Workbook pp. 72-91  Edited Collection Introduction due  MTS Feedback must be submitted by this point (it may be submitted earlier).  Peer review portfolio process statement essay |
| Week 7 | Strunk and White, Section V An Approach to Style | Quiz #6  Workbook pp. 92-108  Peer Review the entire Writer’s Portfolio |
| Week 8 |  | Writer’s Portfolio |

**Faculty May Add Additional Information as Desired:** Such as I**nstructor's Policy on Academic Dishonesty, or A**dditional Attendance Policies, etc.