**WAYLAND BAPTIST UNIVERSITY**

**WBU Online**

**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 Professional Editing

**Term and Year: Summer 2025**

**Full Name of Instructor: Dr. Chloe Brooke**

**Office Phone and WBU Email Address:**

**Chloe.brooke@wayland.wbu.edu**

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

**Available by appointment only.**

**Class Meeting Time and Location**:

The class is entirely online.

**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:** **ENGL 1302**

**Required Textbook and Resources**:

Sabin, William A. *The Gregg Reference Manual,* McGraw Hill, 2011. ISBN: 978-0-07-339710-8

**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.

[Link to WBU’s Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf), and reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course:

* 1. No use of any generative AI tools permitted.
     1. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.
     2. All assignments must be fully created, designed, and prepared by the student(s).
     3. Any work that uses generative AI will be treated as plagiarism.
  2. Generative AI tools permitted in specific context and with proper citations.
     1. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
     2. 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.
     3. Specific parameters for generative AI usage are provided by the instructor.
     4. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.
  3. Generative AI tools usage encouraged and may be actively assigned in coursework.
     1. Use of generative AI tools is actively encouraged and incorporated in to specific assignments for this course.
     2. Use of generative AI tools for assignments in brainstorming, content understanding, or revision to work is perfectly acceptable if cited and referenced properly in any submitted work for the course.
     3. Use of generative AI is encouraged as long as students understand the use of generative AI in the course is to be an assistance tool and not the generator of assignments and submitted work. Ultimately, all submitted work must still reflect student’s own work, understanding, and analysis.
     4. Specific parameters for generative AI usage provided by the instructor.
     5. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**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 Disability Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291- 1057.  Documentation of a disability must accompany any request for accommodations.

**Course Requirements and Grading Criteria:**

**Weekly Reading Quizzes 10%**

**Editing Quizzes 10%**

**Opening Letter/Memo 15%**

**Editing Myth Busters Mini Lesson 15%**

**Course Progress Reports (2) 20%**

**Final Exam 30%**

**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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| --- | --- | --- | --- |
|  | Monday | Wednesday | Friday |
| Week 1 | Reading Assignments:  Part I Grammar, Usage, and Style Section 1 & Section 2: Punctuation  Assignments Due: | Reading Assignments:  Part I Grammar, Usage, and Style Section 3, 4, & 5: Capitalization, Numbers, & Abbreviations  Assignments Due:  Punctuation Quiz | Reading Assignments:  Read the Opening Letter/Memo Assignment Sheet  Read Section 6 Plurals and Possessives  Assignments Due:  Editing Practice  Capitalization, Numbers, & Abbreviations Quiz |
| Week 2 | Reading Assignments:  Read Section 7 & 8  Spelling & Compound Words  Assignments Due:  Opening Letter/ Memo Assignment due  Plurals and Possessives Quiz | Reading Assignments:  Read Section 9: Word Division  Assignments Due:  Spelling and Compound Words Quiz | Reading Assignments:  Read Section 10 Grammar  Read the Editing Myth Busters Mini Lesson Assignment sheet  Assignments Due:  Word Division Quiz |
| Week 3 | Reading Assignments:  Read Section 11: Usage  Assignments Due:  Section 10 Quiz | Reading Assignments:  Assignments Due:  Editing Myth Busters Mini Lessons Due  Section 11 Quiz | Reading Assignments:  Assignments Due:  Progress Report #1 due |
| Week 4 | Reading Assignments:  Read Section 12: Editing and Proof Reading  Assignments Due: | Reading Assignments:  Read Section 13 Letters, Memos, Email, and Text Messages  Assignments Due:  Editing and Proofreading Quiz | Reading Assignments:  Assignments Due:  Section 13 Quiz |
| Week 5 | Reading Assignments:  Read Section 14  Assignments Due: | Reading Assignments:  Assignments Due:  Section 14 Quiz | Reading Assignments:  Read Section 15  Assignments Due: |
| Week 6 | Reading Assignments:  Assignments Due:  Section 15 Quiz | Reading Assignments:  Read Section 16  Assignments Due:  Section 16 Quiz | Reading Assignments:  Assignments Due:  Progress Report #2 due |
| Week 7 | Reading Assignments:  Read Section 17  Assignments Due: | Reading Assignments:  Assignments Due:  Section 17 Quiz | Reading Assignments:  Read the Final Exam assignment sheet  Read Section 18: Forms of Address  Assignments Due: |
| Week 8 | Reading Assignments:  Assignments Due:  Forms of Address Quiz | Reading Assignments:  Assignments Due: | Reading Assignments:  Assignments Due:  Final Exam Due |

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