# **WAYLAND BAPTIST UNIVERSITY**

**Plainview**

**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 4101 PL01 – English Major Capstone Course

**Term and Year: Summer 2023**

**Full Name of Instructor: Dr. Kimberlee Mendoza & Dr. Karen Beth Strovas**

**Office Phone and WBU Email Address: (806) 291-1106 & 806-291-1114**

**Office Hours, Building, and Location:** Gates Hall 2nd floor, Room 200 & 202A

**Class Meeting Time and Location:** Mondays 1:45-3:00 pm, GH204

**Catalog Description:** Mandatory for all Plainview, non-Education English majors in one of last two semesters immediately prior to graduation, the course familiarizes English majors with possible career opportunities, job searches, resume development, graduate school applications, interviewing skills, etc.; includes major field exam.

**Prerequisite:** Minimum of 30 hours toward English major, or consent of Dean of School of Languages and Literature.

**Required Textbook and Resources:** N/A

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

1. Discuss various career opportunities available to English majors.
2. Develop a resume or CV-like document that highlights skills, abilities, experience, scholarly work, etc.
3. Demonstrate skills necessary to research the current job market for openings related to the student’s education and interests.
4. Apply for graduate school or employment positions that fit the student’s education, skill set, and interests.
5. Successfully complete the major field exam.

\*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 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 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: (Fill in—include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)**

**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.”**

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| Assignment | Due Date | Percentage Points |
| List of Five Draft |  | 2.5% |
| Resume/CV Draft |  | 2.5% |
| Letter Draft |  | 2.5% |
| Self-Assessment Essay Draft |  | 2.5% |
| Completed Portfolio |  | 50% |
| Mock Interview |  | 20% |
| Major Field Exam |  | 20% |
|  |  |  |
|  | TOTAL | 100% |

# **Course Requirements and Grading Criteria**

All percentages and points are approximate:

  **Drafts:** (10%) Includes -

*“List of Five,” Resume/ Cover Letter OR CV/ Letter of Intent, and Self-Assessment Essay*

Note: Though the drafts may be low in points, it is important to turn in the drafts on time in order to get faculty feedback for completing the final portfolio.

 **Completed Portfolio:** (total 50%)including but not limited to--

1. A neat, well-organized list and description of five open positions, or five graduate programs, in which the student is interested and will soon be qualified (10%)

2. **Resume:** A complete, polished resume or CV-like document tailored to one of the above positions or graduate programs (10%)

3. **Cover Letter:** A polished cover letter or a letter/statement of intent tailored to/for one of the above positions or graduate programs (10%)

4. **Self-assessment Essay**: Students will complete a reflective essay that shares their learning experiences in upper-level English and demonstrates how you met the learning outcomes outlines in the School L&L (10%)

5. **Writing Sample:** A revised and polished 15-25-page writing sample for graduate school (10%)

  **Mock Interview** (20%)

  **Major Field Exam** 20%)

**Grade 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 . . . The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

**Class Expectations:** Please silence and put away (*no texting*) cell phones during class. Students are expected to listen politely to one another and treat one another with respect. Since part of your course grade is based on class participation, texting, etc. during class will automatically reduce your grade.

**Class Communication, Announcements, and Updates:** In addition to official announcements in class, instructors may send additional announcements to your Wayland email address and/or the Blackboard class online. \*It is your responsibility to set up your Wayland email account and check it

regularly.

Need assistance with your Wayland email account? Call IT at (806) 291-3540, OR go to this site: <http://www.wbu.edu/current_students/student_email/default.htm>.

# **Course Schedule/Outline**

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| **Week 1** | LECTURE & DISCUSSION: Professors will introduce the course syllabus and requirements. Students will complete **WBU Career Services’ “My Plan—Career Values Assessment” online questionnaire**. Students will discuss (in the discussion forum) various career/job opportunities for English majors. Students will share employment hopes/plans and begin researching specific job openings or graduate programs during this discussion. They should respond initially by Thursday, and to all students Sunday by midnight.  ASSIGNMENT: In addition, the **Draft of “The List of Five”** is due Sunday by midnight |
| **Week 2** | LECTURE & DISCUSSION: Will discuss graduate school opportunities, as well as entrance exams such as the general GRE, the GRE subject test, and the LSAT. Students will **research** entrance requirements for specific graduate programs or requirements for specific occupations. Discuss academic conferences and publication, calls for papers (CFPs), the preparation of writing samples and bios, and professional networking. Students should peruse https://call-for-papers.sas.upenn.edu/ and https://www.cfplist.com/ in preparation for discussion. You will discuss and review resume and/or CV formats in the discussion forum. They should respond initially by Thursday, and to all students Sunday by midnight.  ASSIGNMENT: In addition to the discussion, Students will **Draft of Resume/CV-like Document**, which is due Sunday by midnight |
| **Week 3** | LECTURE & DISCUSSION: Will discuss cover letters, graduate school letters of interest or statements of intent, and related employment documents. Students will begin to prepare one or more of the above (cover letter, statement of intent).  ASSIGNMENT: **Draft of Cover Letter/ Letter of Intent due Sunday by midnight** |
| **Week 4** | LECTURE & DISCUSSION: Will discuss the major **field exam** and provide each student with a personalized list of courses and possible questions. Students will plan how best to prepare for the exam. Will discuss **interview preparation**, successful interview skills, and the importance of “soft skills.” Students will consider/prepare three thoughtful questions for potential employers or grad-school professors. In addition, they will discuss the major field exam expectations. Begin to study for your field exam (see questions in Blackboard). They should respond initially in the forum by Thursday, and to all students Sunday by midnight.  ASSIGNMENT: Nothing will be turned in, but students should prep for their field exam and interviews. Student is responsible for scheduling a Zoom call with two instructors ahead of time. |
| **Week 5** | ASSIGNMENT: Will complete the **major field exam** with two L&L professors of your choice on Zoom. Please dress for success and be prepared. This exam must be completed before Sunday at midnight. |
| **Week 6** | ASSIGNMENT: **Draft of Self-Assessment Essay** Due Sunday by midnight |
| **Week 7** | LECTURE & DISCUSSION: Students will respond in the discussion forum about their time here at Wayland initially by Thursday, and then respond to all students Sunday by midnight.  ASSIGNMENT: **Draft of Writing Sample Due Sunday by midnight.** Professors will go over writing samples and portfolio with students and give any final feedback |
| **Week 8** | LECTURE & DISCUSSION: There will be no lecture or discussion this week.  ASSIGNMENT: Make any changes to the parts of your **portfolio** and upload it **SATURDAY by midnight** with all part in ONE document, MLA formatted. Class closes Saturday. |